



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, November 17, 2014**  
**Wayland Town Building**  
**Selectmen's Meeting Room**

**Proposed Agenda**

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

- 6:30 pm 1.) Open Meeting and Enter into Executive Session pursuant to Massachusetts General Laws 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 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:
- August 12, 2013
  - October 21, 2013
  - December 9, 2013
  - January 6, 2014
  - January 27, 2014
  - February 24, 2014
  - March 17, 2014
  - April 3, 2014;
- and to Discuss Strategy with Respect to Collective Bargaining with regard to the Teamsters Union
- 7:00 pm 2.) Call to Order by Chair
- Announcements; Review Agenda for the Public
- 7:02 pm 3.) Public Comment
- 7:10 pm 4.) Hearing on Violation of License for Sale of Second-Hand Articles, Michelle's Jewelry Boutique
- 7:30 pm 5.) Consideration of Speed Zoning Request for Damon Farms presented by Police Chief Robert Irving
- 7:40 pm 6.) Report on Interim Traffic Mitigation at Route 30/West Plain Street/School Street

**BOARD OF SELECTMEN**

**Monday, November 17, 2014**

**Wayland Town Building, Selectmen's Meeting Room**

**Proposed Agenda Page Two**

- |         |      |  |
|---------|------|--|
| 7:50 pm | 7.)  | Review Preliminary Planning Board Recommendation, Temporary Municipal Space Planning Committee |
| 8:10 pm | 8.)  | Presentation of Highlights of FY16 Departmental Budgets Under Jurisdiction of Selectmen        |
| 8:25 pm | 9.)  | Review and Potential Vote to Appoint Special Counsel for the River's Edge Project              |
| 8:35 pm | 10.) | Discuss Funding for Affordable Housing Trust   |
| 8:45 pm | 11.) | Reconsideration of Date for 2015 Annual Town Meeting   |
| 8:55 pm | 12.) | Review and Approve Consent Calendar (See Separate Sheet)                                       |
| 9:00 pm | 13.) | Review Correspondence (See Separate Index Sheet)   |
| 9:05 pm | 14.) | Report of the Town Administrator   |
| 9:15 pm | 15.) | Selectmen's Reports and Concerns   |
| 9:20 pm | 16.) | Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any      |
| 9:25 pm | 17.) | Adjourn  |



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NAN BALMER  
TOWN ADMINISTRATOR  
TEL. (508) 358-7755  
[www.wayland.ma.us](http://www.wayland.ma.us)

November 5, 2014

Ms. Michele Meltzer  
Michelle's Jewelry Boutique  
310 Boston Post Road  
Wayland MA 01778

## Notice of Hearing

Please be advised that you are requested to attend a hearing for a violation of your Sale of Second-Hand Articles License, scheduled for Monday, November 17, 2014, at 7:10 P.M. at the Town Building (Selectmen's Meeting Room) located at 41 Cochituate Road, Wayland.

The hearing is for alleged violations of the Rules and Regulations for Junk Dealers and Collectors promulgated by the Board of Selectmen in accordance with Massachusetts General Laws Chapter 140, Sections 54 and 202 through 205 and Section 126-1 of the Town Code.

These violations are alleged to have occurred on 1/11/2014 and on three or four other occasions in 2014.

Please contact my office at (508) 358-3621 to confirm availability.

Sincerely,

Nan Balmer  
Town Administrator



# WAYLAND POLICE DEPARTMENT

WAYLAND, MASSACHUSETTS 01778



ROBERT IRVING  
CHIEF OF POLICE

## Memorandum

10/31/2014

RECEIVED

OCT 31 2014

Board of Selectmen  
Town of Wayland

To: Ms. Nan Balmer, Town Administrator

From: Robert Irving, Chief of Police

Subject: Michelle's Jewelry Boutique

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The department has determined that Michelle Metzler, owner of Michelle's Jewelry Boutique, has violated the Rules and Regulations for Junk Dealers and Collectors promulgated by the Board of Selectmen in accordance with Massachusetts General Laws Chapter 140, Sections 54 and 202 through 205 and Section 126-1 of the Town Code.

Michelle Metzler violated Section 2 of the Rules and Regulations when she purchased jewelry and did not complete records of the transactions or notify police as required. She also violated Section 2 of the Rules and Regulations when she purchased \$700 worth of scrap gold on 1/11/2014 and did not report this purchase to police as required.

I respectfully request that the Board of Selectmen, the licensing authority for the purchase, sale and barter of junk, old metals, and second-hand articles, schedule a hearing to hear the charges related to this case. I will be prepared to discuss the facts of the case and to offer a recommendation for penalty, if so desired by the Board.

cc: Det. Sergeant Jamie Berger



# WAYLAND POLICE DEPARTMENT

WAYLAND, MASSACHUSETTS 01778



ROBERT IRVING  
CHIEF OF POLICE

## Memorandum

10/30/14

To: Chief Robert Irving

From: Detective Sergeant Jamie D. Berger

Subject: Michelle's Jewelry Boutique

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Chief,

Please find the attached report regarding Michelle's Jewelry Boutique, located at 310 Boston Post Road violating the Town of Wayland Town By-Law 126-1 rules and regulations governing the purchasing of jewelry and/or scrap gold on various occasions by the business and owner, Michelle Meltzer.

If you have any questions regarding the report, please let me know.

Respectfully Submitted,

Detective Sergeant Jamie D. Berger

# Wayland Police Department



38 Cochituate Road  
Wayland, MA 01778  
(508) 358-4721

Incident Number: 2014000011007  
File No: N/A  
Dispatch Incident Number: 2014000012895  
Print Date: October 30, 2014  
Printed By: jberger

## Incident Report

Incident Information											
Occurred On/From	Day of Week	Date	Time	Occurred To	Day of Week	Date	Time	Reported On	Date	Time	
	Thurs	10/30/2014	7:58:08AM		Thurs	10/30/2014	7:58:08AM	→	10/30/2014	7:58:08AM	
Reported As PD-Investigation P:011007				Incident Type - Primary PD-Investigation				Arresting Officer			
Incident Address 310 BOSTON POST ROAD, WAYLAND, MA 01778								Reporting Officer Det. Sergeant Jamie Berger (71JB)			
Sector NORTH		Stat. Area		Sub Stat. Area		Census Tract		Landmark			
Business Name Michelle's Jewelry Boutique				Incident Types - Other				Action Taken Report			

Related Incident Summary			
Incident No.	Date	Nature	Notes
No Related Incidents reported for Incident #: 2014000011007			

Associated Persons Summary	
Type	Name (Last, First, MI)
Offender	MELTZER, MICHELLE M.
Address:	

Associated Businesses Summary			
Type	Name	Primary Phone #	Secondary Phone #
Offender	Michelle's Jewelry Boutique	(508) 355-2300	N/A
Address: 310 BOSTON POST ROAD, WAYLAND, MA 01778			

Involved Officers			
Officer Title	Officer Name	Officer Type	Division
Det. Sergeant	Jamie Berger	Reporting Officer	Detective Division
Det. Sergeant	Jamie Berger	Responding Officer	Detective Division

IBR/UCR Offenses				
Offense Number	IBR Type	Chapter	Section	Statute ID / IBR Type Description
No Incident Offenses Recorded for Incident #: 2014000011007				

Complaint Charges				
Seq #	Chapter	Section	Name (Last, First, MI)	Description of Offense
No Complaint Offenses Recorded for Incident #: 2014000011007				

Vehicle Info						
Reg Plate - State (Year)	Vehicle Year, Make, Model	VIN	Primary Color	Second Color	Insurance Co.	
No Vehicle Info Recorded for Incident #: 2014000011007						

Property
No Property Info reported for Incident #: 2014000011007

Citations					
Citation No	Code	Date	Status	Statute	Description
No Citations reported for Incident #: 2014000011007					

# Wayland Police Department

38 Cochituate Road  
Wayland, MA 01778  
(508) 358-4721



Incident Number: 2014000011007

File No: N/A

Dispatch Incident Number: 2014000012895

Print Date: October 30, 2014

Printed By: jberger

## Incident Report

### Permits

Permit No	Type	Issue Date	Expire Date	Status	Issued To/Notes
No Permits recorded for Incident #: 2014000011007					

# Wayland Police Department

38 Cochituate Road  
Wayland, MA 01778  
(508) 358-4721



Incident Number: 2014000011007

File No: N/A

Dispatch Incident Number: 2014000012895

Print Date: October 30, 2014

Printed By: jberger

## Incident Report

Narratives for Incident Number 2014000011007 ? Yes

Other Narratives not authorized for print? None

Narratives this user authorized to print:

Narrative by: Det. Sergeant Jamie Berger (71JB) Division: Detective Division

<u>Date &amp; Time</u>	<u>Narrative Description</u>	<u>Entered by</u>	<u>Status</u>	<u>Reviewed by</u>	<u>Last Edit Date</u>
10/30/2014 07:57	Town By-Law Violation	Det. Sergeant Jamie Berger (71JB)	Open	Det. Sergeant Jamie Berger	10/30/2014

On Wednesday, October 29, 2014, I went to Michelle's Jewelry Boutique located at 310 Boston Post Road. Michelle's Jewelry Boutique is owned and operated by Michelle Meltzer of Wayland. Michelle's Jewelry Boutique is a jewelry store which sells all different types of jewelry. In addition to selling jewelry, Michelle's Jewelry Boutique has since it has opened, purchased jewelry, scrap gold and sterling silver from customers.

On October 9, 2012, I spoke with Michelle Meltzer in person regarding the Town of Wayland's Town By-Law 126-1, Rules and Regulations governing "junk dealers and collectors" which states, "A copy of the weekly record shall be forwarded to the Town's Police Department Detective Division at the end of each week, and any article taken into possession by the shop keeper shall be held on premises for thirty (30) days before resale". I reiterated our conversation in an e-mail I sent to Meltzer as well. On the same day, Meltzer replied to my e-mail saying "Totally understood. These rules will be followed. Thank you"

During the remainder of 2012, Meltzer sent me e mails confirming that she had made two purchases from customers on 10/12/2012 and 11/23/2012.

During the entire year of 2013, Meltzer sent me one e-mail confirming that she had made a purchase on 11/23/2013.

Having not received any communication with Meltzer about any possible purchases she has made since 11/23/2013, I spoke with her at her place of business. I asked her if she has made any purchases since 11/23/2013 of scrap gold or jewelry, she stated that she had. I asked her how many times she had and she replied a few recently. Meltzer went on to say that she has only recorded one of the recent transactions, and showed me a transaction from 1/11/2014, in which she purchased scrap gold from an individual from Billerica for \$700.00. This transaction was never forwarded to me as stated in the rules and regulations governing Town By-law 126-1.

Meltzer stated that she has had 3 or 4 transactions in which she has purchased jewelry items from individuals in the recent months. During that time frame, she has not completed any paperwork or forwarded me any record of any transaction. Meltzer was advised to forward me the record and information on the transaction in which she purchased scrap gold on 1/11/2014. As of the time of this report, I have not received any information regarding that transaction from her.

Before leaving, I reiterated to Meltzer that her compliance with the rules and regulations regarding Town By-Law 126-1, is required, I handed her a business card with my contact information on it and to forward any future transactions to my e-mail.

Meltzer has made purchases of jewelry and scrap gold since 11/23/2013, the last transaction she has forwarded me records of, but has not complied with the Town of Wayland's rules and regulation governing Town By-Law 126-1.

This report will be forwarded to Chief Robert Irving.

Respectfully Submitted,  
Detective Sergeant Jamie D. Berger  
Wayland Police Department



**Wayland Police Department**



**Incident Number: 2014000011007**

**File No: N/A**

**Dispatch Incident Number: 2014000012895**

**Print Date: October 30, 2014**

**Printed By: jberger**

**38 Cochituate Road  
Wayland, MA 01778  
(508) 358-4721**

**Incident Report**

*Jan D. Berger*

*Signature - Reporting Officer*

*Jan D. Berger*

*Signature - Reviewing Officer*

## Chapter 126: JUNK DEALERS AND COLLECTORS

[HISTORY: Adopted by the Annual Town Meeting of the Town of Wayland 3-12-1973 by Art. 14 as Art. 11 of the 1973 Bylaws. Amendments noted where applicable.]

### GENERAL REFERENCES

Sales — See Ch. 149.

Solid waste — See Ch. 153.

### § 126-1 Junk dealers.

The Board of Selectmen shall have the authority to license suitable persons to be collectors of, dealers in or keepers of shops for the purchase, sale or barter of junk, old metals or secondhand articles, may make rules and regulations relative to their business and may provide for the supervision thereof. The Board of Selectmen may make additional rules, regulations and restrictions which shall be expressed in all licenses. Said licenses may be revoked at pleasure and shall be subject to MGL c. 140, §§ 202 to 205, inclusive, relating to the issuing of certain licenses provided in MGL c. 140, § 54, except that societies, associations or corporations organized solely for religious or charitable purposes and their agents shall not be required to pay a fee for such licenses.

**Rules and Regulations**  
**Junk Dealers and Collectors**

**Section 1 Licensing**

The Board of Selectmen may license suitable persons to be dealers in and keepers of shops for the purchase, sale, and barter of junk, old metals, and second-hand articles in accordance with Massachusetts General Laws Chapter 140, Sections 54 and 202 through 205 and Section 126-1 of the Town Code. No person shall be a dealer or keeper of such a business without such a license.

The term of such licenses shall be from May 1 through the following April 30.

The annual fee for such licenses shall be \$100, and shall be payable before the issuance of the license, except that societies, associations or corporations organized solely for religious or charitable purposes and their agents shall not be required to pay a fee for such licenses.

**Section 2 Requirements of Licensees**

Every keeper of a shop that includes the purchase, sale or barter of junk, old metals, or second-hand articles, within the limits of the Town, shall keep a record in the form prescribed by the Town's Police Department, on which shall be written, at the time of every purchase of any such article, a description and color photograph thereof, the name, age and residence of the person from whom, and the day and hour when, such purchase was made. No article shall be accepted without a showing of positive photographic identification by the person offering the article for sale to the shop keeper. An acceptable identification consists of a current driver's license that includes the date of birth, photograph and physical description of the person offering the identification or other current identification issued by a governmental agency that includes the date of birth, photograph and physical description of the person offering identification.

The shop keeper's record shall at all times be open to the inspection of the Selectmen, any Town police officer and any other person authorized by the Board of Selectmen to make such inspection.

A copy of the weekly record shall be forwarded to the Town's Police Department Detective Division at the end of each week, and any article taken into possession by the shop keeper shall be held on premises for thirty (30) days before resale.

Operating as a dealer in or keeper of a shop that includes the purchase, sale and/or barter of junk, old metal and second-hand articles without this license shall be punishable by a fine set forth in Massachusetts General Law Chapter 140, Section 55.



# WAYLAND POLICE DEPARTMENT

WAYLAND, MASSACHUSETTS 01778



## Memorandum

ROBERT IRVING  
CHIEF OF POLICE

10/31/2014

To: Ms. Nan Balmer, Town Administrator

From: Robert Irving, Chief of Police

Subject: Damon Farms Speed Zoning Study

RECEIVED

OCT 31 2014

Board of Selectmen  
Town of Wayland

The department has completed the speed zoning study for several streets in the Damon Farms subdivision. These are Dean Road, Old Tavern Road and Timber Lane. Traffic counts have shown that these roads are often used by cut-through commuter traffic, especially in the morning during the school year. Currently, there are no speed limits set by speed regulations on these roads. It is governed by the "thickly settled" default speed limit of 30 miles per hour. Our study indicates that all of these roads should be 25 miles per hour zones.

I respectfully request that time be allotted on an upcoming agenda for the Board of Selectmen so the study can be discussed with the Board and they, as the Traffic Authority for the town, can decide if application should be made to the state to set the speed limit in Damon Farms at 25 miles per hour.

cc: Officer Mark Wilkins, Community Services Officer  
Mr. Stephen Kadlik, DPW Director

## Daymon Farms Area Traffic Study

### Preliminary Study of Conditions

The Daymon Farms Area is a development in the town of Wayland located off Rt. #30 Commonwealth Road.

The area of concern consists of three roads (Old Tavern Road, Dean Road, and Timber Lane) that are used as a "cut-through" to avoid traffic on Rt. #30 Commonwealth Road to Oak Street in Natick leading to Rt. #9.

Old Tavern Road is the Entrance to Daymon Farms from Rt. #30 and is .1 mile from Dean Road measuring 24 feet, 6 inches in width, asphalt in fair condition with no sidewalks. (Attached Photo).

Dean Road continues for another .1 miles and is 22 feet, 7 inches in width, asphalt in fair condition with no sidewalks. (Attached Photo).

Timber Lane is .2 miles long and ends at Oak Street measuring 23 feet, 8 inches in width, asphalt in fair condition with no sidewalks. (Attached Photo).

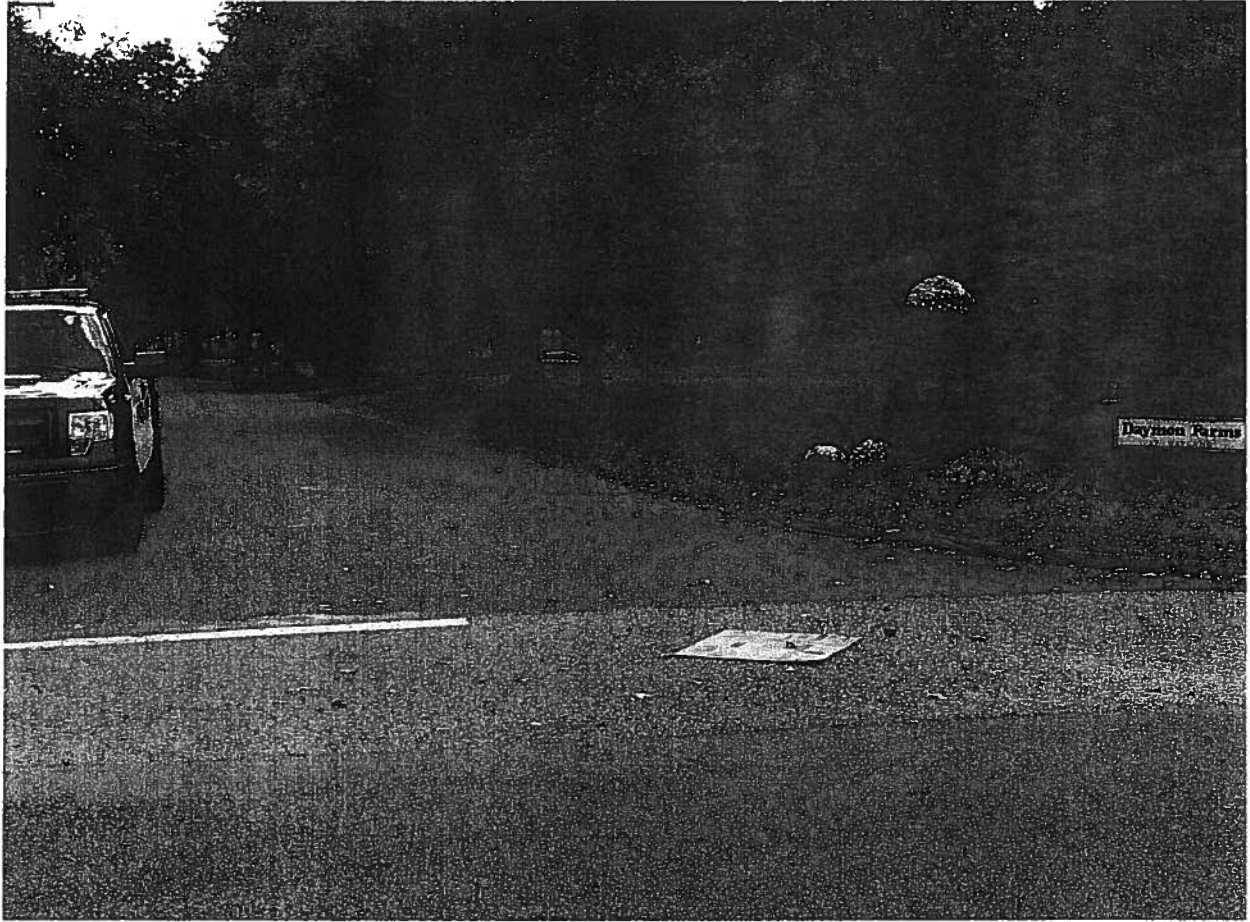
This section of Daymon Farms is an entirely residential neighborhood with a total of 39 single-family dwellings. The stretch of roads includes two intersections controlled by stop signs and pedestrian traffic lights at Old Tavern Road and Commonwealth Road (Rt. #30). The current speed as set forth by the Massachusetts Highway Department on State and Municipal Roadways is (30mph) **Not Posted**. This speed is considered under Ch. 90 sec. 17 for purposes of enforcement action.

Residents have reported speeding vehicles on this section of roads in the Daymon Farms development and are very concerned for the safety of pedestrians, especially children, who are frequently on these streets. The fact that the streets are without any sidewalks makes it particularly perilous for pedestrians or bicyclists that must share the road with motorists.

These roads maintain a high traffic volume, due to the fact that it is a feeder cut-through for morning and afternoon traffic off of Rt. #30.



**Daymon Farms Entrance (Old Tavern Road)**



Old Tavern Road





Dean Road @ Old Tavern Road



Dean Road Looking south @ Timber Road



Timber Lane @ Dean Road



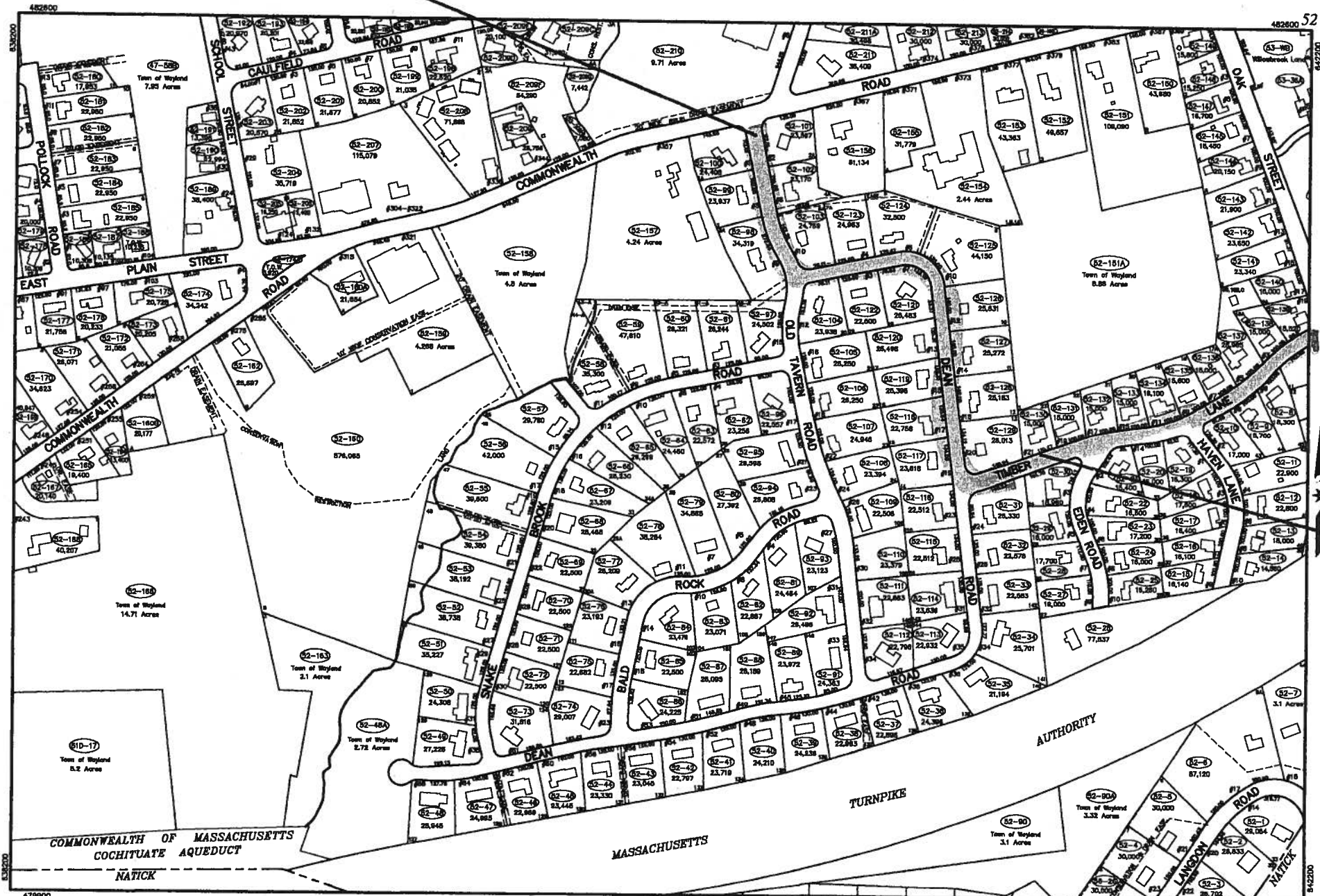
Timber Lane @ Oak Street

## **Study of Accident Distribution**

There have been 2 reported traffic crashes on these roads in the past two years and a total of 3 in the past five years. None of these crashes resulted in serious injury. (See Attached Accident Distribution Map and graphs.)

0181A017  
4/29/2012

# Traffic Crash Distribution Map



TOWN OF WAYLAND

472849  
510255  
531500  
2012

12/1/2012

# Wayland Police Department Accidents By Street

TWO YEARS

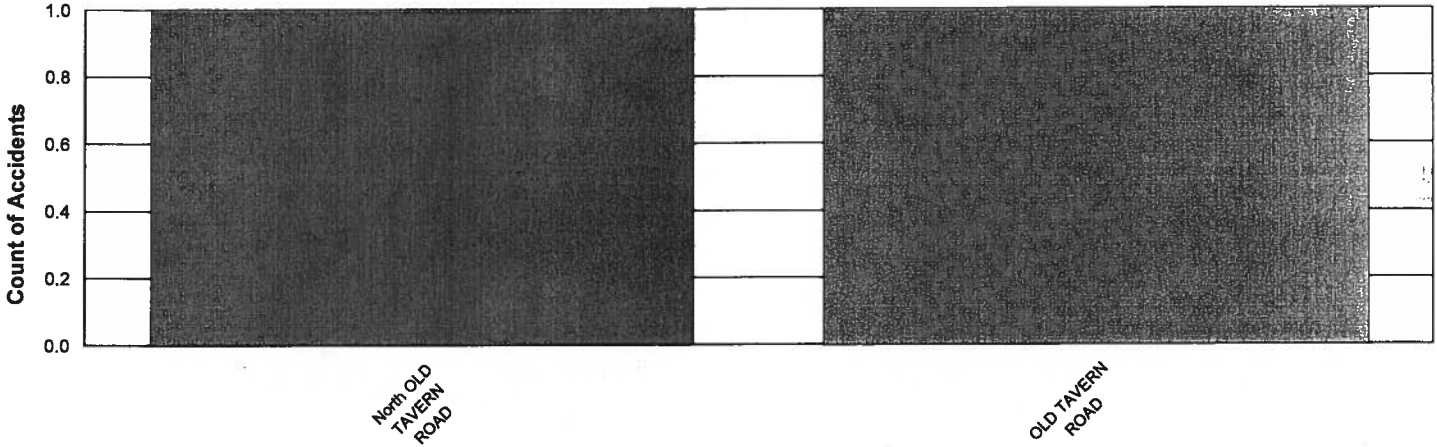
Printed: 10/15/2014 10:23 am

From Date:01/01/2012 to:10/10/2014

Jurisdiction: Town of Wayland

Department: Wayland Police Department

## Count Of Accidents By Street For Department: Wayland Police Department



### North OLD TAVERN ROAD

<u>Date &amp; Time</u>	<u>Accident Number</u>	<u>Street Address</u>	<u>First Intersection</u>	<u>Second Intersection</u>
04/29/2012 2:29	2012000003731	North 2 OLD TAVERN ROAD	30 S Commonwealth Rd.	

Total Count of Accidents for - North OLD TAVERN ROAD : 1

### OLD TAVERN ROAD

<u>Date &amp; Time</u>	<u>Accident Number</u>	<u>Street Address</u>	<u>First Intersection</u>	<u>Second Intersection</u>
05/28/2014 6:53	2014000005072	1 OLD TAVERN ROAD	30 E COMMONWEALTH ROAD	

Total Count of Accidents for - OLD TAVERN ROAD : 1

Total Count of Accidents for - Department: Wayland Police Department : 2

Total Count of Accidents for - Jurisdiction: Town of Wayland : 2

Grand Count of Accidents : 2

# Wayland Police Department Accidents By Street

5 YEARS

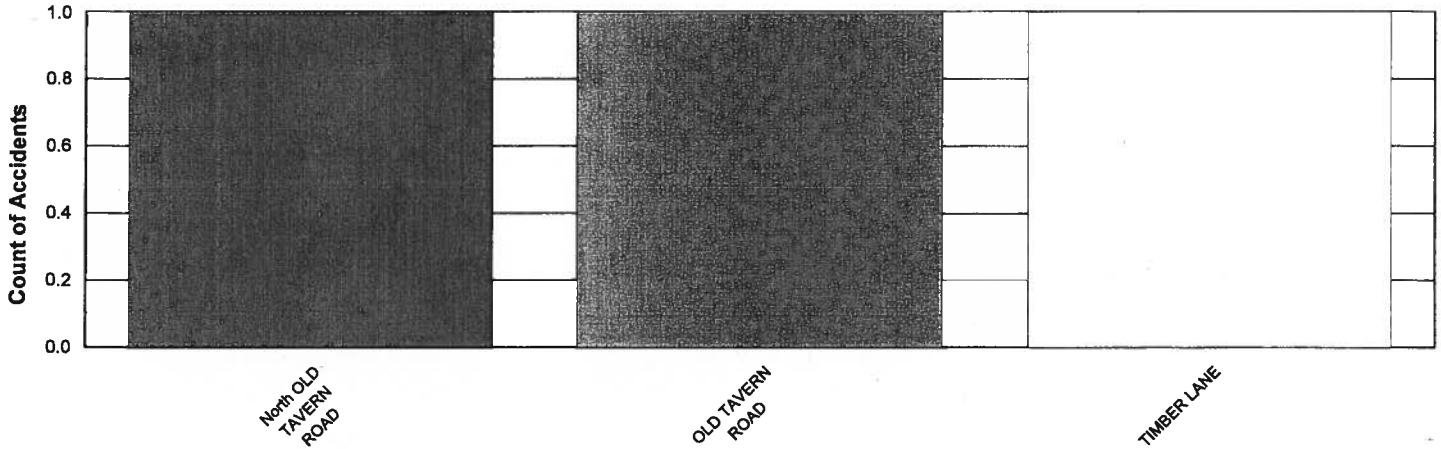
Printed: 10/15/2014 10:22 am

From Date:01/01/2009 to:10/10/2014

**Jurisdiction: Town of Wayland**

**Department: Wayland Police Department**

**Count Of Accidents By Street**  
For Department: Wayland Police Department



**North OLD TAVERN ROAD**

<u>Date &amp; Time</u>	<u>Accident Number</u>	<u>Street Address</u>	<u>First Intersection</u>	<u>Second Intersection</u>
04/29/2012 2:29	2012000003731	North 2 OLD TAVERN ROAD	30 S Commonwealth Rd.	

**Total Count of Accidents for - North OLD TAVERN ROAD : 1**

**OLD TAVERN ROAD**

<u>Date &amp; Time</u>	<u>Accident Number</u>	<u>Street Address</u>	<u>First Intersection</u>	<u>Second Intersection</u>
05/28/2014 6:53	2014000005072	1 OLD TAVERN ROAD	30 E COMMONWEALTH ROAD	

**Total Count of Accidents for - OLD TAVERN ROAD : 1**

**TIMBER LANE**

<u>Date &amp; Time</u>	<u>Accident Number</u>	<u>Street Address</u>	<u>First Intersection</u>	<u>Second Intersection</u>
12/11/2010 9:43	2010000010875	21 TIMBER LANE		

**Total Count of Accidents for - TIMBER LANE : 1**

**Total Count of Accidents for - Department: Wayland Police Department : 3**

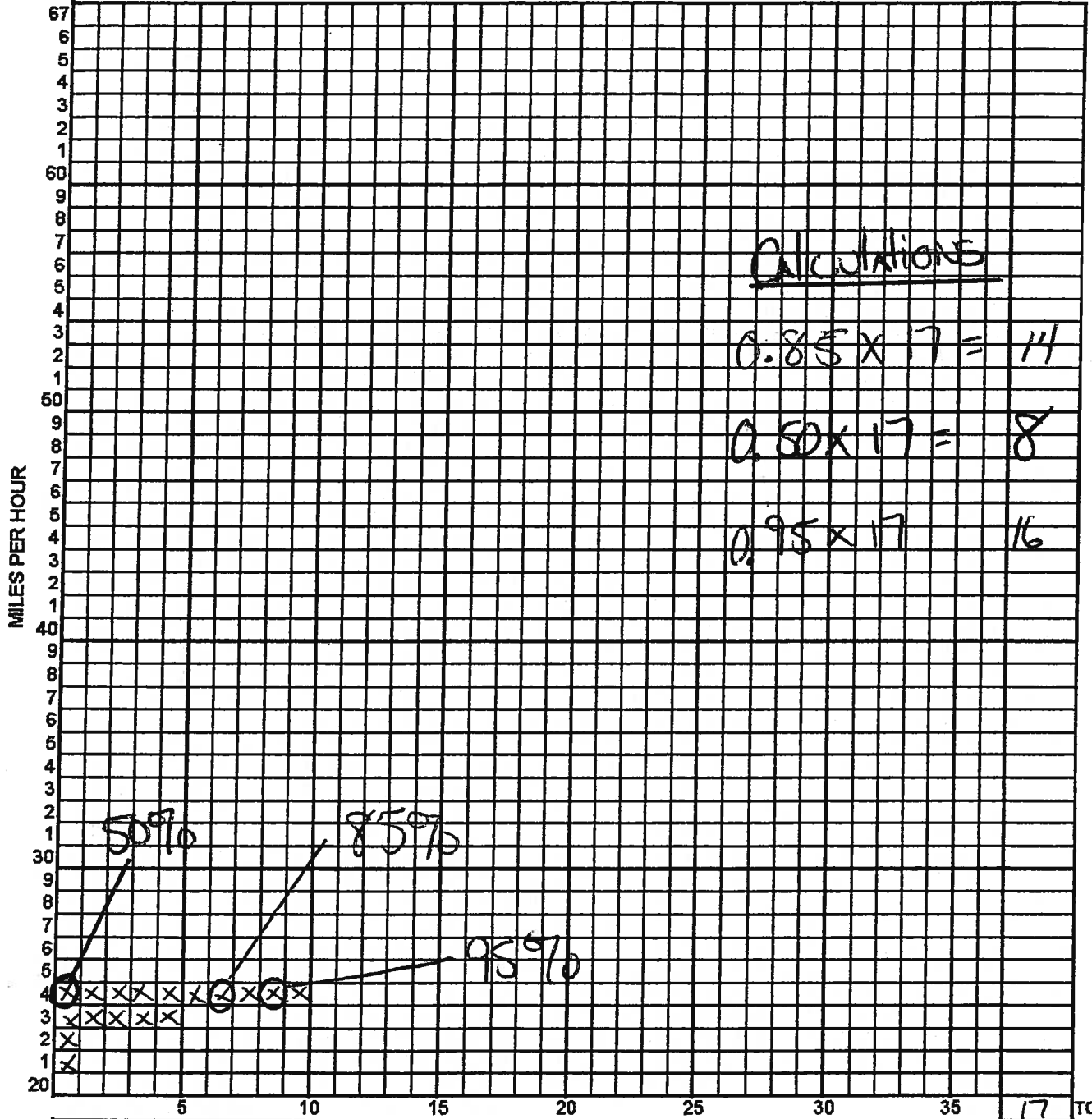
**Total Count of Accidents for - Jurisdiction: Town of Wayland : 3**

**Grand Count of Accidents : 3**



# SPEED DISTRIBUTION

Location: Route OLD TAVERN ROAD Town WAYLAND  
 Direction of Travel NORTH Station OLD TAVERN & DEAN ROADS Interval  
 Date 09/10/14 Time 7am To 9am Total



LEGEND: X=Pass. Car  
 T=Truck  
 S=Semi Trailer  
 B=Bus

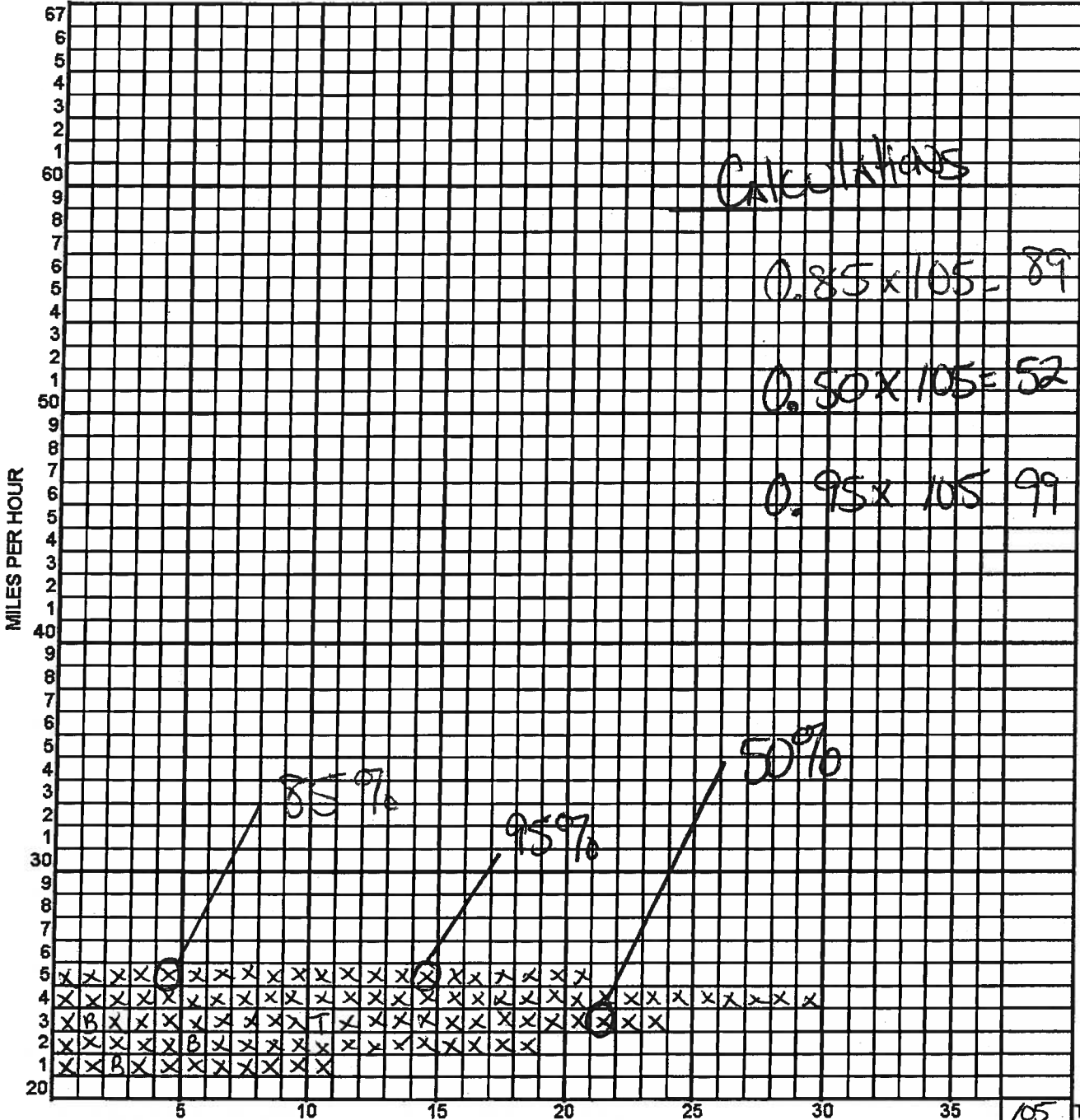
Surface Type Asphalt  
 Weather Cloudy  
 Existing Posted Speed NOT POSTED M.P.H.

95% Speed 24 M.P.H.  
 85% Speed 24 M.P.H.  
 50% Speed 24 M.P.H.  
 Mode \_\_\_\_\_ M.P.H.

OBSERVER M. Wilkins

# SPEED DISTRIBUTION

Location: Route OLD TAVERN ROAD Town WAYLAND  
 Direction of Travel SOUTH Station OLD TAVERN & DEAN ROAD Interval  
 Date 9/10/14 Time 7 AM To 9 AM Total



CALCULATIONS

$0.85 \times 105 = 89$

$0.50 \times 105 = 52$

$0.95 \times 105 = 99$

LEGEND: X=Pass. Car  
 T=Truck  
 S=Semi Trailer  
 B=Bus

Surface Type Asphalt  
 Weather Cloudy  
 Existing Posted Speed \_\_\_\_\_ M.P.H.  
NOT POSTED  
 OBSERVER M. Wilkins

95% Speed 25 M.P.H.  
 85% Speed 25 M.P.H.  
 50% Speed 23 M.P.H.  
 Mode \_\_\_\_\_ M.P.H.

105 TOTAL

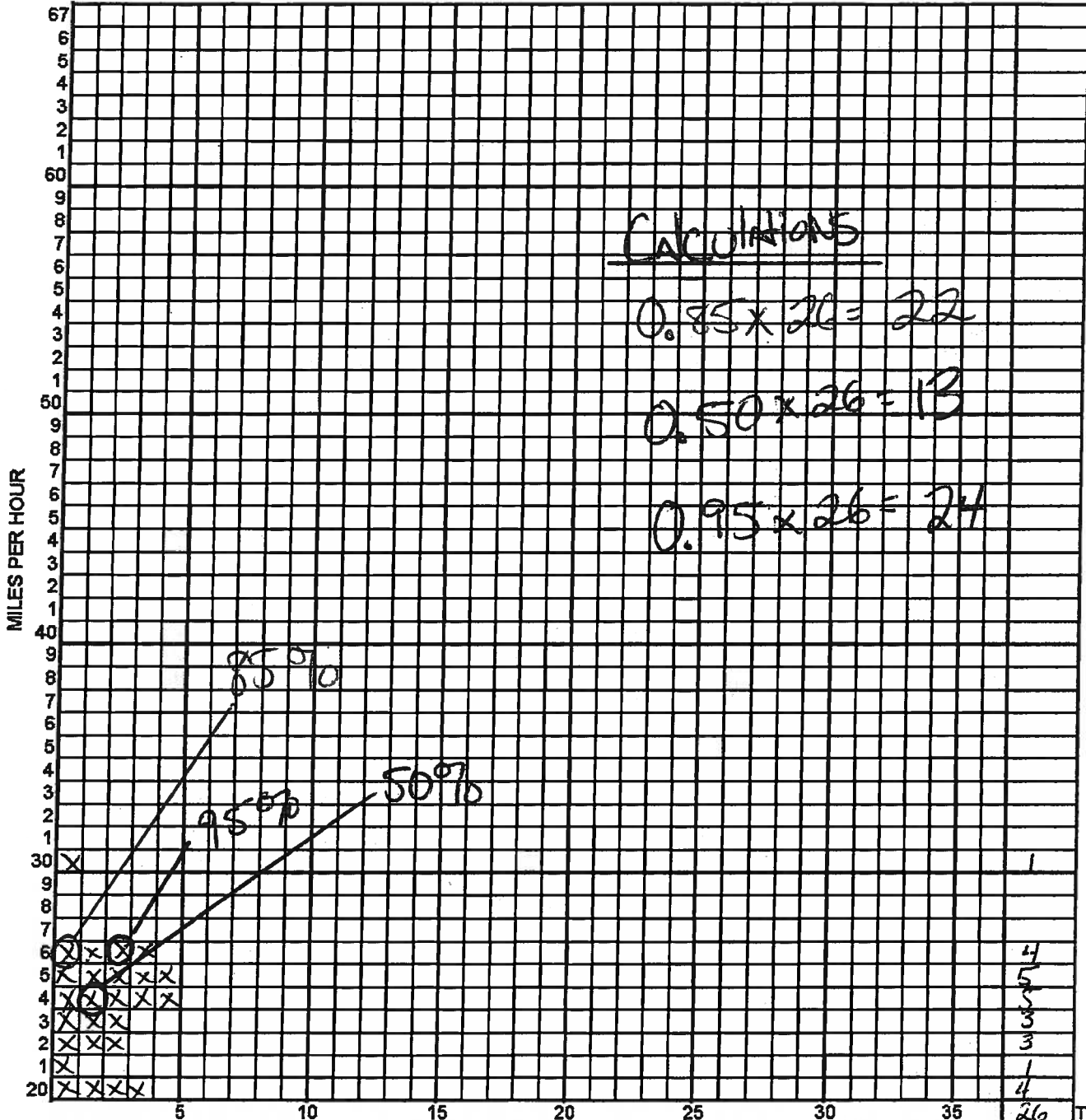
Massachusetts Highway Department

**SPEED DISTRIBUTION**

Location: Route DEAN ROAD  
 Direction of Travel NORTH  
 Date 6/2/14

Town WALTON  
 Station 20 DEAN ROAD  
 Time 07:00 AM To 09:00 AM

Interval  
Total



LEGEND: X=Pass. Car  
 T=Truck  
 S=Semi Trailer  
 B=Bus

Surface Type ASPHALT  
 Weather Cloudy  
 Existing Posted Speed \_\_\_\_\_ M.P.H.

95%	Speed	<u>26</u>	M.P.H.
85%	Speed	<u>26</u>	M.P.H.
50%	Speed	<u>24</u>	M.P.H.
	Mode	_____	M.P.H.

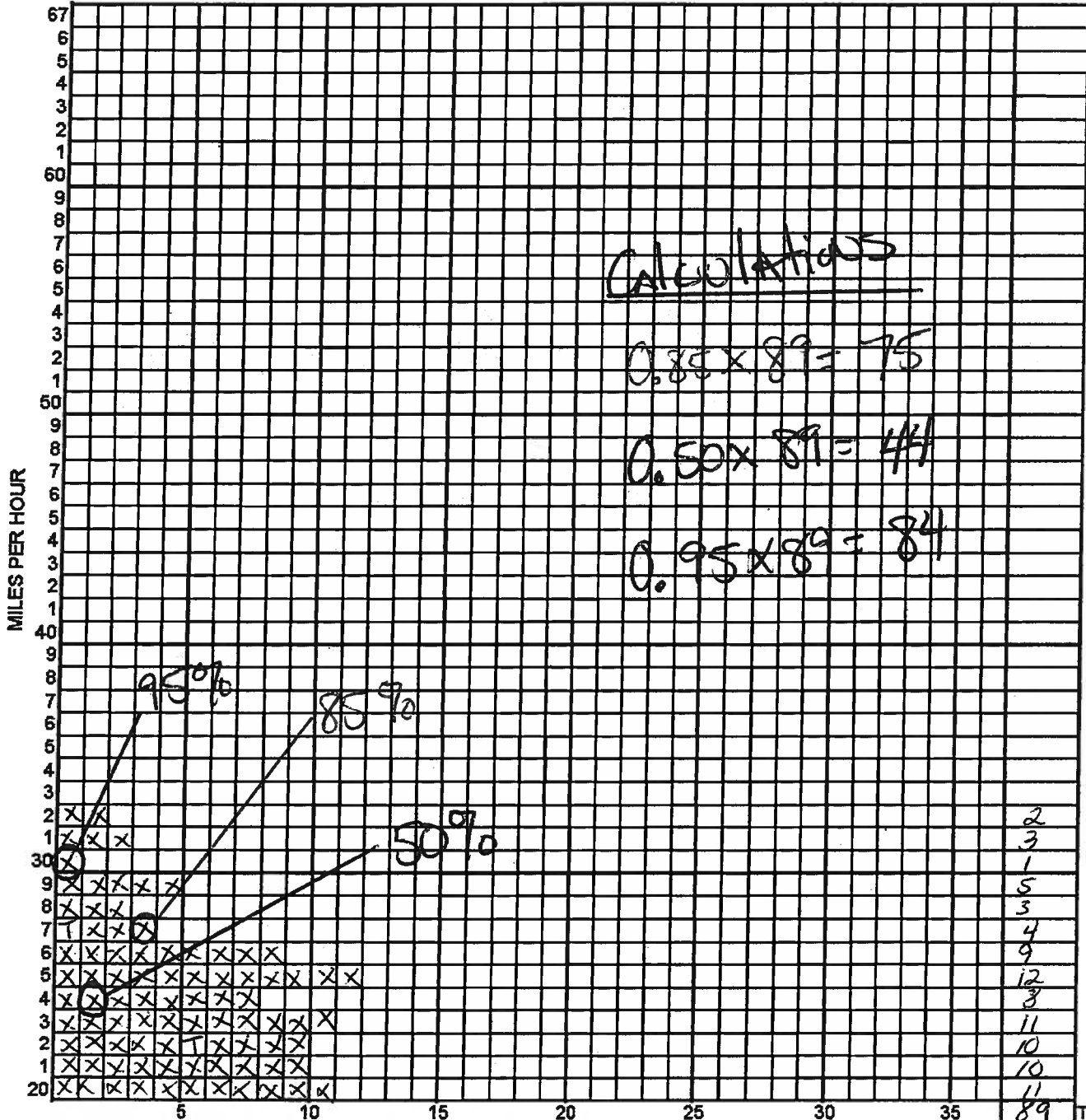
OBSERVER M. Wilkins

# SPEED DISTRIBUTION

Location: Route DEAN ROAD  
 Direction of Travel SOUTH  
 Date 6/12/14

Town WAYLAND  
 Station 20 DEAN ROAD  
 Time 07:00 AM To 09:00 AM

Interval  
Total



LEGEND: X=Pass. Car  
 T=Truck  
 S=Semi Trailer  
 B=Bus

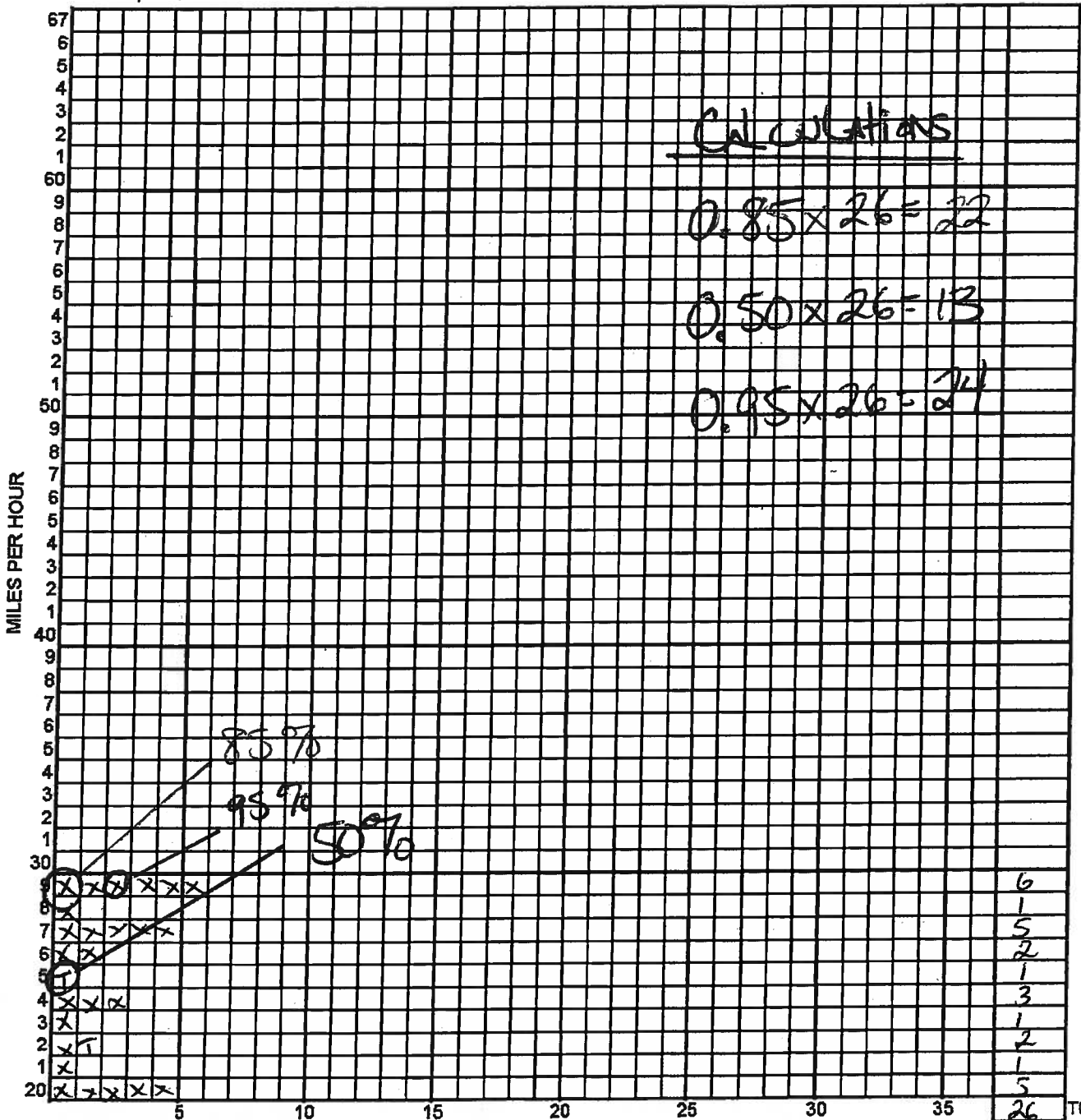
Surface Type Asphalt  
 Weather Cloudy  
 Existing Posted Speed \_\_\_\_\_ M.P.H.

95% Speed 30 M.P.H.  
 85% Speed 27 M.P.H.  
 50% Speed 24 M.P.H.  
 Mode \_\_\_\_\_ M.P.H.

OBSERVER M. Wilkins

# SPEED DISTRIBUTION

Location: Route DEAN ROAD Town WAYLAND  
 Direction of Travel North Station 20 DEAN ROAD  
 Date 6/17/14 Time 10:00 AM To 12:00 PM Interval Total



LEGEND: X=Pass. Car  
 T=Truck  
 S=Semi Trailer  
 B=Bus

Surface Type Asphalt  
 Weather Cloudy  
 Existing Posted Speed \_\_\_\_\_ M.P.H.

95% Speed 29 M.P.H.  
 85% Speed 29 M.P.H.  
 50% Speed 25 M.P.H.  
 Mode \_\_\_\_\_ M.P.H.

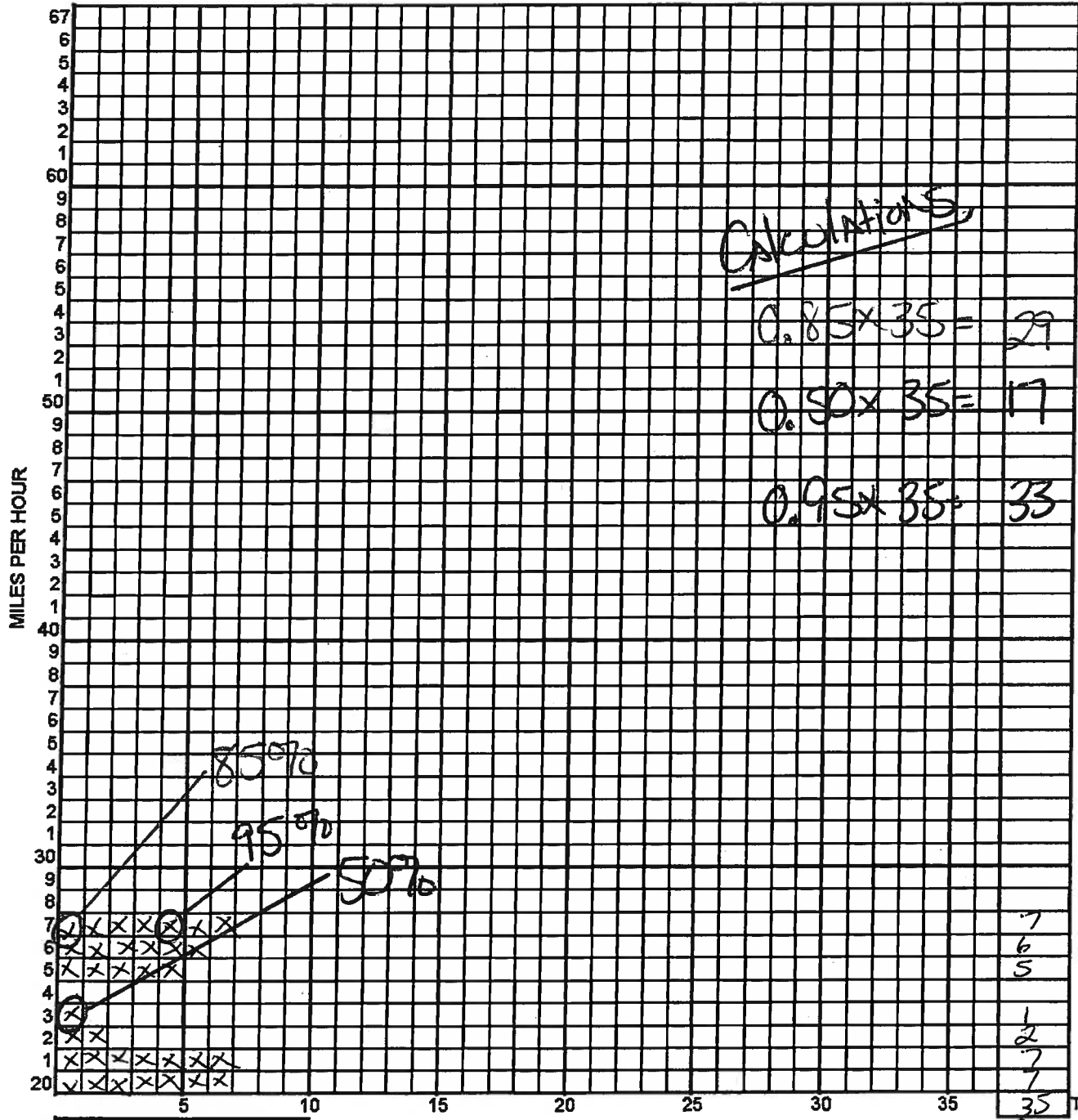
OBSERVER M. Wilkins

**SPEED DISTRIBUTION**

Location: Route DEAN ROAD  
 Direction of Travel SOUTH  
 Date 6/17/14

Town WAYLAND  
 Station 20 DEAN ROAD  
 Time 10:00 AM To 12:00 PM

Interval  
Total



LEGEND: X=Pass. Car  
 T=Truck  
 S=Semi Trailer  
 B=Bus

Surface Type ASPHALT  
 Weather Cloudy  
 Existing Posted Speed \_\_\_\_\_ M.P.H.

95% Speed 27 M.P.H.  
 85% Speed 27 M.P.H.  
 50% Speed 23 M.P.H.  
 Mode \_\_\_\_\_ M.P.H.

OBSERVER M. Wilkins

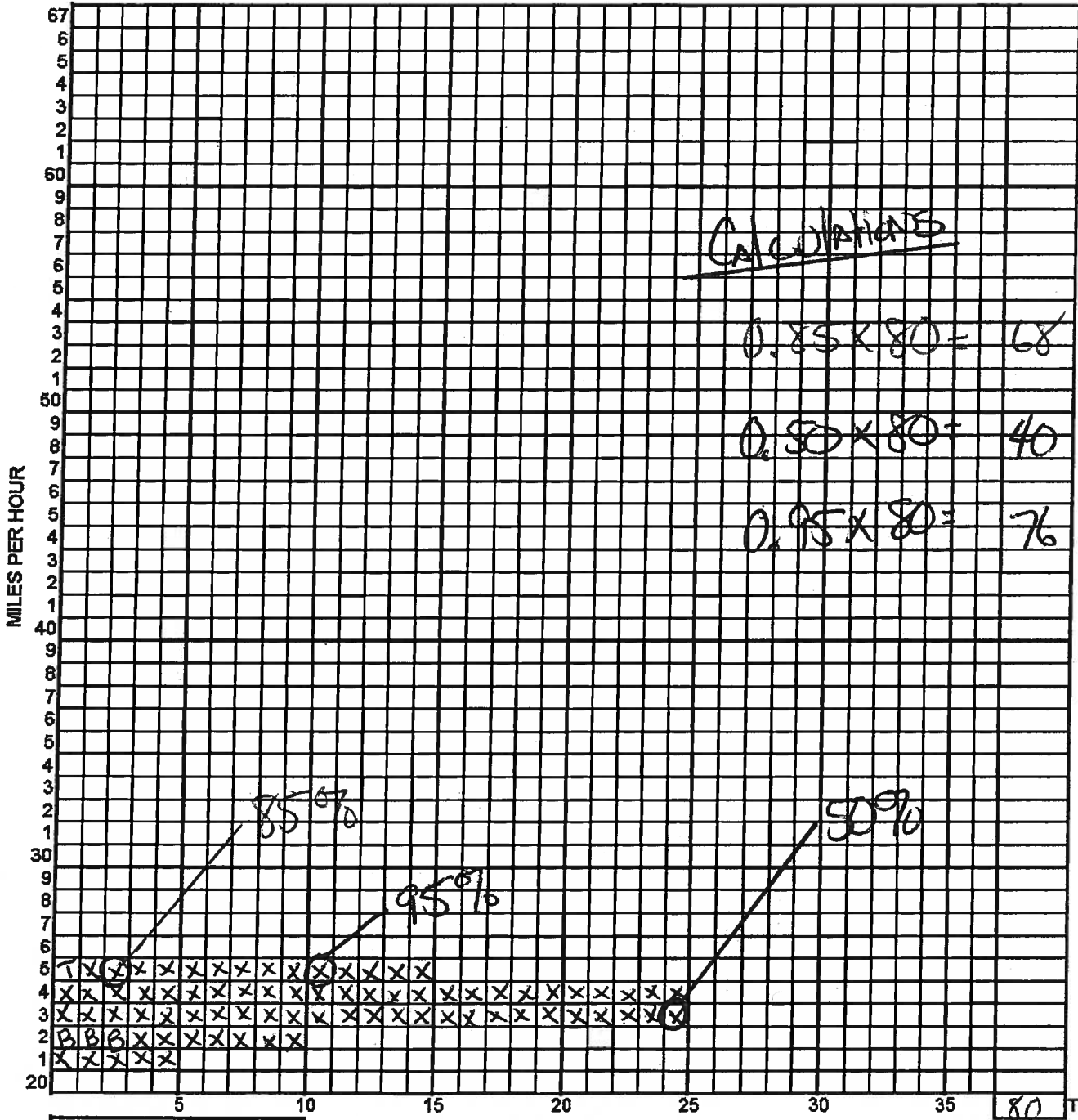
Massachusetts Highway Department

**SPEED DISTRIBUTION**

Location: Route Timber Lane  
 Direction of Travel EAST  
 Date 9/9/14

Town WAYLAND  
 Station 19 Timber Lane  
 Time 7 AM To 9 AM

Interval  
 Total



**LEGEND:** X=Pass. Car  
 T=Truck  
 S=Semi Trailer  
 B=Bus

Surface Type Asphalt  
 Weather SUN  
 Existing Posted Speed NOT POSTED M.P.H.  
 OBSERVER M. Wilkins

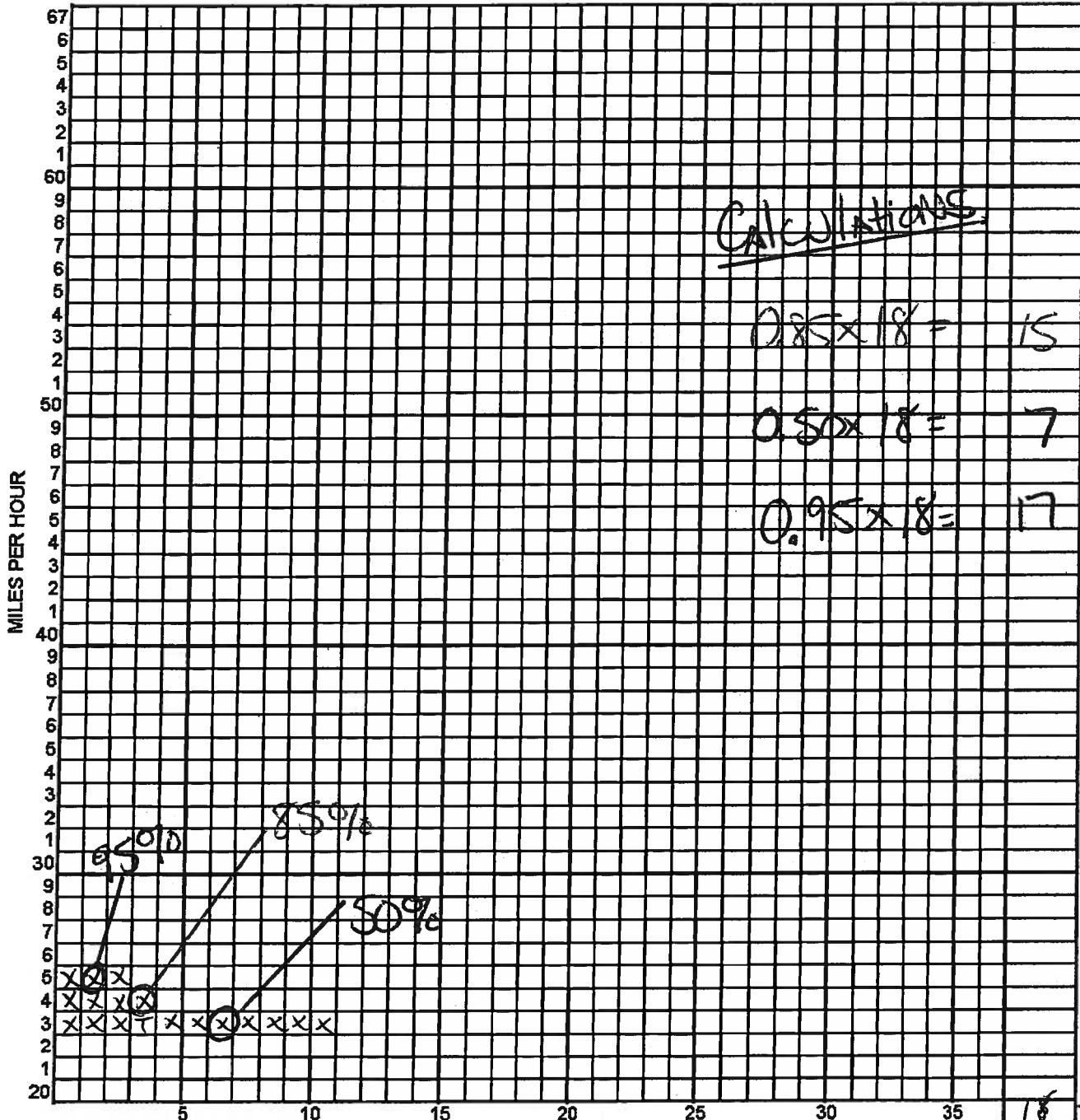
95%	Speed	<u>80</u>	TOTAL
85%	Speed	<u>25</u>	M.P.H.
50%	Speed	<u>23</u>	M.P.H.
	Mode		M.P.H.

# SPEED DISTRIBUTION

Location: Route TIMBER LANE  
 Direction of Travel WEST  
 Date 09/09/14

Town WAYLAND  
 Station 19 TIMBER LANE  
 Time 7 AM To 9 AM

Interval  
 Total



LEGEND: X=Pass. Car  
 T=Truck  
 S=Semi Trailer  
 B=Bus

Surface Type Asphalt  
 Weather Sunny  
 Existing Posted Speed \_\_\_\_\_ M.P.H.

NOT POSTED

OBSERVER M. Wilkins

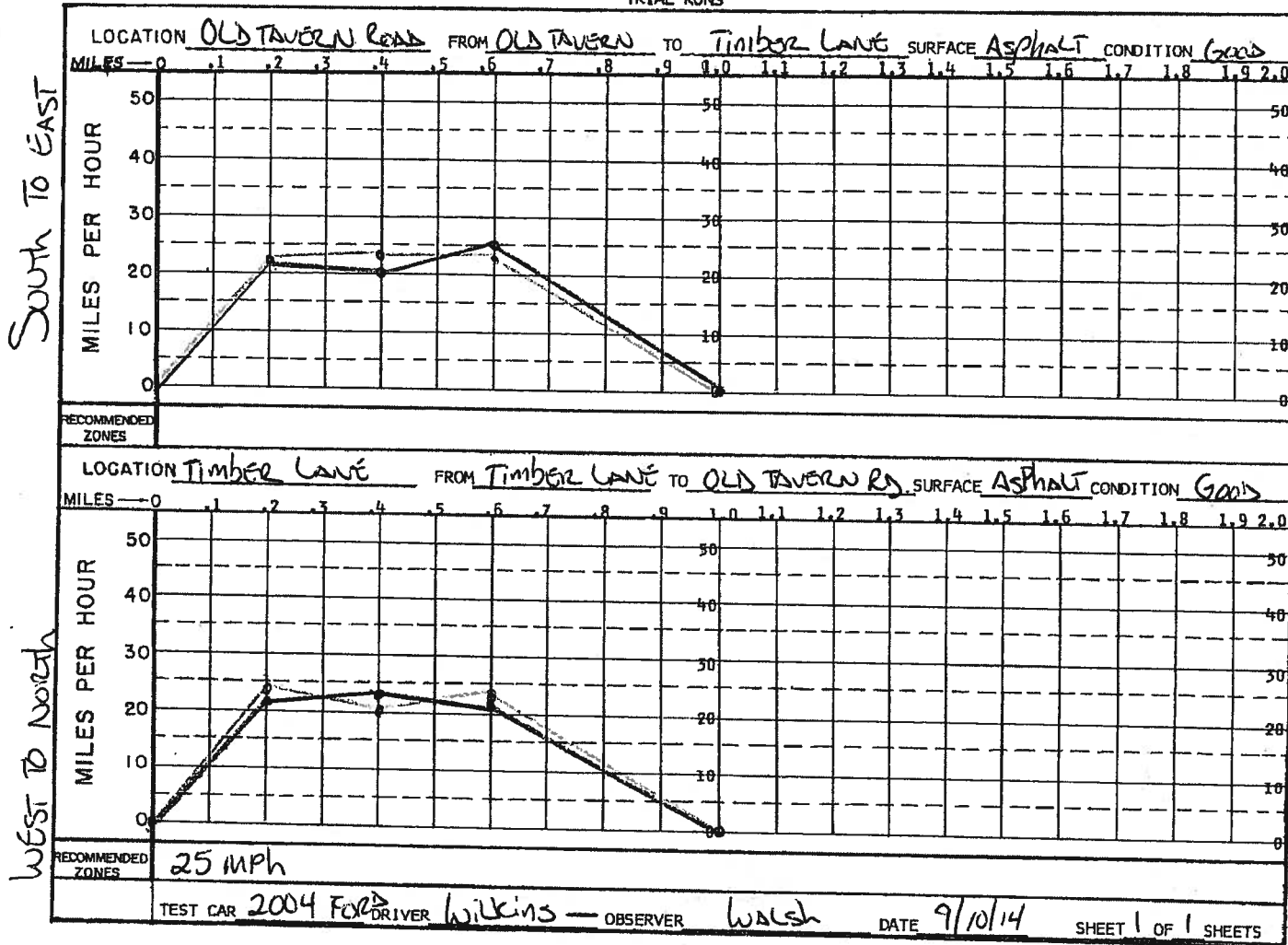
95%	Speed	<u>25</u>	M.P.H.
85%	Speed	<u>24</u>	M.P.H.
50%	Speed	<u>23</u>	M.P.H.
	Mode	_____	M.P.H.

18 TOTAL



COMMONWEALTH OF MASSACHUSETTS

SPEED ZONING  
SPEED CONTROL  
TRIAL RUNS



South To East

West To North

HED-740

Walsh Wilkins





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:** 11/3/2014

**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

---

On behalf of the Town of Wayland, our staff has had the opportunity to participate in the traffic control conversion at the subject intersection on Monday, October 20, 2014 and observe operating conditions during the peak hours several times since its implementation. The regulatory and warning signs proposed by TEC were supplemented with flashing red beacons for the newly proposed stop condition on each East Plain Street approach. This certainly has played an important role in attaining a high level of compliance with the all-way stop control. To date, this field experiment is consistent with TEC's prior analysis and should be considered an interim success.

The following are the general observations regarding the traffic control in the past two weeks:

- The intersection of East Plain Street / School Street has been "calmed" significantly with all traffic required to come to a stop;
- Most approaches to the intersection of East Plain Street / School Street operate with very short queues throughout the day, except:
  - The weekday morning peak hour shows an occasional queue on East Plain Street eastbound that can reach 15-18 cars long; however this queue often dissipates within 5-10 minutes;
  - The weekday evening peak hour occasionally causes a slowly rolling queue on East Plain Street westbound that extends slightly onto Route 30; this is usually limited to 2 to 3 vehicles and dissipates quickly;
- Even during the peak hours, there are times when there are no vehicles waiting at the stop line in any direction. This points to the variability in commuter and school based traffic volumes in the area;
- The motorists that turn from School Street southbound onto Route 30 eastbound are able to traverse the intersection with moderate delays, but at a point where sight lines are significantly improved;
- The motorists that turn from Route 30 westbound onto East Plain Street are performing the movement at a significantly slower speed due to the presence of reflective stanchions;
- Although "one way" (entering) and "do not enter" signs (for exiting movements) are in place, many patrons continue to exit from Mel's/Villa onto East Plain Street westbound; there has been no noticeable increase in cut-through traffic within these private sites;

No crashes, or even apparent near-misses, have been reported to the Wayland Police Department within the past two weeks.

Mr. Stephen Kadlik  
Route 30 / East Plain Street / School Street - Observations  
November 3, 2014  
Page 2 of 2

Based on the current on-site accommodations for traffic at the Villa Restaurant and Mel's Commonwealth Café sites, westbound motorists seeking to exit both sites while obeying the current traffic control measures must pass either in front of, or behind, the Villa Restaurant. With limited space available in the drive aisle in front of the Villa, coupled with the proximity of the Villa's curb cut to the East Plain Street / School Street intersection, TEC recommends reintroducing an egress movement onto East Plain Street. This should be monitored by Town staff to ensure that exiting patrons are not pulling further into the intersection to access Route 30 westbound.

The use of reflective stanchions has been very effective in alerting the motoring public of the identified turning areas and lane restrictions. However, as winter quickly approaches, the Town should consider replacing the stanchions with other interim roadway striping and signing, which will allow safer and more efficient maintenance during plowing operations. Based on discussions with Town staff, the flashing red beacons will remain behind a tapered section of sand-filled barriers within the former eastbound lane on East Plain Street; this should provide better compliance with traffic control over the winter months. The attached sketch depicts areas of recommended roadway striping and complementary signs that can allow similar traffic control throughout the winter months. Snow banks should be stockpiled outside the necessary sight lines at Route 30 / School Street and East Plain Street / Villa / Mel's.

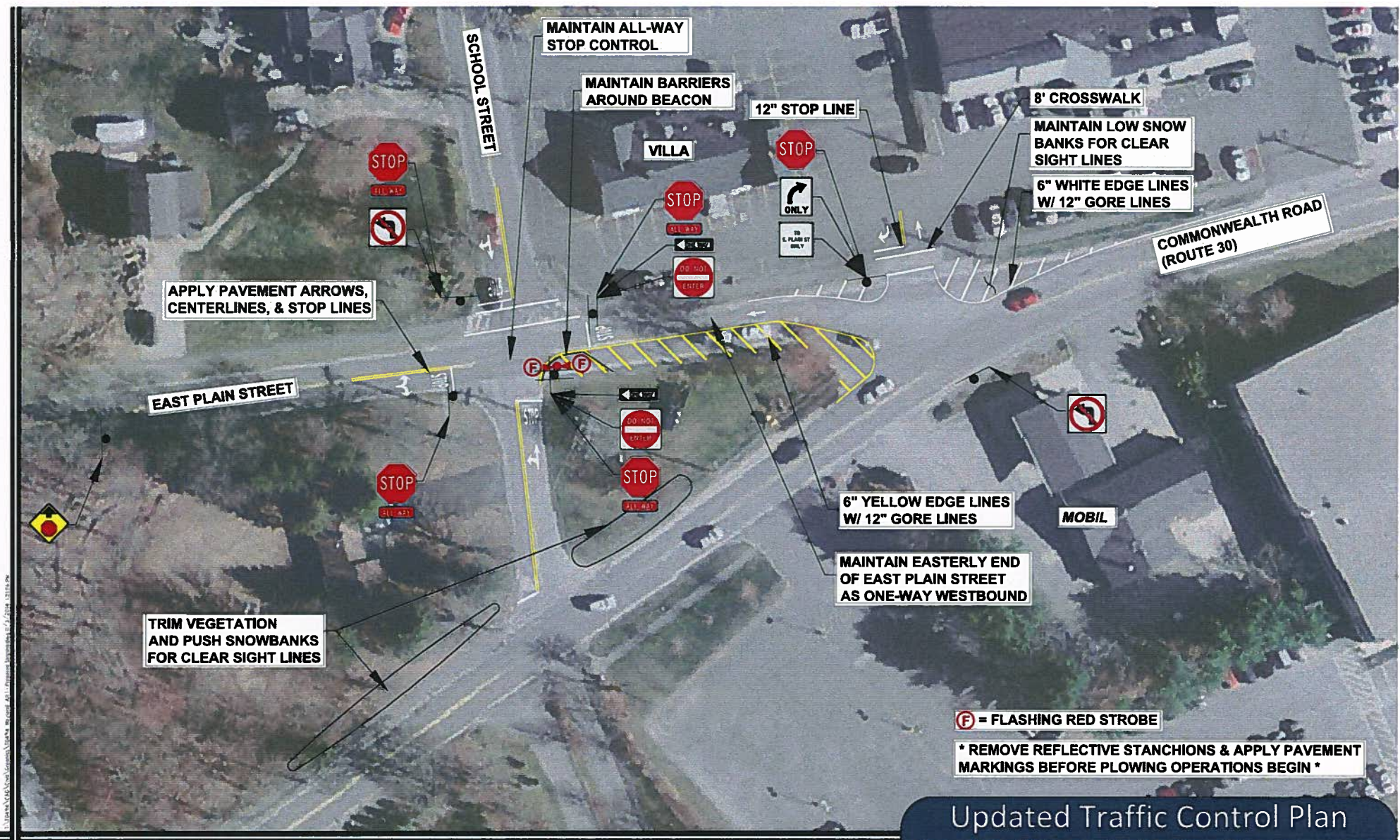
As the Town continues to monitor the operations of the subject intersection, and perform minor adjustments based on field operations, TEC recommends the Town allocate funds for the potential installation of thermoplastic striping, new asphalt berm, excess pavement removal, loam, and seed application in Spring 2015. This would provide a permanent application of the current interim traffic control and striped lane use changes, should it be authorized by the Board of Public Works and Board of Selectmen. This work is estimated at approximately \$15,000.

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

cc: Chief Robert Irving, Wayland Police Department

Attachment: A – Follow-up Interim Improvements – TEC, Inc. – November 3, 2014





Updated Traffic Control Plan  
Rt. 30 / East Plain St. / School St.

WAYLAND, MA  
November 3, 2014



TEC, Inc., 65 Glenn Street | Lawrence, MA 01843  
TEL (978) 794-1792 | FAX (978) 794-1793 | tecmass.com

# **Long-Range Planning Working Group Recommendation for a Process of Reviewing Town-Owned Land**

# Establish a Municipal Space Planning Committee

## What is the Mission and Charge?

### Mission

- To help the Town make informed investment decisions regarding municipal spaces

### Charge

- To work with Town departments, boards, commissions and the public to identify the Town's capital infrastructure needs and plan for them accordingly
- To conduct needs assessments and connect projects with available and suitable locations
- Report back to Town regarding capital plan

# What is the Scope of Work?

## Land Use Planning

- Consider site uses/reuses and viable combinations of reuse and new construction to meet identified needs
- Maintain a watch list of key privately-owned properties that the Town may want to consider for purchase in the future
- Develop composition and process for permanent Municipal Space Planning Committee and use the process in the interim to evaluate current projects and needs until permanent committee is established at next TM after Spring 2015 ATM

## Strategic Plan

- Identify Town-owned parcels
- Current uses (justification – efficiency and suitability)
- Future uses (justification – efficiency and suitability)
- Capital funding (20-year investment including 20-year maintenance)
- Phasing of potential projects



# What are the Tools?

## Tools (Evolving List)

- Up-to-date land list including information such as owner/responsible Town entity; location; acreage; zoning, aggregation potential, deed restrictions, etc.
- GIS with ability to create elements within GIS that will be useful to this planning process
- Utilities – water, sewerage, electricity
- Facilities list with year of construction, additions, renovations
- Prior studies, Town wide and site specific e.g. well head protection plan
- Conditions reports (should be on a cycle administered by facilities staff)
- Census information – population change and composition
- Master Plan
- Environmental reports
- State GIS with information such as ground water data, etc.
- Historical Commission sensitivity map
- Citizen surveys
- Public charrettes

# What are the Considerations?

## Consideration Factors – (Evolving List)

- Environmental factors – wetlands, well heads, flood plain, contaminations, river front, topography, etc.
- Ownership and responsibility
- Deed restrictions
- Availability of utilities
- Needs evaluation – e.g. Town water supply
- Access availability – roadways, topography etc.
- Availability of other (funds)
- Existing uses of a property
- Confluence of Town goals
- Proximity to user base
- Existing distribution of like facilities
- Community/neighborhood considerations
- Public perception of the needs
- State mandates

# How Do We Get There?

## A Phased Approach

### I. Interim Municipal Space Planning Committee (potential make up of such a committee)

1 FinCom designee

2 Planning Board members or designees

2 Board of Selectmen members or designees

2 Moderator appointees

3 Ex-officio: Facilities Director, Town Planner, Town  
Administrator

OR

Above + land owner boards and commissions

### II. Permanent Municipal Space Planning Committee (established by Town Meeting)

# What are the Next Steps?

## Present information to:

- **November 17 - Board of Selectmen**
- **November 20 - Planning Board**
- **December 1 - Finance Committee**
- **Mid December – Feedback/Final Recommendation**
- **Early January – Extend Invitation to Interested Parties**
- **Mid January – Appoint Interim Committee**

DATE: NOVEMBER 17, 2014

TO: BOARD OF SELECTMEN

FROM: NAN BALMER, TOWN ADMINISTRATOR

RE: PRELIMINARY SUBMISSION OF FY 16 OPERATING BUDGET UNDER CHAPTER 19-4 OF TOWN CODE / FY 16 BUDGET PROCESS

**BOARD ACTIONS REQUESTED:**

- 1) **REVIEW AND COMMENT ON PROPOSED FY 16 OPERATING BUDGET EXPENSES FOR UNITS OF GOVERNMENT UNDER THE BOARD’S JURISDICTION. REQUEST AREAS FOR FURTHER DISCUSSION BY THE BOARD.**
  
- 2) **REVIEW AND COMMENT ON PROPOSED FY 16 BUDGET REVIEW PROCESS.**

The Town Code requires that the Town Administrator submit to the Board, one month prior to December 15<sup>th</sup>, operating budgets for departments under the Board’s jurisdiction. These budgets are preliminary and submitted to you to meet the requirements of the Code and to begin a discussion about what the Selectmen would like to see in an FY 16 budget review by the Selectmen. The operating budget numbers will change over the coming weeks as departmental budgets are reviewed by the Town Administrator and Finance Director. FY 16 operating budget numbers for units of government outside the Board’s jurisdiction are presented in *italicized blue*.

The following is a suggested timetable for the Board to review the FY 16 budget in a manner consistent with Chapter 19 of the Town Code, as summarized below. The Finance Director and I are working together to develop a recommendation to the board and Finance committee on changes for the FY 17 budget process.

<b>PROPOSED BOARD OF SELECTMEN FY 16 BUDGET PROCESS – SEE SUMMARY OF TOWN CODE BELOW</b>	
9/29, 10/20, 11/3	The Board reviewed and submitted for Finance Committee consideration the capital projects for units of government under its jurisdiction.
11/17	Town Administrator presents preliminary operating budgets and explains variances for units of government under the Board’s jurisdiction. Board comments on operating budgets and requests areas for follow-up by staff.
11/24, 12/1, 12/8	Follow-Up: Possible focus areas --Utilities, Debt, Revenue, Funding of School / Town joint activities (IT, Facilities), Health Insurance, New positions, Departments with significant variances in operating budget.
12/15	Board forwards operating budgets for units of government under its jurisdiction to the Finance Committee.
1/12/15	Town Administrator makes recommendations to Board on the budgets of <u>all</u> units of government and Board makes final budget recommendations to the Finance Committee for all <b>entities under its jurisdiction</b> .

SUMMARY OF WAYLAND TOWN CODE CHAPTER 19: FINANCES

- 19-2: Finance Committee is responsible for preparing the omnibus operating budget and the 5- year Capital Improvement Program and submitting both to Town Meeting.
- 19-3: Finance Committee reports to Town Meeting on all warrant articles.
- 19-4: By December 15<sup>th</sup>, all town boards including the Board of Selectmen must file with the Town Clerk estimates of expenditures and all probable income for next fiscal year with explanatory statements about changes in appropriations.

**One month prior to December 15<sup>th</sup>, for all town entities appointed by the Board of Selectmen, the Town Administrator shall submit detailed estimates of capital and expense items for next fiscal year, including explanatory statements about changes and estimates of revenues generated by departments.**

Prior to January 15<sup>th</sup>, unless another date is agreed to, the Town Administrator shall review and make recommendations to the Board of Selectmen with respect to budget requests of all Town Boards and committees except the School Committee.

By January 15<sup>th</sup>, unless another date is agreed to, the Board of Selectmen shall make recommendations to the Finance Committee for the entities under its jurisdiction.

CC: Finance Director  
Finance Committee

**DRAFT PRELIMINARY BUDGET-2016 (BUDGETS UNDER SELECTMEN JURISDICTION SHOWN IN BLACK )**

Town of Wayland, Massachusetts FY2016 Annual Operating Budget Expenditure Estimate	FY2014 Expended	FY2015 Budget	FY2016 Requested	\$ Variance FY 16 / FY 15	% Budget Change FY 16 / FY 15	REASON FOR SIGNIFICANT VARIANCES
<b>Selectmen</b>	30,716	30,000	30,000	0	0.00%	
<b>Town Office</b>	577,088	546,164	516,500	-29,664	-5.43%	Net reduction in payroll
<b>Personnel Board</b>	4,157	16,750	15,000	-1,750	-10.45%	
<b>Finance</b>	340,026	366,861	370,000	3,139	0.86%	
<i>Assessor</i>	319,300	320,890	297,310	-23,580	-7.35%	
<b>Treasurer</b>	233,900	227,550	314,900	87,350	38.39%	Reclassification of costs to incur debt from Debt to Treasurer
<b>Town Counsel / Legal Services</b>	174,646	190,000	190,000	0		
<b>Information Technology</b>	284,179	305,326	322,032	16,706	5.47%	Includes town software and IT expenses previously accounted for in departments
<i>Town Clerk</i>	133,194	133,603	136,607	3,004	2.25%	
<i>Elections</i>	28,007	35,198	30,742	-4,456	-12.66%	
<i>Registrar</i>	4,176	4,275	4,325	50	1.17%	
<b>Facilities</b>	1,069,800	1,120,309	1,273,686	153,377	13.69%	Estimated increase in utility costs
<b>Miscellaneous Committees</b>	48,307	49,775	49,775	0	0.00%	
<b>General Government</b>	3,247,496	3,346,701	3,550,877	204,176	6.10%	
<b>Police</b>	2,420,157	2,531,075	2,551,634	20,559	0.81%	Net increase in payroll
<b>Joint Communications Center</b>	498,477	499,750	502,500	2,750	0.55%	
<b>Emergency Management</b>	22,572	23,000	23,000	0	0.00%	
<b>Dog Officer</b>	22,962	21,501	21,501	0	0.00%	
<b>Fire</b>	2,401,271	2,530,409	2,581,094	50,685	2.00%	Increase represents ambulance QA software, maintenance on servers
<b>Public Safety</b>	5,365,439	5,605,735	5,679,729	73,994	1.32%	
<b>Conservation</b>	150,996	170,344	181,857	11,513	6.76%	Increase in seasonal help, one time FY 16 expense for survey, signs and benches Rocky Pt.
<i>Planning</i>	106,491	110,490	109,500	-990	-0.90%	
<b>Surveyor</b>	175,702	187,728	187,728	0	0.00%	
<b>Building &amp; Zoning</b>	286,243	299,818	308,268	8,450	2.82%	
<b>Land Planning and Use</b>	719,432	768,380	787,353	18,973	2.47%	
<b>Schools (Preliminary)</b>	33,516,931	35,433,047	36,496,038	1,062,991	3.00%	Temporarily assumes 3% increase. Superintendent's Budget will be presented 12/15.
<b>Regional Vocational Schools</b>	212,417	199,833	199,833	0	0.00%	
<b>Public Works</b>	1,885,473	1,884,286	1,975,286	91,000	4.83%	
<b>Snow Removal</b>	634,825	450,000	450,000	0	0.00%	
<b>Board of Health</b>	733,192	774,459	819,988	45,529	5.88%	
<b>Veteran's Services</b>	29,226	41,200	44,600	3,400	8.25%	
<b>Council on Aging</b>	219,796	222,888	224,276	1,388	0.62%	
<b>Youth Services</b>	161,042	163,728	164,928	1,200	0.73%	

Town of Wayland, Massachusetts FY2016 Annual Operating Budget Expenditure Estimate	FY2014 Expended	FY2015 Budget	FY2016 Requested	\$ Variance FY 16 / FY 15	% Budget Change FY 16 / FY 15	REASON FOR SIGNIFICANT VARIANCES
Wayland CARES	0	88,400	0	-88,400		Reduction due to receipt of grant
Library	985,304	983,300	1,059,500	76,200	7.75%	
Recreation	244,885	320,364	245,500	-74,864	-23.37%	
<b>Human Services</b>	<b>2,373,445</b>	<b>2,594,339</b>	<b>2,558,792</b>	<b>-35,547</b>	<b>-1.37%</b>	
Debt and Interest	7,308,513	7,789,058	7,666,318	-122,740	-1.58%	Reclassification of \$85k in costs to Treasurer, Retirement of debt
Retirement	3,507,480	3,740,468	4,047,978	307,510	8.22%	Confirmed FY 16 increase with Middlesex Retirement Board
<b>Unclassified</b>	<b>7,251,532</b>	<b>8,579,710</b>	<b>8,936,000</b>	<b>356,290</b>	<b>4.15%</b>	
Insurance General	479,048	615,000	615,000	-	0.00%	Gen. Insurance FY 15 YTD is \$563,215 - Estimated FY 16 increase not yet known
Insurance 32B	5,924,511	6,339,710	6,750,000		6.00%	Projection from Nov 2015 actual plus 6%, Excludes increase for unanticipated enrollment
Medicare	557,986	560,000	570,000	10,000.00	1.79%	Reflects growth in payroll
Unemployment Compensation	48,914	125,000	75,000	(50,000.00)	-40.00%	Reflects trend in decreased unemployment expenses
Non-Contributory Retirement	16,772	19,000	18,000	(1,000.00)	-5.26%	
Police/Fire Disability	6,729	15,000	15,000	-	0.00%	
Reserve for Salary Settlements	-	300,000	300,000	0	0.00%	Unknown - estimate
Compensatory Time Payments	0	0	0	-	0.00%	
Occupational Health	5,091	8,000	8,000	-	0.00%	
Sick Leave Buyback	7,500.00	53,000	40,000	(13,000.00)	-24.53%	Reflects estimated contingency for employee separations
Town Meeting	89,999	90,000	90,000	-	0.00%	
Street Lighting	114,982	130,000	130,000	-	0.00%	
Reserve Fund		325,000	325,000	-	0.00%	FY 14 actual reserve fund transfers are accounted for in departmental budgets -
<b>TOTAL - GENERAL FUND</b>	<b>66,022,983</b>	<b>70,391,557</b>	<b>72,348,204</b>	<b>1,956,647</b>	<b>2.78%</b>	
Water Fund	4,634,508	3,432,054	3,314,701	-117,353	-3.42%	Does not yet include indirect costs
Septage Fund	33,205	39,502	40,000	498	1.26%	
Wastewater Management District	662,633	654,905	695,154	40,249	6.15%	Includes \$35,000 debt increase. Does not yet include \$15-20k in indirect costs.
<b>TOTAL - Enterprise Funds</b>	<b>5,330,346</b>	<b>4,126,461</b>	<b>4,049,855</b>	<b>-76,606</b>	<b>-1.86%</b>	
Non-appropriated expenses						
Real estate abatements (overlay)	600,000	950,000	0	-950,000	-100.00%	
State and County Assessments	159,180	122,109.00	122,109	0	0.00%	Estimate
Capital /Free Cash	650,000	575,000	0	-575,000	-100.00%	Will be determined when operating budget is complete
Miscellaneous	-	-	-	-		
Cherry Sheet Offsets		30,335.00	30335	0	0.00%	Estimate
<b>Total Unappropriated</b>	<b>1,409,180</b>	<b>1,677,444</b>	<b>152,444</b>	<b>-1,525,000</b>	<b>-90.91%</b>	
<b>Total General Fund + Enterprise Funds</b>	<b>72,762,509</b>	<b>76,195,462</b>	<b>76,398,059</b>	<b>202,597</b>	<b>0.27%</b>	



FISCAL YEAR 2016 BUDGET		EXPENDED FY 2013	EXPENDED FY 2014	APPROVED FY 2015	REQUESTED FY 2016
<b>SELECTMEN</b>					
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$19,992	\$23,463	\$24,000	\$24,000
	SUPPLIES	\$3,910	\$7,253	\$6,000	\$6,000
1	TOTAL EXPENSES	\$23,902	\$30,716	\$30,000	\$30,000
	TOTAL SELECTMEN	\$23,902	\$30,716	\$30,000	\$30,000
<b>TOWN OFFICE</b>					
	<i>Total FTEs</i>	4.00	4.50	5.00	5.00
2	PERSONNEL SERVICES	\$375,012	\$497,230	\$466,664	\$435,000
	PURCHASE OF SERVICES	\$8,240	\$13,620	\$10,000	\$10,000
	SUPPLIES	\$56,397	\$66,238	\$69,500	\$71,500
3	TOTAL EXPENSES	\$64,637	\$79,858	\$79,500	\$81,500
	TOTAL TOWN OFFICE	\$439,649	\$577,088	\$546,164	\$516,500
<b>PERSONNEL BOARD</b>					
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
4	PERSONNEL SERVICES	\$0	\$0	\$6,750	\$5,000
	PURCHASE OF SERVICES	\$5,268	\$4,157	\$10,000	\$10,000
5	TOTAL EXPENSES	\$5,268	\$4,157	\$10,000	\$10,000
	TOTAL PERSONNEL BOARD	\$5,268	\$4,157	\$16,750	\$15,000
<b>FINANCE</b>					
	<i>Total FTEs</i>	4.43	4.43	4.54	4.54
6	PERSONNEL SERVICES	\$268,198	\$274,089	\$315,161	\$318,300
	PURCHASE OF SERVICES	\$38,553	\$64,946	\$48,700	\$48,700
	SUPPLIES	\$1,573	\$991	\$3,000	\$3,000
7	TOTAL EXPENSES	\$40,126	\$65,937	\$51,700	\$51,700
	TOTAL FINANCE	\$308,324	\$340,026	\$366,861	\$370,000
<b>ASSESSOR</b>					
	<i>Total FTEs</i>	4.00	4.00	4.00	4.00
8	PERSONNEL SERVICES	\$224,238	\$238,932	\$243,090	\$244,460
	PURCHASE OF SERVICES	\$43,736	\$78,663	\$74,800	\$49,850
	SUPPLIES	\$2,931	\$1,705	\$3,000	\$3,000
9	TOTAL EXPENSES	\$46,667	\$80,368	\$77,800	\$52,850
	TOTAL ASSESSOR	\$270,905	\$319,300	\$320,890	\$297,310
<b>TREASURER</b>					
	<i>Total FTEs</i>	3.26	3.26	3.26	3.26
10	PERSONNEL SERVICES	\$189,881	\$196,076	\$196,650	\$199,000
	PURCHASE OF SERVICES	\$26,164	\$37,824	\$30,400	\$115,700
	SUPPLIES	\$111	\$0	\$500	\$200
11	TOTAL EXPENSES	\$26,275	\$37,824	\$30,900	\$115,900
	TOTAL TREASURER	\$216,156	\$233,900	\$227,550	\$314,900

<b>TOWN COUNSEL</b>					
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$146,621	\$170,312	\$190,000	\$190,000
	SUPPLIES	\$5,842	\$4,334		
12	TOTAL EXPENSES	\$152,463	\$174,646	\$190,000	\$190,000
	TOTAL TOWN COUNSEL	\$152,463	\$174,646	\$190,000	\$190,000
<b>INFORMATION TECHNOLOGY</b>					
	<i>Total FTEs</i>	1.00	1.00	1.00	1.00
13	PERSONNEL SERVICES	\$82,197	\$84,085	\$83,842	\$83,842
	PURCHASE OF SERVICES	\$199,949	\$147,743	\$178,484	\$91,890
	SUPPLIES	\$27,869	\$52,351	\$43,000	\$146,300
14	TOTAL EXPENSES	\$227,818	\$200,094	\$221,484	\$238,190
	TOTAL INFORMATION TECHNOLOGY	\$310,015	\$284,179	\$305,326	\$322,032
<b>TOWN CLERK</b>					
	<i>Total FTEs</i>	2.00	2.00	2.00	2.00
15	PERSONNEL SERVICES	\$130,151	\$124,327	\$121,988	\$120,584
	PURCHASE OF SERVICES	\$4,961	\$7,598	\$10,215	\$14,623
	SUPPLIES	\$1,332	\$1,269	\$1,400	\$1,400
16	TOTAL EXPENSES	\$6,293	\$8,867	\$11,615	\$16,023
	TOTAL TOWN CLERK	\$136,444	\$133,194	\$133,603	\$136,607
<b>ELECTIONS</b>					
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
17	PERSONNEL SERVICES	\$32,238	\$19,966	\$24,328	\$19,112
	PURCHASE OF SERVICES	\$1,239	\$361	\$900	\$2,500
	SUPPLIES	\$9,340	\$7,680	\$9,970	\$9,130
18	TOTAL EXPENSES	\$10,579	\$8,041	\$10,870	\$11,630
	TOTAL ELECTIONS	\$42,817	\$28,007	\$35,198	\$30,742
<b>REGISTRAR</b>					
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
19	PERSONNEL SERVICES	\$925	\$275	\$275	\$275
	PURCHASE OF SERVICES	\$3,744	\$3,901	\$4,000	\$4,050
20	TOTAL EXPENSES	\$3,744	\$3,901	\$4,000	\$4,050
	TOTAL REGISTRAR	\$4,669	\$4,176	\$4,275	\$4,325
<b>CONSERVATION</b>					
	<i>Total FTEs</i>	1.83	1.83	1.83	1.83
21	PERSONNEL SERVICES	\$129,552	\$135,052	\$140,444	\$144,457
	PURCHASE OF SERVICES	\$9,511	\$9,711	\$22,500	\$23,000
	SUPPLIES	\$7,578	\$6,233	\$7,400	\$14,400
22	TOTAL EXPENSES	\$17,089	\$15,944	\$29,900	\$37,400
	TOTAL CONSERVATION	\$146,641	\$150,996	\$170,344	\$181,857
<b>PLANNING</b>					
	<i>Total FTEs</i>	1.40	1.40	1.40	1.40
23	PERSONNEL SERVICES	\$101,375	\$103,703	\$105,990	\$105,000
	PURCHASE OF SERVICES	\$0	\$2,746	\$3,000	\$3,000
	SUPPLIES	\$3,505	\$42	\$1,500	\$1,500
24	TOTAL EXPENSES	\$3,505	\$2,788	\$4,500	\$4,500
	TOTAL PLANNING	\$104,880	\$106,491	\$110,490	\$109,500

<b>SURVEYOR</b>					
	<i>Total FTEs</i>	2.00	2.00	2.00	2.00
25	PERSONNEL SERVICES	\$157,625	\$160,605	\$160,778	\$160,778
	PURCHASE OF SERVICES	\$10,361	\$12,519	\$22,800	\$22,800
	SUPPLIES	\$5,788	\$2,578	\$4,150	\$4,150
26	TOTAL EXPENSES	\$16,149	\$15,097	\$26,950	\$26,950
	TOTAL SURVEYOR	\$173,774	\$175,702	\$187,728	\$187,728
<b>FACILITIES</b>					
	<i>Total FTEs</i>	3.54	3.54	3.54	3.54
27	PERSONNEL SERVICES	\$251,293	\$270,837	\$273,192	\$279,722
28	PURCHASE OF SERVICES	\$202,928	\$196,617	\$240,952	\$252,900
	Contract Services	\$63,619		\$65,102	
	Repairs & Other Expenses	\$105,373		\$175,850	
29	UTILITIES	\$582,087	\$575,564	\$567,665	\$701,564
30	SUPPLIES	\$36,262	\$26,782	\$38,500	\$39,500
	TOTAL FACILITIES	\$1,072,570	\$1,069,800	\$1,120,309	\$1,273,686
<b>MISC COMMITTEES</b>					
<i>Commission, Historic District Commission, Public Ceremonies Committee, 375th Celebration Anniversary Commemoration Committee</i>					
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
31	PURCHASE OF SERVICES	\$76,482	\$48,307	\$49,775	\$49,775
	TOTAL EXPENSES	\$76,482	\$48,307	\$49,775	\$49,775
	TOTAL MISC COMMITTEES	\$76,482	\$48,307	\$49,775	\$49,775
<b>POLICE</b>					
	<i>Total FTEs</i>	24.33	25.33	25.59	25.59
32	PERSONNEL SERVICES	\$2,041,981	\$2,105,446	\$2,196,125	\$2,231,344
	PURCHASE OF SERVICES	\$136,235	\$132,761	\$135,950	\$138,890
	SUPPLIES	\$184,296	\$181,950	\$199,000	\$181,400
33	TOTAL EXPENSES	\$320,531	\$314,711	\$334,950	\$320,290
	TOTAL POLICE	\$2,362,512	\$2,420,157	\$2,531,075	\$2,551,634
<b>JOINT COMMUNICATIONS</b>					
	<i>Total FTEs</i>	8.00	8.00	8.00	8.00
34	PERSONNEL SERVICES	\$448,558	\$462,562	\$472,650	\$475,400
	PURCHASE OF SERVICES	\$17,599	\$16,186	\$11,600	\$11,600
	UTILITIES	\$13,870	\$13,724	\$10,000	\$10,000
	SUPPLIES	\$8,353	\$6,005	\$5,500	\$5,500
35	TOTAL EXPENSES	\$39,822	\$35,915	\$27,100	\$27,100
	TOTAL JOINT COMMUNICATIONS	\$488,380	\$498,477	\$499,750	\$502,500
<b>EMERGENCY MANAGEMENT</b>					
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$16,079	\$13,447	\$16,000	\$16,000
	SUPPLIES	\$6,730	\$9,125	\$7,000	\$7,000
36	TOTAL EXPENSES	\$22,809	\$22,572	\$23,000	\$23,000
	TOTAL EMERGENCY MANAGEMENT	\$22,809	\$22,572	\$23,000	\$23,000

<b>DOG OFFICER</b>					
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$22,544	\$22,962	\$21,500	\$21,500
	SUPPLIES	\$0	\$0	\$1	\$1
37	TOTAL EXPENSES	\$22,544	\$22,962	\$21,501	\$21,501
	TOTAL DOG OFFICER	\$22,544	\$22,962	\$21,501	\$21,501
<b>FIRE &amp; ALS</b>					
	<i>Total FTEs</i>	28.87	28.87	27.87	27.87
38	PERSONNEL SERVICES	\$2,193,795	\$2,204,981	\$2,311,164	\$2,311,635
	PURCHASE OF SERVICES	\$81,308	\$34,528	\$55,500	\$91,600
	SUPPLIES	\$104,316	\$161,762	\$163,745	\$177,859
39	TOTAL EXPENSES	\$185,624	\$196,290	\$219,245	\$269,459
	TOTAL FIRE	\$2,379,419	\$2,401,271	\$2,530,409	\$2,581,094
<b>BUILDING &amp; ZONING</b>					
	<i>Total FTEs</i>	4.63	4.63	4.63	4.63
40	PERSONNEL SERVICES	\$242,198	\$271,999	\$285,317	\$293,767
	PURCHASE OF SERVICES	\$10,462	\$12,539	\$14,000	\$12,000
	SUPPLIES	\$2,438	\$1,705	\$501	\$2,501
41	TOTAL EXPENSES	\$12,900	\$14,244	\$14,501	\$14,501
	TOTAL BUILDING & ZONING	\$255,098	\$286,243	\$299,818	\$308,268
<b>SCHOOLS</b>					
	<i>Total FTEs</i>	374.42	374.64	392.35	392.35
42	TOTAL SCHOOLS	\$32,521,598	\$33,516,931	\$35,433,047	\$0
<b>REGIONAL VOCATIONAL SCHOOLS</b>					
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
43	TOTAL REGIONAL VOC SCHOOLS	\$257,220	\$212,417	\$199,833	\$199,833
<b>DPW</b>					
	<i>Total FTEs</i>	28.37	28.37	29.41	29.41
44	PERSONNEL SERVICES	1,307,397	1,304,211	1,339,786	1,339,786
<b>HIGHWAY</b>					
	PERSONNEL SERVICES	\$929,176	\$926,976	\$936,591	\$936,591
45	PURCHASE SERVICES	\$474,419	\$265,702	\$206,700	\$227,700
46	SUPPLIES	\$54,512	\$65,005	\$74,800	\$74,800
<b>PARK AND CEMETERY</b>					
	PERSONNEL SERVICES	\$378,221	\$378,235	\$403,195	\$403,195
47	PURCHASE SERVICES	\$120,556	\$101,809	\$100,500	\$160,500
48	SUPPLIES	\$92,243	\$93,289	\$97,500	\$107,500
<b>LANDFILL</b>					
49	PURCHASE SERVICES	\$52,167	\$55,457	\$65,000	\$65,000
	TOTAL DPW	\$2,101,294	\$1,885,473	\$1,884,286	\$1,975,286
<b>SNOW</b>					
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
50	PERSONNEL SERVICES	\$188,254	\$154,947	\$125,000	\$125,000
	PURCHASE OF SERVICES	\$182,738	\$146,689	\$110,000	\$110,000
	SUPPLIES	\$240,668	\$333,189	\$215,000	\$215,000
51	TOTAL EXPENSES	\$423,406	\$479,878	\$325,000	\$325,000
	TOTAL SNOW	\$611,660	\$634,825	\$450,000	\$450,000

<b>BOARD OF HEALTH</b>					
	<i>Total FTEs</i>	9.15	9.15	9.29	9.29
52	PERSONNEL SERVICES	\$568,742	\$589,601	\$597,418	\$637,877
	PURCHASE OF SERVICES	\$137,030	\$130,144	\$163,500	\$166,411
	SUPPLIES	\$12,803	\$13,447	\$13,541	\$15,700
53	TOTAL EXPENSES	\$149,833	\$143,591	\$177,041	\$182,111
	TOTAL BOARD OF HEALTH	\$718,575	\$733,192	\$774,459	\$819,988
<b>VETERANS SERVICES</b>					
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
54	PERSONNEL SERVICES	\$567	\$0	\$0	\$0
	PURCHASE OF SERVICES	\$20,461	\$26,400	\$35,200	\$41,600
	SUPPLIES	\$2,559	\$2,826	\$6,000	\$3,000
55	TOTAL EXPENSES	\$23,020	\$29,226	\$41,200	\$44,600
	TOTAL VETERANS SERVICES	\$23,587	\$29,226	\$41,200	\$44,600
<b>COUNCIL ON AGING</b>					
	<i>Total FTEs</i>	2.83	2.83	2.83	2.83
56	PERSONNEL SERVICES	\$160,505	\$166,009	\$167,388	\$168,776
	PURCHASE OF SERVICES	\$39,199	\$44,759	\$46,700	\$46,700
	SUPPLIES	\$7,886	\$9,028	\$8,800	\$8,800
57	TOTAL EXPENSES	\$47,085	\$53,787	\$55,500	\$55,500
	TOTAL COUNCIL ON AGING	\$207,590	\$219,796	\$222,888	\$224,276
<b>YOUTH SERVICES</b>					
	<i>Total FTEs</i>	2.11	2.11	2.17	2.17
58	PERSONNEL SERVICES	\$153,348	\$157,401	\$159,653	\$160,853
	PURCHASE OF SERVICES	\$2,604	\$2,734	\$2,850	\$2,850
	SUPPLIES	\$1,043	\$907	\$1,225	\$1,225
59	TOTAL EXPENSES	\$3,647	\$3,641	\$4,075	\$4,075
	TOTAL YOUTH SERVICES	\$156,995	\$161,042	\$163,728	\$164,928
<b>LIBRARY</b>					
	<i>Total FTEs</i>	14.74	14.74	14.74	14.74
60	PERSONNEL SERVICES	\$736,148	\$757,017	\$765,000	\$826,800
	PURCHASE OF SERVICES	\$45,286	\$44,123	\$45,700	\$47,700
	SUPPLIES	\$180,934	\$184,164	\$172,600	\$185,000
61	TOTAL EXPENSES	\$226,220	\$228,287	\$218,300	\$232,700
	TOTAL LIBRARY	\$962,368	\$985,304	\$983,300	\$1,059,500
<b>RECREATION</b>					
	<i>Total FTEs</i>	2.33	1.83	2.11	2.11
62	PERSONNEL SERVICES	\$315,997	\$244,885	\$320,364	\$245,500
	SUPPLIES	\$25,000	\$0	\$0	\$0
	TOTAL EXPENSES				\$245,500
	TOTAL RECREATION	\$340,997	\$244,885	\$320,364	\$245,500

<b>DEBT AND INTEREST</b>				
	<i>Total FTEs</i>	0.00	0.00	
63	TOTAL DEBT AND INTEREST	\$7,637,937	\$7,308,513	\$7,789,058
<b>RETIREMENT</b>				
	<i>Total FTEs</i>	0.00	0.00	
	PURCHASE OF SERVICES	\$3,171,056	\$3,507,480	\$3,740,468
64	TOTAL RETIREMENT	\$3,171,056	\$3,507,480	\$3,740,468
<b>UNCLASSIFIED</b>				
	<i>Total FTEs</i>	0.00	0.00	\$0
	HEALTH & LIFE INSURANCE			
	Employee Health Insurance (439)	\$4,007,981	\$5,506,933	\$4,662,231
	Retiree Health Insurance (429)	\$1,548,554		\$1,455,479
	Employee HRA Accounts (439)	\$240,220	\$218,712	\$0
	Health Insurance Incentive Waiver (44)	\$129,039	\$165,978	\$150,000
	Employee & Retiree Life Insurance (667)	\$15,745	\$15,464	\$17,000
	Other Expenses	\$36,478	\$17,424	\$55,000
	<i>Parenthetical enrollment represent FY 14 estimates</i>			
65	TOTAL HEALTH/LIFE INSURANCE	\$5,978,017	\$5,924,511	\$6,339,710
	OTHER INSURANCE			
66	PROPERTY, CASUALTY & LIABILITY INSURANCE	\$518,680	\$479,048	\$615,000
67	MEDICARE TAX - 1.45%	\$545,170	\$557,986	\$560,000
68	UNEMPLOYMENT COMPENSATION	\$32,578	\$48,914	\$125,000
69	NON CONTRIBUTORY RETIREMENT	\$17,870	\$16,772	\$19,000
70	POLICE/FIRE DISABILITY	\$5,972	\$6,729	\$15,000
71	OCCUPATIONAL HEALTH	\$4,361	\$5,091	\$8,000
	TOTAL OTHER INSURANCE	\$1,124,631	\$1,114,540	\$1,342,000
72	SICK LEAVE BUYBACK	--	\$7,500	\$53,000
73	RESERVE FOR SALARY SETTLEMENT	\$0	\$0	\$300,000
74	TOWN MEETING	\$78,294	\$89,999	\$90,000
75	STREET LIGHTING	\$141,999	\$114,982	\$130,000
76	RESERVE FUND	\$0	\$0	\$325,000
	TOTAL UNCLASSIFIED	\$7,322,941	\$7,251,532	\$8,579,710
<b>TOTAL GENERAL FUND BUDGET</b>		<b>\$65,049,539</b>	<b>\$66,022,983</b>	<b>\$70,303,157</b>
				<b>\$35,852,166</b>

<b>WATER FUND</b>					
	<i>Total FTEs</i>	9.00	9.00	8.00	8.00
	SALARIES	\$1,025,675	\$658,358	\$713,880	\$713,881
	PURCHASE OF SERVICES	\$445,000	\$474,673	\$450,117	\$550,117
	UTILITIES	\$335,000	\$290,915	\$363,271	\$365,000
	SUPPLIES	\$470,000	\$499,600	\$470,000	\$570,000
	OTHER FINANCING USES	\$0	\$1,543,213	\$348,583	\$0
	DEBT SERVICE	\$1,224,659	\$1,167,749	\$1,086,203	\$1,115,703
78	TOTAL WATER DEPARTMENT	\$3,500,334	\$4,634,508	\$3,432,054	\$3,314,701
<b>SEPTAGE FUND</b>					
	<i>Total FTEs</i>	0.00	0.00		
	SALARIES - RETIREE CHARGES	\$32,807	\$33,205	\$39,502	\$40,000
	PURCHASE OF SERVICES	\$0			
78	TOTAL SEPTAGE DEPARTMENT	\$32,807	\$33,205	\$39,502	\$40,000
<b>WASTEWATER MGMT DISTRICT COMM</b>					
	<i>Total FTEs</i>	0.00	0.00		
	SALARIES	\$0	\$22,864	\$0	\$22,000
	PURCHASE OF SERVICES	\$168,000	\$130,434	\$145,725	\$112,275
	UTILITIES	\$0	\$42,766	\$57,400	\$44,200
	SUPPLIES	\$15,000	\$22,870	\$0	\$30,000
	OTHER FINANCING USES		\$15,919		
	DEBT SERVICE	\$452,160	\$450,644	\$451,780	\$486,679
80	TOTAL WASTEWATER MGMT COMM	\$635,160	\$662,633	\$654,905	\$695,154
	<i>Grand Total FTEs</i>	536.24	537.46	555.56	555.56
	TOTAL ENTERPRISE FUNDS	\$4,168,301	\$5,330,346	\$4,126,461	\$4,049,855
	<b>GRAND TOTAL OMNIBUS BUDGET</b>	<b>\$69,217,840</b>	<b>\$71,353,329</b>	<b>\$74,429,618</b>	<b>\$39,902,021</b>

Fiscal 2016  
Preliminary Budget

Departmental	Expenses			Personnel Services			Comparison- Fiscal 2016 / Fiscal 2015		
	Fiscal	\$ Variance	%	Fiscal	\$ Variance	%	Total	\$ Variance	%
	2016	FY 16 / FY 15	CHG	2016	FY 16 / FY 15	CHG	2016	FY 16 / FY 15	CHG
Selectmen	30,000.00	-	0.00%	-	-	-	30,000.00	-	0.00%
Town Office	81,500.00	2,000.00	2.52%	435,000.00	(31,664.00)	-6.79%	516,500.00	(29,664.00)	-5.74%
Personnel Board	10,000.00	-	0.00%	5,000.00	(1,750.00)	-25.93%	15,000.00	(1,750.00)	-11.67%
Finance	51,700.00	-	0.00%	318,300.00	3,139.00	1.00%	370,000.00	3,139.00	0.85%
Assessor	52,850.00	(24,950.00)	-32.07%	244,460.00	1,370.00	0.56%	297,310.00	(23,580.00)	-7.93%
Treasurer	115,900.00	85,000.00	275.08%	199,000.00	2,350.00	1.20%	314,900.00	87,350.00	27.74%
Legal	190,000.00	-	0.00%	-	-	0.00%	190,000.00	-	0.00%
Information Technology	238,190.00	16,706.00	7.54%	83,842.00	-	0.00%	322,032.00	16,706.00	5.19%
Town Clerk	16,023.00	4,408.00	37.95%	120,584.00	(1,404.00)	-1.15%	136,607.00	3,004.00	2.20%
Elections	11,630.00	760.00	6.99%	19,112.00	(5,216.00)	-21.44%	30,742.00	(4,456.00)	-14.49%
Registrar	4,050.00	50.00	1.25%	275.00	-	0.00%	4,325.00	50.00	1.16%
Conservation	37,400.00	7,500.00	25.08%	144,457.00	4,013.00	2.86%	181,857.00	11,513.00	6.33%
Planning	4,500.00	-	0.00%	105,000.00	(990.00)	-0.93%	109,500.00	(990.00)	-0.90%
Surveyor	26,950.00	-	0.00%	160,778.00	-	0.00%	187,728.00	-	0.00%
Facilities	993,964.00	146,847.00	17.33%	279,722.00	6,530.00	2.39%	1,273,686.00	153,377.00	12.04%
Misc Committees	49,775.00	-	0.00%	-	-	0.00%	49,775.00	-	0.00%
Police	320,290.00	(14,660.00)	-4.38%	2,231,344.00	35,219.00	1.60%	2,551,634.00	20,559.00	0.81%
Joint Communications	27,100.00	-	0.00%	475,400.00	2,750.00	0.58%	502,500.00	2,750.00	0.55%
Emergency Management	23,000.00	-	0.00%	-	-	0.00%	23,000.00	-	0.00%
Dog Officer	21,501.00	-	0.00%	-	-	0.00%	21,501.00	-	0.00%
Fire Department	269,459.00	50,214.00	22.90%	2,311,635.00	471.00	0.02%	2,581,094.00	50,685.00	1.96%
Building & Zoning	14,501.00	-	0.00%	293,767.00	8,450.00	2.96%	308,268.00	8,450.00	2.74%
Minuteman Regional	199,833.00	-	0.00%	-	-	0.00%	199,833.00	-	0.00%
Highway	302,500.00	21,000.00	7.46%	936,591.00	-	0.00%	1,239,091.00	21,000.00	1.69%
Snow and Ice	325,000.00	-	0.00%	125,000.00	-	0.00%	450,000.00	-	0.00%
Transfer Station	65,000.00	-	0.00%	-	-	0.00%	65,000.00	-	0.00%
Parks	268,000.00	70,000.00	35.35%	403,195.00	-	0.00%	671,195.00	70,000.00	10.43%
Board of Health	182,111.00	5,070.00	2.86%	637,877.00	40,459.00	6.77%	819,988.00	45,529.00	5.55%
Veterans	44,600.00	3,400.00	8.25%	-	-	0.00%	44,600.00	3,400.00	7.62%
Council on Aging	55,500.00	-	0.00%	168,776.00	1,388.00	0.83%	224,276.00	1,388.00	0.62%
Youth Services	4,075.00	-	0.00%	160,853.00	1,200.00	0.75%	164,928.00	1,200.00	0.73%
Library	232,700.00	14,400.00	6.60%	826,800.00	61,800.00	8.08%	1,059,500.00	76,200.00	7.19%
Recreation	-	-	-	245,500.00	(74,864.00)	-23.37%	245,500.00	(74,864.00)	-30.49%
<b>Total</b>	<b>4,269,602.00</b>	<b>387,745.00</b>	<b>9.99%</b>	<b>10,932,268.00</b>	<b>53,251.00</b>	<b>0.49%</b>	<b>15,201,870.00</b>	<b>440,996.00</b>	<b>2.99%</b>
Debt Service	7,666,318.00	(122,740.00)	-1.58%	-	-	0.00%	7,666,318.00	(122,740.00)	-1.60%
Retirement	4,047,978.00	307,510.00	8.22%	-	-	0.00%	4,047,978.00	307,510.00	7.60%
<i>Unclassified:</i>									
General Insurance	615,000.00	-	-	-	-	-	615,000.00	-	0.00%
Insurance 32B	6,750,000.00	410,290.00	6.47%	-	-	-	6,750,000.00	410,290.00	6.08%
Medicare Tax	570,000.00	10,000.00	1.79%	-	-	-	570,000.00	10,000.00	1.75%
Unemployment	75,000.00	(50,000.00)	-40.00%	-	-	-	75,000.00	(50,000.00)	-66.67%
Non Contributory	18,000.00	(1,000.00)	-5.26%	-	-	-	18,000.00	(1,000.00)	-5.56%
Public Disability	15,000.00	-	0.00%	-	-	-	15,000.00	-	0.00%
Reserve for Salary	300,000.00	-	0.00%	-	-	-	300,000.00	-	0.00%
Occupational Health	8,000.00	-	0.00%	-	-	-	8,000.00	-	0.00%
Buyback	40,000.00	(13,000.00)	-24.53%	-	-	-	40,000.00	(13,000.00)	-32.50%
Town Meeting	90,000.00	-	0.00%	-	-	-	90,000.00	-	0.00%
Street Light	130,000.00	-	0.00%	-	-	-	130,000.00	-	0.00%
Reserve Fund	325,000.00	-	0.00%	-	-	-	325,000.00	-	0.00%
<b>Total Other / Unclass</b>	<b>8,936,000.00</b>	<b>356,290.00</b>	<b>4.15%</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>20,650,296.00</b>	<b>356,290.00</b>	<b>4.15%</b>
<b>Subtotal Town Depts.</b>	<b>24,919,898.00</b>	<b>928,805.00</b>	<b>3.87%</b>	<b>10,932,268.00</b>	<b>53,251.00</b>	<b>0.49%</b>	<b>35,852,166.00</b>	<b>987,056.00</b>	<b>2.82%</b>
<b>School Department</b>	<b>-</b>	<b>(6,486,348.00)</b>	<b>-100.00%</b>	<b>(28,946,699.00)</b>	<b>(28,946,699.00)</b>	<b>-100.00%</b>	<b>-</b>	<b>(35,433,047.00)</b>	<b>-100.00%</b>
<b>Total Town / School</b>	<b>24,919,898.00</b>	<b>(5,557,543.00)</b>	<b>-18.23%</b>	<b>10,932,268.00</b>	<b>(28,893,448.00)</b>	<b>-72.55%</b>	<b>35,852,166.00</b>	<b>(34,450,991.00)</b>	<b>-49.00%</b>



Town of Wayland, Ma.  
Fiscal 2016-Budget Proposals  
Town Administrator / Board of Selectmen

	FY 2016 Payroll	\$ Variance FY 16 / FY 15	% Variance FY 16 / FY 15	FY 2016 Expenses	% Variance FY 16 / FY 15	\$ Variance FY 16 / FY 15	Total FY 16	Total \$ Variance FY 16 / FY 15	Total % Variance FY 16 / FY 15
Selectmen	-	-	0.00%	30,000.00	-	0.00%	30,000.00	-	0.00%
Town Office	435,000.00	(31,664.00)	-6.79%	81,500.00	2,000.00	2.52%	516,500.00	(29,664.00)	-5.74%
Personnel Board	5,000.00	(1,750.00)	-25.93%	10,000.00	-	0.00%	15,000.00	(1,750.00)	-11.67%
Finance	318,300.00	3,139.00	1.00%	51,700.00	-	0.00%	370,000.00	3,139.00	0.85%
Treasurer	199,000.00	2,350.00	1.20%	115,900.00	85,000.00	275.08%	314,900.00	87,350.00	27.74%
Legal	-	-	0.00%	190,000.00	-	0.00%	190,000.00	-	0.00%
Information Technology	83,842.00	-	0.00%	238,190.00	16,706.00	7.54%	322,032.00	16,706.00	5.19%
Conservation	144,457.00	4,013.00	2.86%	37,400.00	7,500.00	25.08%	181,857.00	11,513.00	6.33%
Planning	105,000.00	(990.00)	-0.93%	4,500.00	-	0.00%	109,500.00	(990.00)	-0.90%
Surveyor	160,778.00	-	0.00%	26,950.00	-	0.00%	187,728.00	-	0.00%
Facilities	279,722.00	6,530.00	2.39%	993,964.00	146,847.00	17.33%	1,273,686.00	153,377.00	12.04%
Police	2,231,344.00	35,219.00	1.60%	320,290.00	(14,660.00)	-4.38%	2,551,634.00	20,559.00	0.81%
Joint Communications	475,400.00	2,750.00	0.58%	27,100.00	-	0.00%	502,500.00	2,750.00	0.55%
Emergency Management	-	-	0.00%	23,000.00	-	0.00%	23,000.00	-	0.00%
Dog Officer	-	-	0.00%	21,501.00	-	0.00%	21,501.00	-	0.00%
Fire Department	2,311,635.00	471.00	0.02%	269,459.00	50,214.00	22.90%	2,581,094.00	50,685.00	1.96%
Building & Zoning	293,767.00	8,450.00	2.96%	14,501.00	-	0.00%	308,268.00	8,450.00	2.74%
Board of Health	637,877.00	40,459.00	6.77%	182,111.00	5,070.00	2.86%	819,988.00	45,529.00	5.55%
Veterans	-	-	0.00%	44,600.00	3,400.00	8.25%	44,600.00	3,400.00	7.62%
Council on Aging	168,776.00	1,388.00	0.83%	55,500.00	-	0.00%	224,276.00	1,388.00	0.62%
Youth Services	160,853.00	1,200.00	0.75%	4,075.00	-	0.00%	164,928.00	1,200.00	0.73%
	<b>8,010,751.00</b>	<b>71,565.00</b>	<b>0.90%</b>	<b>2,742,241.00</b>	<b>302,077.00</b>	<b>12.38%</b>	<b>10,752,992.00</b>	<b>373,642.00</b>	<b>3.60%</b>

Unclassified Fiscal 2016 Proposed Budgets

Debt Service	0	0	0	0	0	0	7,666,318.00	(122,740.00)	-1.58%
Retirement	0	0	0	0	0	0	4,047,978.00	307,510.00	8.22%
Unclassified:	0	0	0	0	0	0	-	-	
General Insurance	0	0	0	0	0	0	615,000.00	-	0.00%
Insurance 32B	0	0	0	0	0	0	6,750,000.00	410,290.00	6.47%
Medicare Tax	0	0	0	0	0	0	570,000.00	10,000.00	1.79%
Unemployment	0	0	0	0	0	0	75,000.00	(50,000.00)	-40.00%
Non Contributory	0	0	0	0	0	0	18,000.00	(1,000.00)	-5.26%
Public Disability	0	0	0	0	0	0	15,000.00	-	0.00%
Reserve for Salary	0	0	0	0	0	0	300,000.00	-	0.00%
Occupational Health	0	0	0	0	0	0	8,000.00	-	0.00%
Buyback	0	0	0	0	0	0	40,000.00	(13,000.00)	-24.53%
Town Meeting	0	0	0	0	0	0	90,000.00	-	0.00%
Street Light	0	0	0	0	0	0	130,000.00	-	0.00%
Reserve Fund	0	0	0	0	0	0	325,000.00	-	0.00%
	0	0	0	0	0	0	-	-	
<b>Total Other / Unclass</b>							<b>8,936,000.00</b>	<b>356,290.00</b>	<b>4.15%</b>

**DRAFT- RECAP OF FY 16 BUDGET REQUESTS  
REVENUE AND EXPENDITURES**

**EXPENDITURES**

	Payroll	Expenses	Total	\$ Increase 2016 / 2015	% Increase 2016 / 2015
Town	10,932,268.00	4,269,602.00	15,201,870.00	352,596.00	2.37%
School	-	-	-	(35,433,047.00)	-100.00%
Debt	-	7,666,318.00	7,666,318.00	(122,740.00)	-1.60%
Retirement	-	4,047,978.00	4,047,978.00	307,510.00	7.60%
Unclassified-Other	-	2,186,000.00	2,186,000.00	(54,000.00)	0.00%
Health Insurance-Estimated	-	6,750,000.00	6,750,000.00	410,290.00	6.08%
<b>Total Departmental</b>	<b>10,932,268.00</b>	<b>24,919,898.00</b>	<b>35,852,166.00</b>	<b>(34,539,391.00)</b>	<b>-49.07%</b>
Water Enterprise	-	-	3,314,701.00	(117,353.00)	-3.00%
Wastewater Enterprise	-	-	695,154.00	498.00	-5.00%
Septage Enterprise	-	-	40,000.00	40,249.00	101.89%
<b>Total Enterprise</b>	<b>-</b>	<b>-</b>	<b>4,049,855.00<sup>TM</sup></b>	<b>(76,606.00)</b>	<b>-1.86%</b>
<b>Total-Omnibus Budget</b>	<b>10,932,268.00</b>	<b>24,919,898.00</b>	<b>39,902,021.00</b>	<b>(34,615,997.00)</b>	<b>-46.45%</b>
<b>Unappropriated</b>					
State Assessments-EST	-	122,109.00	122,109.00	-	0.00%
Cherry Sheet offset-EST	-	30,335.00	30,335.00	-	0.00%
Overlay	-	-	-	(950,000.00)	#DIV/0!
<b>Transfer to Other Funds</b>					
Capitol Budgets-CC	-	-	-	(160,000.00)	#DIV/0!
Capitol Budgets-FC	-	-	-	(415,000.00)	#DIV/0!
OPEB	-	-	-	(249,094.00)	#DIV/0!
<b>Total Other</b>	<b>-</b>	<b>152,444.00</b>	<b>152,444.00</b>	<b>(1,774,094.00)</b>	<b>-92.09%</b>
<b>Total General Fund</b>	<b>10,932,268.00</b>	<b>25,072,342.00</b>	<b>40,054,465.00</b>	<b>(36,390,091.00)</b>	<b>-47.60%</b>

6  
REAC-SPECIAL  
COUNSEL

DATE: NOVEMBER 3, 2014  
TO: BOARD OF SELECTMEN  
FROM: NAN BALMER, TOWN ADMINISTRATOR  
RE: RIVERS EDGE ADVISORY COMMITTEE: SPECIAL COUNSEL

**BOARD ACTION REQUESTED:  
VOTE TO APPOINT AS RIVER'S EDGE SPECIAL COUNSEL THE FIRM OF  
ANDERSON AND KRIEGER, LLP, CAMBRIDGE MA**

BACKGROUND

In 2014, Annual Town Meeting approved 1) A zoning change to allow multi-family rental housing at 484-90 Boston Post Road and, 2) An action allowing the town to convey the property through a Request for Proposal (RFP) process to a bidder by sale or lease to develop the property. Special Counsel is needed to secure a developer under agreements that are designed to protect the town and effectively accomplish the project.

SPECIAL COUNSEL - SCOPE OF WORK

Working with Town Counsel, the River's Edge Special Counsel will provide legal advice to the Board of Selectmen, Town Administrator and Rivers Edge Advisory Committee on an RFP package drafted by the town and will review or draft the Development Agreement, Purchase and Sale or Lease Agreement and Deed Restriction. In addition Special Counsel will participate in the RFP process and provide related legal advice to the town on Real Estate Transactions, Environmental matters, Affordable Housing, Fair Housing, Wetlands, Public Procurement and other municipal law and regulatory issues affecting the project.

SELECTION AND APPOINTMENT PROCESS FOR SPECIAL COUNSEL

The Town issued a Request for Proposal. The River's Edge Advisory Committee reviewed technical proposals and unanimously agreed that Anderson & Krieger is best suited to perform this work for the town. The cost for this project was proposed at \$95,532, based on hourly rates for attorneys of \$270 to \$320 per hour.

Based on a 2014 Town Meeting action, the Board of Selectmen appoints legal counsel for the town. Subject to Board appointment of Counsel, the Town Administrator as Chief Procurement officer will award a contract with appropriate terms subject to available funding.

ANNUAL TOWN MEETING MUST BEGIN BETWEEN 4/1 AND 5/15.

**365 January 2015**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1					1	2	3
2	4	5	6	7	8	9	10
3	11	12	13	14	15	16	17
4	18	19	20	21	22	23	24
5	25	26	27	28	29	30	31

**365 February 2015**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
6	1	2	3	4	5	6	7
7	8	9	10	11	12	13	14
8	15	16	17	18	19	20	21
9	22	23	24	25	26	27	28

**365 March 2015**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
10	1	2	3	4	5	6	7
11	8	9	10	11	12	13	14
12	15	16	17	18	19	20	21
13	22	23	24	25	26	27	28
14	29	30	31				

**365 April 2015**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
14				1	2	3	4
15	5	6	7	8	9	10	11
16	12	13	14	15	16	17	18
17	19	20	21	22	23	24	25
18	26	27	28	29	30		

**365 May 2015**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
18						1	2
19	3	4	5	6	7	8	9
20	10	11	12	13	14	15	16
21	17	18	19	20	21	22	23
22	24	25	26	27	28	29	30
23	31						

**365 June 2015**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
23		1	2	3	4	5	6
24	7	8	9	10	11	12	13
25	14	15	16	17	18	19	20
26	21	22	23	24	25	26	27
27	28	29	30				

**365 July 2015**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
27				1	2	3	4
28	5	6	7	8	9	10	11
29	12	13	14	15	16	17	18
30	19	20	21	22	23	24	25
31	26	27	28	29	30	31	

**365 August 2015**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
31							1
32	2	3	4	5	6	7	8
33	9	10	11	12	13	14	15
34	16	17	18	19	20	21	22
35	23	24	25	26	27	28	29
36	30	31					

**365 September 2015**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
36			1	2	3	4	5
37	6	7	8	9	10	11	12
38	13	14	15	16	17	18	19
39	20	21	22	23	24	25	26
40	27	28	29	30			

**365 October 2015**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
40					1	2	3
41	4	5	6	7	8	9	10
42	11	12	13	14	15	16	17
43	18	19	20	21	22	23	24
44	25	26	27	28	29	30	31

**365 November 2015**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
45	1	2	3	4	5	6	7
46	8	9	10	11	12	13	14
47	15	16	17	18	19	20	21
48	22	23	24	25	26	27	28
49	29	30					

**365 December 2015**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
49			1	2	3	4	5
50	6	7	8	9	10	11	12
51	13	14	15	16	17	18	19
52	20	21	22	23	24	25	26
53	27	28	29	30	31		

- 1 Jan New Year's Day
- 19 Jan Martin Luther King Day
- 12 Feb Lincoln's Birthday
- 14 Feb Valentine's Day
- 16 Feb Presidents Day
- 17 Feb Mardi Gras Carnival
- 8 Mar Daylight Saving (Start)

- 17 Mar St. Patrick's Day
- 1 Apr April Fool's Day
- 3 Apr Good Friday
- 5 Apr Easter
- 6 Apr Easter Monday
- 5 May Cinco de Mayo
- 10 May Mother's Day

- 16 May Armed Forces Day
- 24 May Pentecost
- 25 May Memorial Day
- 25 May Pentecost Monday
- 14 Jun Flag Day
- 21 Jun Father's Day
- 4 Jul Independence Day

- 7 Sep Labor Day
- 11 Sep September 11th
- 17 Sep Citizenship Day
- 25 Sep Native American Day
- 12 Oct Columbus Day
- 16 Oct Boss's Day
- 17 Oct Sweetest Day

- 31 Oct Halloween
- 1 Nov Daylight Saving (End)
- 11 Nov Veterans' Day
- 26 Nov Thanksgiving
- 7 Dec Pearl Harbor
- 25 Dec Christmas Day
- 31 Dec New Year's Eve

## WAYLAND TOWN CODE

Town meeting and election.

### Chapter 36: MEETINGS

[Adopted 3-12-1973 ATM by Art. 14 as Art. 1 of the 1973 Bylaws]

#### § 36-1 Town meeting and election.

[Amended 3-11-1974 ATM by Art. 11; 5-1-1991 STM by Art. 3; 5-12-2004 ATM by Art. 34; 4-13-2009 ATM by Art. 23]

The annual Town meeting shall commence on a day between April 1 and May 15 inclusive ordered by the Selectmen. The election of Town officers and the determination of all matters placed on the official ballot at such election shall take place within seven days, but no fewer than two days, before the annual Town meeting. In addition to the warrant required by MGL c. 39, § 9A, the Selectmen shall cause notice of the time and place(s) of each annual and special Town meeting and each annual and special election (1) to be published in a newspaper of general circulation in Wayland no later than the date fixed by them for the closing of the warrant pursuant to § 36-3 below and (2) to be posted on the Town sign boards. Such notice shall be posted on the Town sign boards commencing at least two weeks prior to the election and Town meeting and shall remain posted until the election is held and Town meeting is concluded.

REQUEST TO CHANGE

DiNapoli, MaryAnn

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**From:** fpmoser@aol.com  
**Sent:** Monday, October 20, 2014 3:35 PM  
**To:** Nolan, Joseph F.; Antes, Mary; Boschetto, Anthony V.; Collins, Edward J.; Karlson, Cherry; Balmer, Nan; DiNapoli, MaryAnn  
**Subject:** Town Meeting Date  
**Attachments:** Selectmen LTR 10-20-14.docx

ATM DATE

[jnolan@wayland.ma.us](mailto:jnolan@wayland.ma.us)

[mantes@wayland.ma.us](mailto:mantes@wayland.ma.us)

[aboschetto@wayland.ma.us](mailto:aboschetto@wayland.ma.us)

[ecollins@wayland.ma.us](mailto:ecollins@wayland.ma.us)

[ckarlson@wayland.ma.us](mailto:ckarlson@wayland.ma.us)

[nbalmer@wayland.ma.us](mailto:nbalmer@wayland.ma.us)

[mdinapoli@wayland.ma.us](mailto:mdinapoli@wayland.ma.us)

To: Wayland Board of Selectmen: Joe Nolan, Chairman; Mary Antes, Tony Boschetto, Ed Collins, Cherry Karlson

Cc: Nan Balmer, Town Administrator; Mary Ann DiNapoli, Executive Assistant

Dear Wayland Board of Selectmen,

The Wayland Clergy Association respectfully endorses the request we understand you have received, that you change the date of the first night of Annual Town Meeting 2015.

April 9 is the seventh night of Passover – a Biblically-mandated “no work” festival for observant Jews. This means that a small but significant percentage of Wayland citizens would be unable to participate in a basic and important form of democracy.

Other important religious holidays occurring on weekdays in April 2015 include Good Friday (April 3) and the first night of Passover (night of April 3).

While the alternate Town Meeting start date of April 30, which you initially considered, would not present a religious conflict, we note that it is the date of a high school musical arts function and we likewise would not want to see Town Meeting scheduled in conflict with such a community event.

We endorse a suggestion that, to avoid conflicts with religious observances in the future, you consider proposing an amendment to the Wayland By-Laws to add language (currently used by other municipalities in the Commonwealth) stating that "The Town Meeting shall meet on a date not in conflict with a legal or principal religious holiday."

We will be happy to provide you with a list of principal religious holiday dates each year that may impact the members of our Jewish, Christian, Muslim, and Unitarian Universalist congregations in Wayland.

Very truly yours,

The Rev. Dr. Frederick Moser, for the Wayland Clergy Association:

The Rev. Fr. Jim Laughlin

The Rev. Dr. Stephanie May

The Rev. Jeff Johnson

The Rev. Ted Crass

Rabbi Sally Finestone

Rabbi Neal Gold

Rabbi Katy Allen

**TOWN ADMINISTRATOR'S REPORT**  
**FOR THE WEEKS ENDING NOVEMBER 14, 2014**

**PLANNING BOARD: 150 MAIN STREET**

Please see attached response, filed by the Planning Board with the Town Clerk on November 13<sup>th</sup>, to 150 Main Street, LLC's claim of constructive approval of its requested amendment to the Planning Board's site plan approval.

**HOLIDAY LIGHTS**

The Facilities Director is working on a holiday lights display in front of the Public Safety Building which may include lights in trees. Because the strong preference of personnel is not to expose staff to overhead wires, we are looking for a reasonably priced contractor to perform this work.

**TOWN MEETING ACTION: SCHOOL WINDOWS PROJECT**

The project estimate for the school windows has increased from \$1.1 to \$1.9 million. The Town would need to apply for a grant by January 14, 2015 to MSBA for 35.42% of the increased cost. The entire \$800,000 additional cost of the project would need to be appropriated by April 14, 2015 by Town Meeting. There is a provision for a 30 day extension of the period by which Town meeting must approve the appropriation. As an alternative the scope of the project can be reduced.

**TOWN BUILDING ENERGY PROJECTS**

The signed contract with AMERESCO is for approximately \$2.8M. The Notice to Proceed was issued for approximately \$1.9M. The remaining \$900,000 represents the work that was to be performed at the Town Building. The energy savings measures had pay-backs of between 6 and 20 plus years. The Facilities Director suggests to hold off on those measures until the fate of Town Building is decided. If we decide to use the remaining money to accomplish other energy savings then it would require Change Orders to amend the scope. Some of the money would be spent on additional evaluation and design work. If we just decide to not spend the \$900K there might be a claim for lost revenue from Ameresco. They did do design and engineering work based on a \$2.8M Contract and therefore may be entitled to their expected profit.

**ENVIRONMENTAL BOND BILL PROJECTS**

Four projects were submitted by boards and committees for consideration under the Environmental Bond Bill: 1) Planning Board / EDC– Water and Sewer Improvements at the old septage site in preparation for redevelopment, 2) Storm water improvements at Dudley Pond, 3) Water system improvements, 4) Water extension for Beautification projects. I will meet with the parties to prepare these projects including budget estimates.



**WAYLAND CARES**

The School Department received a grant for the project funded in FY 15 by the town. We are working with Finance Director to determine how to manage the project for FY 15 forward, given the town is not the grantee.

**OPEB**

The OPEB Committee may be requesting Special Counsel to review draft Trust documents.

**AFFORDABLE HOUSING**

The Chair of the Assessors, Director of Assessing, Housing Executive Director and I met together to review the problem of illegal rentals of affordable homes and will work with Town Counsel to address this.

**FUTURE AGENDA ITEMS:**

- 1. Tax Classification and Tax Rate Hearings 12/1
- 2. Annual License Renewals 12/8
- 3. Meeting with Independent Auditor on FY 14 Audit  
Open Warrants for Annual Town Meeting and Election 12/15
- 4. Other Items for discussion and follow-up that will be brought to the agenda when ready: ESCO Projects – Town Building, Solar Projects, Policies on Town Counsel Access and Alcoholic Beverages, Update on Capital Projects, Minuteman, Glezen Lane, Tax Lien Auction, Town Counsel – Litigation Update, Annual Town Meeting Preparation.

**NEXT BOARD OF SELECTMEN MEETINGS**

An additional meeting is requested on December 1<sup>st</sup> for the Classification and Tax Rate Hearings\*:

Monday November 24, 2014 (If Required)

Monday December 1, 2014

Monday December 8, 2014

Monday December 15, 2014



Sarkis Sarkisian  
Wayland Town Planner

**TOWN OF WAYLAND**  
MASSACHUSETTS  
01778  
**PLANNING DEPARTMENT**

TOWN BUILDING  
41 COCHITUATE ROAD  
TELEPHONE: (508) 358-3615  
FAX: (508) 358-4036

**Town of Wayland Planning Board's Response to  
150 Main Street, LLC's Notice of Constructive Approval  
of Application for Modification of  
Planning Board Site Plan Approval No. 02-2013**

**Applicant: 150 Main Street, LLC  
P.O. Box 5458  
Wayland, MA 01778**

**Property Address: 150 Main Street, Wayland, MA**

**Date: November 13, 2014**

RECEIVED  
TOWN OF WAYLAND  
TOWN CLERK  
2014 NOV 13 AM 2:35

On October 28, 2014, the Applicant, 150 Main Street, LLC (the "Applicant"), filed with the Town Clerk a purported notice of constructive approval of its requested amendment to Planning Board Site Plan Approval No. 02-2013 by striking from said approval Condition No. 30. The Applicant had agreed to extensions of the date for the Planning Board to act on its application to October 14, 2014. On October 14, 2014 the Board voted to deny the application.

Section 604.4 of the Town of Wayland's Zoning Bylaws requires the site plan approval authority make a decision on major modifications to site plans and file the decision with the Town Clerk and mail notice of it to the applicant via certified mail within 60 calendar days from the date of submittal of a complete application. The date for making the decision was extended to Tuesday, October 14, 2014. Where the Planning Board meets during the evenings and the Applicant knew, or should have known, that the Town Clerk's Office is not open on Tuesday evenings, the

extension necessarily included additional time for the Planning Board to file and serve its written decision.

Section 302-23 D of the Planning Board's Rules and Regulations relative to Site Plan provides for constructive approval of site plans by failure of the Board to take final action within the specified time "but only in accordance with MGL c. 40A, § 9." The provisions of Massachusetts General Laws Chapter 40A, Section 9 relate to special permits, including the procedure for making and filing and constructive approval of special permit decisions. By its adoption of Section 302-23 D, the Planning Board made such provisions applicable to constructive approval of Planning Board site plan decisions. With respect to filing decisions with the Town Clerk, Section 9 requires that a written record of the board's decision be filed with the Town Clerk within 14 days of the board's final action on an application. The Planning Board took final action on the Applicant's requested modification on October 14, 2014 and filed a written record of its action with the Town Clerk two days later on October 16, 2014. Therefore, the Applicant's requested amendment to Planning Board Site Plan Approval No. 02-2013 was not constructively approved.

The Planning Board reaffirms its denial of the Applicants' request to strike Condition No. 30 from Planning Board Site Plan Approval No. 02-2013, without prejudice.



Andrew Reck, Vice Chair

Filed with the Town Clerk on November 13, 2014