



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 3, 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.

- | | |
|---------|--|
| 7:00 pm | 1.) Call to Order by Chair <ul style="list-style-type: none">• Announcements; Review Agenda for the Public• Introduction of Ben Keefe, Facilities Director |
| 7:02 pm | 2.) Public Comment |
| 7:10 pm | 3.) Review and Potential Approval of Application filed by BBRG TR LLC dba Coach Grill for a Change of Officer/Director (Removal of LLC Manager) and a Change of Manager |
| 7:25 pm | 4.) Review and Potential Approval of Application filed by Samer Almaari for the Sale of Second-Hand Articles, Almaari Jewelers, 65 Andrew Avenue |
| 7:40 pm | 5.) Review and Potential Vote to Recommend to Finance Committee FY16 Capital Improvements Projects <ul style="list-style-type: none">• Public Building: Motor Pool• Conservation Projects |
| 8:00 pm | 6.) Review and Potential Vote to Appoint Special Counsel to River's Edge Advisory Committee |
| 8:20 pm | 7.) Review and Potential Vote on Town Office and Board of Selectmen's Operating Budgets |
| 8:35 pm | 8.) Review and Approve Consent Calendar (See Separate Sheet) |
| 8:40 pm | 9.) Review Correspondence (See Separate Index Sheet) |
| 8:45 pm | 10.) Report of the Town Administrator |
| 8:55 pm | 11.) Selectmen's Reports and Concerns |
| 9:00 pm | 12.) Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any |

BOARD OF SELECTMEN

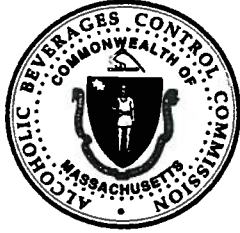
Monday, November 3, 2014

Wayland Town Building, Selectmen's Meeting Room

Proposed Agenda Page Two

- 9:00 pm 13.) 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 Pending Litigation and Collective Bargaining, and to Review and Consider for Approval and Potential Release the Following Executive Session Minutes Relative to the Said Subjects:
- February 22, 2010
 - March 31, 2010
 - October 28, 2010
 - January 31, 2011
 - June 17, 2013
 - July 8, 2013
 - July 16, 2013
 - July 23, 2013

10:00 pm 14.) Adjourn



The Commonwealth of Massachusetts
Department of the State Treasurer
Alcoholic Beverages Control Commission
Boston, Massachusetts 02114

Steven Grossman
Treasurer and Receiver General

Kim J. Gainsboro, Esq.
Chairman

September 4, 2014

RECEIVED

SEP - 8 2014

Board of Selectmen
Town of Wayland

LOCAL BOARDS

Boston, Braintree, Dedham, Framingham, Franklin, Peabody, Wayland and Woburn

The Commission has received a request from Back Bay Restaurant Group TR, LLC for a Change of Officers and Directors in the above-noted cities and towns.

Due to the magnitude of these transactions, the Commission has received the information and documents provided by the licensee. The review was to determine whether the contemplated transaction is consistent with the provisions of M.G.L. c. 138. Based upon our review, we are satisfied that the transaction is consistent with the purposes of the law and would not result in the individual corporate licenses being deemed to be out of compliance with the applicable statute. Accordingly, this letter sets forth our recommended procedure for the processing of these applications.

Arrangements have been made for the Corporation to pay all of the \$200 application fees directly to the Commission. Therefore, no fee needs to be collected.

The Commission has reviewed and accepted copies of the following documents and instruments:

1. Retail license Application
2. Petition For Transfer of Ownership
3. Amended Articles of Organization filed with the Secretary of State (Certificate of Change); and
4. Vote of the Board of Directors
5. Personal Information Forms
6. Manager and Personal Information Form (where applicable)

Select locations will also petition for change of manager. These applications will include appropriate forms and votes.

The applicant will contact you directly for processing the application. Please forward to the Commission the Form 43. The Commission will require no other forms, documents or information in connection with these applications (unless change of manager is applicable). Should you or your town/city solicitor have any questions or require information or assistance, please contact Investigator Brad Doyle at (617) 727-3040, extension 713.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ralph Sacramone', with a long horizontal line extending to the right.

Ralph Sacramone
Executive Director

Cc: Ted Mahony, Chief Investigator
Ryan Melville, Licensing Coordinator
Karen Simao, Esq.

DATE: NOVEMBER 3, 2014
TO: BOARD OF SELECTMEN
FROM: NAN BALMER, TOWN ADMINISTRATOR
RE: FY 16 CAPITAL REQUESTS FOR DEPARTMENTS UNDER THE BOARD'S JURISDICTION

BOARD ACTION REQUESTED:

**REVIEW AND POTENTIAL VOTE TO RECOMMEND TO FINANCE COMMITTEE
FY 16 CAPITAL PROJECTS – 1) PUBLIC BUILDINGS – MOTOR POOL AND,
2) CONSERVATION PROJECTS**

BOARD ACTIONS AND TIMELINE – CAPITAL PROJECTS:

- October 20th: The Board voted to recommend to the Finance Committee projects for Public Buildings, Information Technology and Fire. These projects were forwarded to the Finance Committee on October 27th.
- November 3rd: Tonight additional projects are presented from Public Buildings for the Motor Pool and Conservation for Land Acquisition and Field Maintenance. Conservation Agent Brian Monahan and Financial Analyst Beth Doucette will present these projects to the Board. Summaries are attached.
- November 12th: Finance Committee will finish review of Capital Projects
- December 8th: Finance Committee will take action on Capital Projects

DISCUSSION ON FUNDING SOURCE FOR CAPITAL PROJECTS

On October 27th, the Finance Committee began a discussion of whether, in all cases, FY 16 capital projects should be presented as new capital projects or if there were some circumstances when projects. I have asked for clarification from the Finance committee on this (see attached).

DATE: NOVEMBER 3, 2014

TO: BOARD OF SELECTMEN

FROM: ELIZABETH DOUCETTE, FINANCIAL RESEARCH / ANALYST

RE: FY 16 CAPITAL IMPROVEMENT PLAN: PUBLIC BUILDINGS – MOTOR POOL

BOARD ACTION REQUESTED:

DISCUSSION AND POTENTIAL VOTE TO APPROVE FY 16 CAPITAL REQUEST FROM THE FACILITIES DEPARTMENT TO REPLACE THREE TOWN BUILDING MOTOR POOL VEHICLES AT A COST OF \$75,000

BACKGROUND:

There are twelve Town Building vehicles used by Board of Health, Building, Facilities, Conservation, Assessors, Treasury and Survey Department employees. These vehicles, repurposed heavily-used police and fire vehicles, are costly to repair and maintain and are unreliable. Nine of the twelve are over ten years old. Due to this poor condition, often times they are unavailable resulting in employees use of personal vehicles, incurring additional mileage reimbursement expense. Further, they are not fuel efficient or low emissions and therefore do not meet "Green Communities" requirements.

PROPOSAL:

The Facilities Department requests to begin the process of replacing these vehicles with low cost, fuel efficient, environmentally improved models. Three new vehicles will be purchased in FY16 and two in FY18. With the addition of new, reliable vehicles the total number of motor pool vehicles may actually be reduced, resulting in additional savings of insurance and maintenance for cars that are frequently unusable.

The purchase of new, reliable, energy efficient vehicles will:

1. Meet "Green Communities" requirement to increase fuel efficiency and lower emissions
2. Eliminate high and unpredictable repair costs
3. Reduce mileage reimbursement expense
4. Increase employee safety and productivity as break downs are eliminated
5. Decrease cost of new Police and Fire vehicles through receipt of trade-in dollars
6. Eliminate conversion cost of Police and Fire vehicles (repainting and removal of specialized equipment)
7. Potentially reduce number of overall motor pool vehicles insured and maintained

LEASE VERSUS BUY:

In researching lease versus buy, it is more cost effective to buy than to lease. One benefit of leasing is to distribute cost over multiple years when a large number of vehicles are replaced at once. However, with the low mileage, in-town use of Town vehicles, ownership is more cost effective.

VEHICLE ALTERNATIVES CONSIDERED:

Improved fuel efficiency, availability of energy grants, and increased warranties increase the cost effectiveness of All-Electric and Plug-in vehicles. Low emissions further increases the attractiveness of these options.

While more research is required to identify the best vehicle choice(s), the following vehicle types will be considered:

Standard gasoline

- Increases fuel efficiency

Hybrid

- Switches between gas engine, electric motor or combination of both
- Increases fuel efficiency
- No plug-in required
- Reduces emissions

Plug-in Hybrid

- Operates like a hybrid, switches between gas engine and electric motor
- Increases fuel efficiency
- Plug-in optional to allow for gas-free travel or increased fuel efficiency
- Travels up to 20 miles without using fuel
- Reduces emissions

All-Electric

- Zero emissions
- Zero gas and oil consumption
- Travels up to 76 miles without recharging

TOWN VEHICLES

October 31, 2014

Dept	Year	Make/Model	Condition	Mileage	Vin#	Plate	Effective *
<u>TOWN BUILDING</u>							
BOARD OF HEALTH	2004	FORD CROWN VICTORIA	POOR	56,876	2FAFP71W64X103907	M36195	<08/24/11
BOARD OF HEALTH	2005	FORD CROWN VICTORIA	POOR	47,993	2FAFP71W75X149201	M65745	<08/24/11
BUILDING	2000	FORD EXPLORER	POOR	55,909	1FMZU72E2YZB68352	M61895	<08/24/11
BUILDING	2008	FORD EXPLORER	GOOD	16,446	1FMEU73E18UB28578	M64458	<08/24/11
CONSERVATION	2004	FORD F250	GOOD	15,898	1FTNX21L64EA89653	M71155	<08/24/11
SURVEY	2008	FORD EXPLORER SPORT-TRAK	GOOD	13,624	1FMEU31E28UB33459	M77151	<08/24/11
<u>MOTOR POOL</u>							
ACTIVE							
MOTOR POOL	2000	FORD CROWN VIC	POOR	68,527	2FAFP71W4YX124342	M90202	08/08/13
MOTOR POOL	2002	FORD TAURUS - Green	FAIR	55,908	1FAFP53U22A218736	M60543	08/26/13
MOTOR POOL	2003	FORD TAURUS - Grey	GOOD	57,124	1FAFP53U93G265695	M90372	05/23/13
MOTOR POOL	2003	FORD TAURUS - Blue	FAIR	48,772	FAFP53U33G26260	M80832	05/23/13
MOTOR POOL	2004	FORD EXPLORER CAR 1	GOOD	101,777	1FMZU73K64UC07097	M88485	<08/24/11
MOTOR POOL	2006	FORD EXPEDITION	POOR - RUST	57,902	1FMPU165X6LA13191	M92232	09/29/14
* Date repurposed from Police or Fire Department							



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY16 - FY20 (FIVE YEARS)

PROJECT INFO:

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

Facilities Department <small>Sponsor (Advocate) Name</small>	John Moynihan <small>Contact Information</small>
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APPROVING BODY / VOTE:

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

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

Repairs of old public safety vehicles are excessive
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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								
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 <i>increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?	X		Repair costs, fuel efficiency
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:

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

Conservation Commission FY 2016 Capital Budget Request Summary

Fields/Grasslands Renovations

The Conservation Commission is seeking funding to renovate the existing fields on a portion of the land under the care of the Conservation Commission. This needs to be done to improve the grassland characteristics and quality of vegetation for the management goals of bird habitat and haying or farming, as applicable. The grass quality in these fields is losing its vitality for both bird habitat and for hay. The conservation fields at Heard Farm are one of the leading habitats for grassland birds in particular bobolinks. Bobolinks are also found at both Cow Common and Greenways. The fields have been prioritized as follows: Heard Farm (approximately 85 acres total with approximately 48 acres in fields), Cow Common (approximately 35 acres of fields although area is much larger), Greenways (51 acres Conservation land and Municipal land), and Sedge Meadow (89 acres total with approximately 33 acres currently in fields based upon farming agreement in place).

Costs have been developed using numbers provided by a professional who has done work for the Conservation Commission in the past mowing overgrown fields, pushing back field edges, and plowing the garden plots. This person recently was hired by the National Parks system to renovate an 8-acre field, and the range of prices reflects that work which was presumed to be more involved than the field restorations being considered in Wayland. In addition while the intent is to restore the overall integrity of the fields at each area, not all of the fields may need to be treated the same way. The consultant provided an estimate of \$2,000 per acre to rehabilitate a field. Furthermore he recommended the town work on management plans intended to keep the fields better maintained on an annual basis which would reduce the need to rehabilitate fields as often.

Land Acquisition – Forty Acre Drive

There are four vacant lots of land on Forty Acre Drive that abut the Pine Brook Conservation Area. The Commission would like to acquire all or some of three of these lots. An appraisal was done in 2014 and discussions with the owner have advanced. The lots, while generally wet, provide frontage for the land and future potential point or points of access with a trail head. Future private development of these parcels cannot be ruled out particularly based on recent applications before the Commission. There may be the potential to create a parking space or two on any portion of the lot/s that is not wet. Properties were identified in the last Open Space Plan (1995), which the Commission is currently working to update, as meriting protection.

Land Acquisition – Plain Road

The Commission has a 2013 appraisal for a lot on Plain Road that is the frontage for the Lower Mill Brook Conservation Area where currently there is an existing trail as well as a right of way to the conservation area. Portions of the land are maintained to permit access to Lower Mill Brook. Permanent protection of this parcel would provide a continuous area from Plain Road to Lower Mill Brook and, if desired, the ability to improve the existing overgrown field. If this land were privately developed, there would be loss of the open space as well as the management issues of encroachment.

TOWN OF WAYLAND
CAPITAL PROJECT REQUESTS

DEPARTMENT		Conservation				
		5 YEAR CAPITAL PLAN - FY 2016 - FY 2020				
		EXPENDITURES PER FISCAL YEAR				
CATEGORY	PROJECT/EQUIPMENT	2016	2017	2018	2019	2020
1	Land/Improvement Possible Acquisition Field Restoration	684,500 40,000	500,000 60,000	500,000	750,000 64,000	750,000 60,000
2	Equipment		45,000			
3	Infrastructure Rice Road Dam		100,000	50,000	200,000	
4	Infrastructure					
5						
6						
7						
8						
9						
10						
TOTAL		724,500	660,000	595,000	1,014,000	810,000
CATEGORIES:		NEW BUILDING/MAJOR RENOVATION	BUILDING REPAIRS	EQUIPMENT	INFRASTRUCTURE	EQUIPMENT
		VEHICLE	LAND/IMPROVEMENT	INFRASTRUCTURE	INFRASTRUCTURE	
		Minimum of \$25,000 for capital request, rounded up to next even 5,000 increment above.				



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST Conservation FY 2016 Land Acquisition

PROJECT INFO: Land Acquisition - Lots on Forty Acre Drive Yes was in past year's plan
Project Title Included in Prior 5 Year Capital Plan? (Y/N)

PROJECT SPONSOR: Conservation Commission Sherre Greenbaum
Sponsor (Advocate) Name Contact Information

APPROVING BODY / VOTE: Conservation Commission bmonahan@wayland.ma.us 9/18/2014
Contact Name and Email Address Date and Quantum of Vote (if required)

PROJECT DESCRIPTION:
Acquire land on Forty Acre Drive that abuts Pine Brook Conservation Area with frontage on Forty Acre Drive

PROJECT JUSTIFICATION:
Add to existing conservation area, potential for limited parking (most of the lots are wet) and frontage with future access to Pine Brook Conservation Area. Price based upon appraisal done in January 2014 which is much less than assessed values of the properties. Three lots.

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

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

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

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2015	2016	2017	2018	2019	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND			59,500				\$ -	
3. CONSTRUCTION								
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
TOTAL			\$ -	\$ -	\$ -	\$ -		

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	Will use existing funding for seasonal staff and volunteer's as needed

FUNDING SOURCES:

How will this Capital Request be paid for?	YES	NO	If YES, please provide details.
1. Borrowing/Cash Capital			
2. CPA Funds	XX		Have appraisal from January 2014. As noted appraised less than assessed
3. Grants or Gifts			
4. Other			



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST Conservation FY 2016 Land Acquisition

PROJECT INFO:	Land Acquisition - Plain Road <i>Project Title</i>	Yes <i>Included in Prior 5 Year Capital Plan? (Y/N)</i>
PROJECT SPONSOR:	Conservation Commission <i>Sponsor (Advocate) Name</i>	S. Greenbaum <i>Contact Information</i>
APPROVING BODY / VOTE:	Conservation Commission bmonahan@wayland.ma.us <i>Contact Name and Email Address</i>	9/18/2014 <i>Date and Quantum of Vote (if required)</i>
PROJECT DESCRIPTION:	Parcel of land on Plain Road abutting Lower Mill Brook Conservation Area. Includes land with existing trailhead and 40 ft Right of Way	
PROJECT JUSTIFICATION:	Add to existing Conservation Area	

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

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

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

EXPENDITURE SCHEDULE:								
ELEMENT	Prior to Date	2015	2016	2017	2018	2019	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND			625,000				\$ -	
3. CONSTRUCTION								
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
TOTAL			\$ -	\$ -	\$ -	\$ -		

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	Will use existing funding for seasonal staff and volunteer's as needed

FUNDING SOURCES:			
	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital			
2. CPA Funds	XX		Price based upon appraisal done in 2013
3. Grants or Gifts			
4. Other			



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST Conservation FY 2016 Field Renovations

PROJECT INFO:

Conservation Field Renovations - Heard Farm <i>Project Title</i>	N <i>Included in Prior 5 Year Capital Plan? (Y/N)</i>
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PROJECT SPONSOR:

Conservation Commission <i>Sponsor (Advocate) Name</i>	B. Monahan, Cons Admin or S. Greenbaum, Chair <i>Contact Information</i>
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APPROVING BODY / VOTE:

Conservation Commission <i>Contact Name and Email Address</i>	9/4/2014 <i>Date and Quantum of Vote (if required)</i>
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PROJECT DESCRIPTION:

A narrative has been prepared to discuss the overall concept of improving the quality of grasses in fields under the care and custody of Conservation.

PROJECT JUSTIFICATION:

Conservation fields are managed for both wildlife, in particular birds, and hay. The quality of the fields is steadily getting worse. There are a variety of management techniques that could be employed to improve the fields for all intended uses. This request is to seek funding to start the field improvement program.

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
XXX		
	XXX	
XXX		
XXX		
	XXX	

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2016	2017	2018	2019	2020	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT							\$ -	
Field Renovations		40,000	60,000		64,000	66,000	\$ 230,000	
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ -		

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		XXX	May improve any farming agreements which could reduce seasonal work.
2. Will this Capital Request <i>Increase</i> operating costs?		XXX	
3. Will this Capital Request <i>Decrease</i> operating costs?	xxx		That work will enable Commission to improve farming agreements such that better meadows
4. Will this Capital Request impact personnel?			Intended to not have impact on personnel.

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	XXX		Presuming not eligible for CPA funds - work proposed on existing CC fields.
2. CPA Funds			
3. Grants or Gifts	XXX		Willing to investigate any other funding sources to supplement any money provided
4. Other			

TOWN OF WAYLAND
 FY 16 CAPITAL PROJECTS FOR UNITS OF GOVERNMENT UNDER THE JURISDICTION OF BOARD OF SELECTMEN
 NOVEMBER 3, 2014

**CAPITAL PROJECTS
 REQUESTED OR APPROVED
 134 130S
 THRU 113**

	PROJECT TOTALS	APPROVED 10 20 14	CONSIDER 11/3
PUBLIC BUILDINGS			
Town Building - Exterior Paint	60,000	60,000	
Town Building - Design for Window Replacement	125,000		
		<i>Board requests to reconsider this project as an Article *</i>	
Council on Aging - Design for 18,000 COA / Community Center	500,000		
Library - Window Replacement	72,000	72,000	
Library - Remove underground storage tank	25,000	25,000	
Public Safety - Wastewater Collection and pump system	50,000	50,000	
Fire Station 2: Supplemental funding for septic system	35,000	35,000	
Motor Pool - 3 Vehicles	75,000		75,000
TOTAL PUBLIC BUILDINGS REQUEST	942,000		
INFORMATION TECHNOLOGY			
Town / School: "SAN" Enhancement Project - Upgrade storage (hardware) and software for virtual desktop improvement for town and school	100,000	100,000	
Police: Watch Guard video and desktop virtualization	30,000	30,000	
Library: Upgrade storage for desktop virtualization	26,000	26,000	
		<i>Project deferred until staff recommendation is complete</i>	
Finance: Move Tax & Utility Billing to new software platform	162,000		
TOTAL - IT DEPARTMENT	318,000		
COA			
PROJECTS INCLUDED IN PUBLIC BUILDINGS* CONSERVATION			
Acquisition of parcel on Plain Road abutting Lower Mill Brook Conservation Area	625,000		625,000
Acquisition of Land on Forty Acre Drive abutting Pine Brook Conservation	59,500		59,500
Field Improvement Program	40,000		40,000
TOTAL - CONSERVATION	724,500		
POLICE			
NO FY 16 CAPITAL PROJECTS			
FIRE			
Breathing Apparatus Bottles (48 Air Tanks)	48,000	48,000	
Replace Duty officer's Vehicle	55,000	55,000	
TOTAL - FIRE	103,000		
TOTAL CAPITAL REQUESTS FOR DEPARTMENTS UNDER BOARD JURISDICTION	2,087,500		

Request to Fin Com for
Direction on CIP Funding

Balmer, Nan

From: Balmer, Nan
Sent: Wednesday, October 29, 2014 3:56 PM
To: Thomas Greenaway (tgreenaway@KPMG.com)
Cc: Keveny, Brian; Senchyshyn, John; Joe Nolan (jnolan@citypointpartners.com)
(jnolan@citypointpartners.com)
Subject: New Capital Projects and Funding Source

Hi Tom,

On Monday, John Senchyshyn presented to the Finance Committee a \$50,000 request from the Public Buildings Department to install at the Public Safety Building an above-grade wastewater collection and pump system to replace a problematic below-grade system.

This project was requested as a new, FY 16 capital request because we believed it was the direction of the Finance Committee to come back to the Finance Committee for consideration of new projects even when there are leftover funds available for the new projects from capital projects which have been completed.

We ask that the Finance Committee provide direction to the town departments on when new capital projects should be requested and when unexpended capital accounts should be tapped. In this case, to avoid further damage to the public safety building, it would be preferable to use existing project funds so the project can be completed this year.

Thanks

Nan

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



MEMO to Fin Com:
BOS RECOMMENDATION
ON 10/20 PROJECTS

DATE: October 27, 2014
TO: Brian Keveny, Finance Director
FROM: Nan Balmer, Town Administrator
RE: Capital Improvement Projects Approved by the Board of Selectmen 10/20/14

On October 20, 2014, the Board of Selectmen approved the following capital improvement projects:

Public Buildings:

1. Town Building – Exterior Paint	\$	60,000
2. Library – Window Replacement		75,000
3. Library – Remove Underground Storage Tank		25,000
4. Public Safety Building – Wastewater Collection and Pump System		50,000
5. Fire Station 2 – Supplemental Funding for Septic System		35,000

Information Technology:

1. Town / School SAN (storage) Enhancement	100,000
2. Police: Virtualization Project	30,000
3. Library Virtualization Project	26,000

Fire:

1. Breathing apparatus bottles (48 air tanks)	48,000
2. Replace Duty Officer's vehicle	55,000

On October 20, 2014, the Board of Selectmen did not approve the following capital improvement projects:

1. Town Buildings -Design for Town Building window replacement - \$125,000
2. Town Buildings: The Selectmen chose also to not act on the \$500,000 request for Design for COA / Community Center and instead are requesting the COA / Community Center Advisory Committee to propose an article at 2015 Town Meeting for the design.

The Selectmen did not receive or review the following projects and may consider these at the BOS meeting on November 3rd:

1. Public Buildings: Additions to town fleet of vehicles
2. Conservation Projects
3. Information Technology: Tax and Utility Billing Software
4. Information Technology: Document Management – Request withdrawn for FY 16

CC: Chairman, Finance Committee
Board of Selectmen

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.



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

DATE: October 30, 2014
TO: Finance Committee
FROM: John Senchyshyn, Asst. Town Administrator/HR Director
RE: FY 16 Town Office Budget Summary

This summary is in response to the FY 16 Budget Guidelines. The requested Town Office budget is \$516,500.

The Town Office budget is generally stable from year-to-year with only minor fluctuations. The budget is largely comprised of salary expenses for the Selectmen's Office. Wages, which account for steps but not COLAs, are in the amount of \$435,000. This represents 84% of the Town Office FY 16 operating budget. The Selectmen's Office is comprised of 5 full-time positions:

Town Administrator
Asst. Town Administrator/HR Director
Financial/Research Analyst
Executive Assistant to the Town Administrator
HR Assistant

The operational focus of the Selectmen's Office is the general administration of Wayland town government. This encompasses a diverse set of objectives ranging from managing departments under the jurisdiction of the Board of Selectmen, to preparing and staging Town Meetings, to negotiating and managing labor agreements.

In addition to salaries, there are two additional line items of significance in the budget. The first is office supplies. Several years ago the ordering and processing of all Town Building office supplies were consolidated in the Town Office budget. This item is a \$38,500 request for FY 16. The second item is postage. Postage for all Town departments in Town Building is funded through this line item. The postage request for FY 16 is \$33,000.

Turnback for FY 14 was under \$20,000. The turnback was unexpended funds approved for the Town Administrator search and transition for the position.

PROJECTION: 20161 FY 16 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR: (10) GENERAL FUND	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 REQUEST	2016 REV REQ	2016 BRD APPV	PCT CHANGE
1230 (1230) TOWN OFFICE							
10123001 (10123001) TOWN OFFICE PERSONNEL SE							
51 (51) PERSONNEL SERVICES							
10123001 51001 SALARIES	489,230.80	466,664.00	466,664.00	435,000.00	.00	.00	-6.8%
TOTAL (51) PERSONNEL SERVICE	489,230.80	466,664.00	466,664.00	435,000.00	.00	.00	-100.0%
TOTAL (10123001) TOWN OFFICE	489,230.80	466,664.00	466,664.00	435,000.00	.00	.00	-100.0%
10123002 (10123002) TOWN OFFICE EXPENSES							
52 (52) PURCHASE OF SERVICES							
10123002 52100 CONTRAC SE	1,484.94	5,000.00	5,000.00	5,000.00	.00	.00	0%
10123002 52112 TRAIN	98.00	.00	.00	.00	.00	.00	0%
10123002 52130 PRINTING	12,036.33	5,000.00	5,000.00	5,000.00	.00	.00	0%
TOTAL (52) PURCHASE OF SERVI	13,619.27	10,000.00	10,000.00	10,000.00	.00	.00	-100.0%
54 (54) SUPPLIES							
10123002 54100 SUPPLIES	36,143.50	38,500.00	38,500.00	38,500.00	.00	.00	0%
10123002 54121 POSTAGE	30,951.08	31,000.00	31,000.00	33,000.00	.00	.00	6.5%
TOTAL (54) SUPPLIES	67,094.58	69,500.00	69,500.00	71,500.00	.00	.00	-100.0%
TOTAL (10123002) TOWN OFFICE	80,713.85	79,500.00	79,500.00	81,500.00	.00	.00	-100.0%
TOTAL (1230) TOWN OFFICE	569,944.65	546,164.00	546,164.00	516,500.00	.00	.00	-100.0%

PROJECTION: 20161 FY 16 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR: (10) GENERAL FUND	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 REQUEST	2016 REV REQ	2016 BRD APPV	PCT CHANGE
1220 (1220) SELECTION							
-----	-----	-----	-----	-----	-----	-----	-----
10122002 (10122002) SELECTION EXPENSES							
52 (52) PURCHASE OF SERVICES							
-----	-----	-----	-----	-----	-----	-----	-----
10122002 52100 CONTRAC SE	7,790.00	5,000.00	5,000.00	5,000.00	.00	.00	.0%
10122002 52112 TRAIN	5,774.77	8,000.00	8,000.00	8,000.00	.00	.00	.0%
10122002 52114 DUES	9,898.75	11,000.00	11,000.00	11,000.00	.00	.00	.0%
TOTAL (52) PURCHASE OF SERVI	23,463.52	24,000.00	24,000.00	24,000.00	.00	.00	-100.0%
54 (54) SUPPLIES							
-----	-----	-----	-----	-----	-----	-----	-----
10122002 54100 SUPPLIES	2,559.81	3,000.00	3,000.00	3,000.00	.00	.00	.0%
10122002 54116 BEAUTIFICA	4,198.51	3,000.00	3,000.00	3,000.00	.00	.00	.0%
TOTAL (54) SUPPLIES	6,758.32	6,000.00	6,000.00	6,000.00	.00	.00	-100.0%
TOTAL (10122002) SELECTION E	30,221.84	30,000.00	30,000.00	30,000.00	.00	.00	-100.0%
TOTAL (1220) SELECTION	30,221.84	30,000.00	30,000.00	30,000.00	.00	.00	-100.0%
TOTAL (10) GENERAL FUND	30,221.84	30,000.00	30,000.00	30,000.00	.00	.00	-100.0%
GRAND TOTAL	30,221.84	30,000.00	30,000.00	30,000.00	.00	.00	-100.0%

** END OF REPORT - Generated by Brian Keveny **



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

7
Town Office /
Selectmen
Operating Budget
Request FY16

DATE: October 30, 2014
TO: Finance Committee
FROM: John Senchysyn, Asst. Town Administrator/HR Director
RE: FY 16 Town Office Budget Summary

This summary is in response to the FY 16 Budget Guidelines. The requested Town Office budget is \$516,500.

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In addition to salaries, there are two additional line items of significance in the budget. The first is office supplies. Several years ago the ordering and processing of all Town Building office supplies were consolidated in the Town Office budget. This item is a \$38,500 request for FY 16. The second item is postage. Postage for all Town departments in Town Building is funded through this line item. The postage request for FY 16 is \$33,000.

Turnback for FY 14 was under \$20,000. The turnback was unexpended funds approved for the Town Administrator search and transition for the position.

Please note - Also attached is the FY 16 Operating Budget Request for the Selectmen which is \$30,000 and is unchanged from FY 15.

Non

**Town of Cayland
Official Budget Request
Fiscal Year 2016**

DEPARTMENT	TOWN OFFICE									
	EXPENDED FY 11	EXPENDED FY 12	EXPENDED FY 13	EXPENDED FY 14	REVISED FY 14	APPROVED FY 15	SPENT YTD 10/13/14	REQUESTED FY 16		
SUMMARY OF BUDGET										
SALARIES	372,553	372,451	375,013	489,231	516,424	466,424	153,143	435,000		
CONTRACTUAL SERVICES	3,897	3,490	3,253	1,485	5,000	5,000	1,986	5,000		
TRAINING	0	0	0	98	0	0	0	0		
EQ REPAIR & MAINT	98	21	0	0	0	0	0	0		
PRINTING	4,658	4,195	4,133	12,025	5,000	5,000	1,772	5,000		
SUPPLIES	28,597	29,503	33,107	35,299	38,500	38,500	11,009	38,500		
POSTAGE	32,660	26,279	23,290	30,951	31,000	31,000	4,594	33,000		
SMALL EQ	0	0	0	0	2,000	2,000	0	0		
TOTAL	442,463	435,941	438,796	569,089	597,924	547,924	172,504	516,500		
* - Severance to F. Turkington; full year of Financial Analyst										
** - Moved forms from IT budget										
x - Reserve transfer - 110,000										

XXX TOWN MEETING EXPENSE - WARRANT

MUNIS 10/22/14

Town of Clayland
 Official Budget Request
 Fiscal Year 2016

DEPARTMENT	SELECTMEN									
	EXPENDED FY 11	EXPENDED FY 12	EXPENDED FY 13	EXPENDED FY 14	REVISED FY 14	APPROVED FY 15	SPENT YTD 10/13/13	REQUESTED FY 16		
SUMMARY OF BUDGET										
CONTRACTUAL SERVICES	7,307	2,550	0	7,790	8,000	5,000	0	5,000		5,000
TRAINING	7,764	9,001	9,901	5,775	8,000	8,000	2,835	8,000		8,000
DUES	9,873	8,763	10,092	9,899	11,000	11,000	10,694	11,000		11,000
SUPPLIES	238	0	0	2,560	3,000	3,000	87	3,000		3,000
BEAUTIFICATION EXPENSE	7,953	2,036	3,410	3,693	3,000	3,000	31	3,000		3,000
TOTAL	33,135	22,350	23,403	29,717	33,000	30,000	13,647	30,000		30,000

MUNIS 10/22/14
 10/20/2014

**TOWN ADMINISTRATOR'S REPORT
FOR THE WEEK ENDING OCTOBER 31, 2014**

RETIREMENT OF FIRE CHIEF

Please see attached letter from Chief Smith informing us of his retirement on February 24, 2015.

MEMO FROM FIRE CHIEF – STORAGE

Please see attached advice from the Fire Chief regarding safety concerns about storage in town and school buildings. The Chief's memo will be included in discussions about the future of town buildings.

HOLIDAY LIGHTS

We are looking at the possibility of a providing a holiday display of lit figures such as snowmen and snowflakes in front of the public safety building.

FY 14 AUDIT

The Finance Director received the Auditor's draft management letter for FY 14. After review and comment on findings by staff, the draft Management Letter will be submitted for comment to the Audit Committee. The Selectmen, Finance Committee and Audit Committee will meet with the Town's Independent Auditor on December 8th.

CAPITAL PROJECTS

Capital Projects approved by the Board of Selectmen on 10/20 were submitted to the Finance Committee. The Finance Committee questioned whether the \$50,000 wastewater project at the Public Safety Building should be a new project or if unspent funds from old capital projects should be used. I requested clarification from the Finance committee. In this instance, sufficient funds are available and it is preferable to get the project complete to avoid damage to the building.

POTENTIAL TOWN MEETING ARTICLES

Attached is a list of potential Town Meeting articles.

FUTURE AGENDA ITEMS:

- | | |
|--|--------------|
| 1. Operating Budgets Under Selectmen's Jurisdiction: | 11/17 |
| 2. Tax Classification and Tax Rate Hearings | 12/1 or 12/8 |
| 3. Annual License Renewals | 12/8 |
| 4. Meeting with Independent Auditor,
Open Warrants for Annual Town Meeting and Election | 12/15 |

5. Other Items for discussion and follow-up that will be brought to the agenda when ready: ESCO Projects – Town Building, Solar Projects, Recommendation from Planning Board on Town Building Committee, Funding for Affordable Housing Trust, Illegal Affordable Housing Rentals, Policies on Town Counsel Access and Alcoholic Beverages, Update on Capital Projects: (DPW Building, Housing Authority Fire Sprinkler), Minuteman Issues and Appointments, Glezen Lane, Tax Lien Auction, Town Counsel – Litigation Update, Annual Town Meeting Preparation.

NEXT BOARD OF SELECTMEN MEETINGS

An additional meeting may be requested on December 1st for the Classification and Tax Rate Hearings*:

Monday November 17, 2014

Monday November 24, 2014

Monday December 1, 2014* (Tentative)

Monday December 8, 2014

Monday December 15, 2014



Wayland Fire Department

Public Safety Building
38 Cochituate Road
Wayland, MA 01778



Vincent J. Smith
Chief of Department
Email: vsmith@wayland.ma.us

Business Phone 508-358-7951
Chief's Office 508-358-6910
Business Fax 508-358-6920

October 22, 2014

Ms. Nan Balmer, Town Administrator
Town of Wayland
41 Cochituate Road
Wayland MA 01778

Dear Town Administrator Balmer:

Please accept this letter as notification that at the end of my current employment contract with the Town (February 24, 2015), I intend to leave employment with the Town of Wayland.

I have enjoyed a long career with the Town of Wayland, working for the School Department, Police Department, and most recently, the Fire Department. Starting as a call department member and retiring as Chief of Department is very significant to me personally. Over the years, I hope that my tenure has been viewed as a positive experience both for the Town and the Fire Department. I've been proud to work with a group of very professional public safety officials over many years.

I'd like to take this opportunity to thank the Town as a whole for their support of the Fire Department over the years and I hope that support continues in the years to come. It has been a pleasure getting to know you and working with you and I wish you continued good luck as Town Administrator. My heartfelt thanks also go to your predecessors and especially to John Senchyshyn whose guidance and advice were so important to me during my tenure. I also want to thank the superb team of Town employees who have made my life here as a coworker and a lifelong town resident truly enjoyable.

I hope you and John make arrangements so that the Chief's position is filled immediately upon my departure. As you consider appointing my replacement, I would like to offer my assistance if needed, and I remain available to assist the next Wayland Fire Chief in any way possible, both before and after my departure. Please call on me if I can help in any way.

Sincerely,

A handwritten signature in blue ink that reads "Vincent J. Smith". The signature is fluid and cursive.

Vincent J. Smith
Fire Chief

Cc: Mr. John Senchyshyn, Human Resources Director/Assistant Town Administrator

Balmer, Nan

From: Smith, Vinnie
Sent: Friday, October 24, 2014 12:05 PM
To: Balmer, Nan
Cc: Stein, Paul; Senchyshyn, John; Houghton, David
Subject: Town wide Storage Concerns

Hi Nan-

I'm copying Dr. Stein on this email because some of my concerns involve school properties.

At the risk of overloading your agenda, I want to make sure you are aware of one big, single issue which is causing the Fire Department some serious concerns across multiple departments and in multiple locations. Storage, in all its forms, is a growing concern for the Fire Department in terms of code compliance but also a huge issue for the town departments who have an absolute need to store all sorts of materials. We try to employ gentle enforcement in all our code compliance endeavors, but the reality of current conditions makes that very difficult for us and sometime almost impossible for the folks that we are concerned about.

School buildings (especially the high school) seem to be lacking storage space for their needs. Storage problems range from a room full of toilet paper, probably purchased in bulk with good intentions, to not having an "out-building" for the storage of gasoline fueled snow blowers and other machines with a fuel tank. Storage of the tables and chairs in the cafeteria seems to be an issue when they are not in use.

I'm sure you are already familiar with the cramped quarters of the town hall which must be very apparent when you walk into the vault or the western section of the building behind the large hearing room. When you feel up to it, we would be glad to organize a field trip to the attic and show you where storage of all kinds is a worry to us, not only because of fuel load during a fire, but also the sheer dry weight of the material which would dramatically and dangerously increase if a fire sprinkler was activated.

Since physical record retention is required in some cases which might limit the effectiveness of the document scanning and sharing project in terms of freeing up space, I think the Town of Wayland should consider a location dedicated to town-wide storage concerns, for new material (all kinds inventory) and storage of old paper records. I would recommend a storage type building with a loading dock, with a low cost of construction, protected with sprinklers, a fire alarm system, and a simple access security system. I think that a centralized system (school and town) in both physical location and an inventory/storage tracking mechanism would pay dividends to the town now and out into the future.

Please let me know if you have any questions or if you would like to view our areas of concern. Thank you for your time and consideration.

-Vinnie-

Vincent J. Smith, Fire Chief
Wayland Fire Department, Public Safety Building
38 Cochituate Road, Wayland MA 01778
Chief's Office - Voice 508-358-6910. Fax 508-358-6920.
Routine WFD Business (Duty Officer) 508-358-7951
vsmith@wayland.ma.us

DRAFT ARTICLE LIST FOR 2015 ANNUAL TOWN MEETING

Article	2015 Article Name	Sponsor	Assignee Selectmen	Assignee FinCom	Position Selectmen	Position FinCom
	STANDARD ARTICLES					
10/15/14	Recognize Citizens and Employees for Particular Service to the Town	Board of Selectmen				
10/15/14	Pay Previous Fiscal Year Unpaid Bills	Board of Selectmen				
10/15/14	Current Year Transfers	Finance Committee				
10/15/14	OPEB Funding	Board of Selectmen				
10/15/14	FY 2016 Omnibus Budget	Finance Committee				
10/15/14	Compensation for Town Clerk	Board of Selectmen				
10/15/14	Personnel Bylaw and Wage & Classification Plan	Personnel Board				
10/15/14	Choose Town Officers	Board of Selectmen				
10/15/14	Sell or Trade Vehicles and Equipment	Board of Selectmen				
10/15/14	Accept Gifts of Land	Board of Selectmen				
10/15/14	Hear Reports	Board of Selectmen				

ARTICLE LIST FOR 2015 ANNUAL TOWN MEETING

Article	2015 Article Name	Sponsor				
	POTENTIAL BOARD/COMMITTEE ARTICLES					
10/15/14	Funding for a Study of Town Building Use	Planning Board				
10/15/14	COA/Community Center - Design Funding	COA Community Center Study Committee				
10/15/14	Recording and Preservation of Board and Committee Minutes	Board of Selectmen				
10/15/14	Rivers Edge - TBD	?????				
10/17/14	Rt 30/School St Design (600-800K)	BOPW				
10/17/14	Accept Misc Streets	Planning Board				
10/20/14	Create Long Range Capital Planning Committee	Finance				
10/27/14	Dudley Woods – Clean up missing parcels	BOS				

ARTICLE LIST FOR 2015 ANNUAL TOWN MEETING

Article	2015 Article Name	Sponsor	Assignee Selectmen	Assignee FinCom	Position Selectmen	Position FinCom
10/20/14	Deadlines on changes to Petitioners' Articles	BOS				
10/27/14	Dudley Woods – Clean up missing parcels (2 ?)	BOS				
10/28/14	?????	ConCom				
10/29/14	Acquire Land – Town Center Municipal Pad	BOS				
10/29/14	Fire Bylaw – Testing & Maintaining Private Hydrants	BOS				
10/29/14	Energy – Solar Power Purchase Agreement	Energy Comm				
10/29/14	Energy – Approve Leases of Town Property for Solar Facilities	Energy Comm				
10/29/14	Town Building – Approve Charge for Planning Board	PB				



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 3, 2014
Wayland Town Building
Selectmen's Meeting Room

CONSENT CALENDAR

1. Vote the Question of Approving and Signing the Weekly Payroll and Expense Warrants
2. Vote the Question of Approving the Invoice for Special Town Counsel Deutsch Williams Brooks DeRensis & Holland PC for Legal Services Rendered through September 30, 2014, Invoice 156, Account 5673-01M: \$393.20
3. Vote the Question of Approving the Termination of Plan #106433 with ICMA-RC, and Further that No Additional Contributions will be made to the Plan, and No Other Participants will be Eligible to Join the Plan
4. Vote the Question of Approving the Placement of Four Green Community Signs at the Entrances to the Town of Wayland as follows: Route 20 at the entrance from Weston (heading West), Route 27 at the entrance from Lincoln (heading South), Route 30 at the entrance from Natick (heading East), and Route 27 at the entrance from Natick (heading North)
5. Vote the Question of Approving the Placement of Temporary Signs for the Wayland High School Scholarship Committee at the Weston border on Route 20/Old Connecticut Path, and the Intersection of Old Connecticut Path and Route 27, from December 1-8, 2014
6. Vote the Question of Approving the Placement of Temporary Signs for the Wayland Elementary PTO Gift Your Child Fundraiser at the Intersection of Route 20 and Route 27, the Intersection of Old Connecticut Path and Route 27, and in Front of the Cochituate Fire Station, from November 9-16, 2014
7. Vote the Question of Approving the Placement of Temporary Signs for the Wayland First Robotic Competition Team Fundraiser at the Weston border on Route 20/Old Connecticut Path, the Intersection of Route 20 and Route 27, the Intersection of Old Connecticut Path and Route 27, and in Front of the Cochituate Fire Station, from November 4-9, 2014
8. Vote the Question of Approving for Release of the Executive Session Minutes of August 20, 2012

DEUTSCH WILLIAMS BROOKS
DeRENSIS & HOLLAND, P.C.
ONE DESIGN CENTER PLACE, SUITE 600
BOSTON, MASSACHUSETTS 02210-2327
(617) 951-2300
Fax (617) 951-2323

RECEIVED

OCT 20 2014

Board of Selectmen
Town of Wayland

INVOICE FOR LEGAL SERVICES

Town of Wayland
Town Building
41 Cochituate Rd.
Wayland MA 01778

Page 1
10/16/2014
Account No. 5673-01M
Invoice No. 156

Attn: Town Administrator

Labor

TOTAL CURRENT INVOICE

393.20

BALANCE DUE

\$393.20

DiNapoli, MaryAnn

From: Anne Harris <arharris29@yahoo.com>
Sent: Wednesday, October 29, 2014 11:43 AM
To: Balmer, Nan
Cc: DiNapoli, MaryAnn; Cherry Karlson; ellentohn@gmail.com
Subject: Re: Energy Committee Signs

Hi, Nan,

I am sorry I did not get to this earlier. The information on the four Green Communities signs is below:

The signs look like this:



And the DOER asks us to get a photo like this of various municipal folks standing in front of



it.

On the DOER website below, you can scroll down to see some signs are on their own post; some piggyback on an existing post. I don't think it matters.

Here is the website link:

<http://www.mass.gov/eea/energy-utilities-clean-tech/green-communities/faces-of-green-communities/>

Stephen Kadlik has located these in the DPW garage. The Energy Committee suggests the following locations:

We would likely put them at key entrances to town from north, south, east and west.

- rt 20 as you enter from Weston (heading west)
- rt 27 as you enter from Lincoln (heading south)
- rt 30 as you enter from Natick (heading east)
- rt 27 as you enter from Natick (heading north)

Thanks,
Anne

Anne Harris
arharris29@yahoo.com
(508) 358-5506
cell: (508) 280-0249

On Tuesday, October 28, 2014 2:40 PM, "Balmer, Nan" <nbalmer@wayland.ma.us> wrote:

Hi Anne

Will you on behalf of the Energy Committee be giving us a request with regard to placement of permanent Green Communities signs for the 11/3 BOS meeting? We will be finalizing the 11/3 agenda tomorrow.

Thanks

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



DiNapoli, MaryAnn

From: Andi Jenny <jennyfarm@comcast.net>
Sent: Thursday, October 23, 2014 3:40 PM
To: DiNapoli, MaryAnn
Subject: Wayland Scholarship Signs

Hi MaryAnn,

I am writing to seek approval for placing the Wayland Scholarship temporary sandwich boards up at Old Conn Path and Coch. Road, as well as Route 20/Old Connect Path by Coach Grill. Ideally we would like to put them up December 1st through December 8th.

Let me know after your next meeting if we have been approved.

Thank you very much,

Andi Jenny

DiNapoli, MaryAnn

From: Maureen White <mekwhite@gmail.com>
Sent: Wednesday, October 29, 2014 9:08 AM
To: DiNapoli, MaryAnn
Subject: Re: Sandwich board permit

Hello Ms DiNapoli-

The Wayland Elementary PTO would like permission to place sandwich boards at: Station Two in Cochituate, Old Connecticut Path and Cochituate Road (Five Paths), and Town Center (corner of Routes 20 and 27). We would like to put them out the week of November 9th or the week of November 16th. We will be promoting the Gift Your Child fundraiser for the elementary schools. Thank you so much for your help and consideration.

Maureen White
56 Sedgemoor Rd
617.549.4997

On Mon, Oct 6, 2014 at 8:43 AM, DiNapoli, MaryAnn <MDiNapoli@wayland.ma.us> wrote:
Maureen, signs may be placed at four locations for one week: Below the permanent signs at Station Two in Cochituate, Old Connecticut Path and Cochituate Road (Five Paths), Route 20/Old Connecticut Path by the Coach Grill, and Town Center (corner of Routes 20 and 27).

Please let me know what week will work best for you and I will bring the request before the Board of Selectmen for approval.

Thank you,

MaryAnn DiNapoli
Executive Assistant
Board of Selectmen
[\(508\) 358-3621](tel:5083583621)

-----Original Message-----

From: Maureen White [mailto:mekwhite@gmail.com]
Sent: Sunday, October 05, 2014 4:59 PM
To: DiNapoli, MaryAnn
Cc: Lauren Reynolds; Jean Prince
Subject: Sandwich board permit

Hello Ms DiNapoli

The Wayland Elementary Schools PTO would like to have permission to place a sandwich board at Rt 27 and Rt 126 and also on Rt 20 at Old Conn Path. The signs would promote our current fundraiser. We would like to out them out sometime between now and Nov 15th. Please let me know what the process to get permission is?

Thank you

Maureen White

DiNapoli, MaryAnn

From: Christine C <christine_t_chiang@hotmail.com>
Sent: Wednesday, October 29, 2014 4:34 PM
To: DiNapoli, MaryAnn
Subject: Request for permissions - Message is from an unknown sender

Hi Marian,

Thank you for the call back this morning. I appreciate your help and guidance.

Please kindly pass below request to the person who is in charge.

To whom it may concern,

My name is Christine Chiang and my son Geoffrey Wang and his teammates of Wayland First Robotic Competition Team would like to post signs on the town boards for their donuts sale fundraising.

We would like to get your permission to post the Donuts Sale signs on the 4 town board locations for the week of 11/3. (11/3-11/9)

Please kindly grant us the permission.

Thank you very much.

Christine Chiang
508-276-1999



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

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

BOARD OF SELECTMEN
JOHN BLADON
EDWARD J. COLLINS
STEVEN J. CORREIA
DOUGLAS J. LEARD
JOSEPH F. NOLAN

CONFIDENTIAL

Board of Selectmen
Executive Session Minutes
August 20, 2012

Attendance: John Bladon, Edward Collins, Steven Correia, Douglas Leard, Joseph Nolan
Also Present: Town Administrator Fred Turkington

Purpose: The session was called at 11:04 p.m. in the Selectmen's Meeting Room, Wayland Town Building, by unanimous roll call vote (5-0) in open session as permitted by Massachusetts General Laws Chapter 30A, Section 21(a)(2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct contract negotiations with nonunion personnel if an open meeting may have a detrimental effect on the bargaining position of the Town. The Chair declared that discussion of strategy with respect to contract negotiations with non-union personnel and the disclosure of the individual may have a detrimental effect on the negotiating position of the Board.

Discussion: F. Turkington explained the potential range of terms of a possible severance agreement related to the employment of Finance Director Michael DiPietro that was reviewed and discussed with the Personnel Board on August 13, 2012. He explained that M. DiPietro would pursue outside employment with any references provided by the Town Administrator, and that a statement mutually agreed upon explaining that M. DiPietro was leaving to pursue other employment opportunities would be prepared. The vacancy will be advertised at such time that a severance agreement is reached. Based on town bylaws, it is the opinion of counsel that the Town Administrator is empowered to execute such agreements as the appointing authority.

Adjourn: By motion of D. Leard, seconded by E. Collins, by roll call vote, it was unanimously voted to exit executive session at 11:12 p.m. YEA: J. Bladon, E. Collins, S. Correia, D. Leard, J. Nolan.
NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

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

BOARD OF SELECTMEN

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

**LIST OF PUBLIC DOCUMENTS PROVIDED
TO THE BOARD OF SELECTMEN FROM
OCTOBER 17, 2014, THROUGH AND
INCLUDING OCTOBER 30, 2014,
OTHERWISE NOT LISTED AND INCLUDED
IN THE CORRESPONDENCE PACKET FOR
NOVEMBER 3, 2014**

Items Distributed To the Board of Selectmen – October 17-30, 2014

1. None

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of October 20, 2014

1. Facilities Department, Five-Year Capital Plan
2. Summary of Massachusetts Municipal Association Legislative Breakfast provided by Mary Antes, Board of Selectmen
3. Backup Documentation for October 20 Agenda Item 9, the Potential Vote to Appoint Reverend Theodore F. Crass to the Youth Advisory Committee as the Representative of the Clergy for a Term to Expire on June 30, 2016

Items Included as Part of Agenda Packet for Discussion During the November 3, 2014 Board of Selectmen's Meeting

1. Application filed by BBRG TR LLC dba Coach Grill for a Change of Officer/Director (Removal of LLC Manager) and a Change of Manager
2. Application filed by Samer Almaari for the Sale of Second-Hand Articles, Almaari Jewelers, 65 Andrew Avenue
3. Memorandum of 11/3/14 from Nan Balmer, Town Administrator, re: FY 16 Capital Requests for Departments under the Board's Jurisdiction
4. Memorandum of 11/3/14 from Nan Balmer, Town Administrator, re: River's Edge Advisory Committee Special Counsel
5. Email of 10/30/14 from John Senchyshyn, Asst Town Administrator/HR Director, to Finance Committee, re: FY16 Town Office Budget Summary
6. Town Administrator's Report for the Week Ending October 31, 2014



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

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

BOARD OF SELECTMEN Monday, November 3, 2014 Wayland Town Building Selectmen's Meeting Room

REVISED CORRESPONDENCE

Selectmen

1. Letter of 10/20/14 from Attorney John J. Cloherty to Nan Balmer, Town Administrator, re: Mark Frishman v. Mark J. Lanza et al
2. Email of 10/20/2014 from the Wayland Clergy Association to the Board of Selectmen re: Request to Change the Date of 2015 Annual Town Meeting
3. Email of 10/21/14 from Seth Roman to Board of Selectmen re: Thank You For Appointment to the Economic Development Committee
4. Letter of 10/22/14 from Environmental Resources Management to Nan Balmer, Town Administrator, re: Notice of Amendment of Activity and Use Limitation Filing, Former Raytheon Facility
5. Director of Public Health Report, October 14, 2014

Conservation Commission

6. Chapter 194 Permit, 10/16/14, re: 234 Stonebridge Road
7. Determination of Applicability and Chapter 194 Permit, 10/20/14, re: 15 Pemberton Road
8. Chapter 194 Permit, 10/22/14, re: 430 Boston Post Road
9. Order of Conditions and Chapter 194 Permit, 10/27/14, re: 113 Concord Road
10. First Amendment to Chapter 194 Permit, 10/27/14, re: 11 Three Ponds Road

Zoning Board of Appeals

11. Public Hearing, November 18, 2014, 178 West Plain Street, 63 Edgewood Road
12. Decision No. 14-22, 124 Lakeshore Drive
13. Decision No. 14-23, 11 Morse Road
14. Decision No. 14-25, 180 Oxbow Road
15. Decision No. 14-26, 15 Mitchell Street

Minutes

16. Electronic Voting Subcommittee, October 7, 2014
17. Historical Commission, September 10, 2014
18. Long Range Planning Town Owned Land, October 3, 2014, October 17, 2014
19. Board of Public Works, October 8, 2014
20. River's Edge Advisory Committee, September 30, 2014
21. Surface Water Quality Committee, October 7, 2014

State

22. Registration Form for Massachusetts Municipal Association 2015 Annual Meeting, January 23-24, 2015, Boston

(BOS)

PIERCE, DAVIS & PERRITANO, LLP

COUNSELLORS AT LAW

90 CANAL STREET
BOSTON, MA 02114-2018

TELEPHONE (617) 350-0950
FACSIMILE (617) 350-7760

Joel F. Pierce
John J. Davis*
Judith A. Perritano
John J. Cloherty III*
David C. Hunter III†
Adam Simms†

Of counsel:
Gerald Fabiano
Maria E. DeLuzio
Charles K. Mone*†▪
Maureen L. Pomeroy▽

Seth B. Barnett
Edward S. Bertrand
Daniel P. Carney
Jason W. Crotty□
Michael D. Leedberg*
Melissa M. Malloy*
Meghan L. Riordan
Shauna R. Twohig
Alexandra N. Vilella*◦
Zachary M. Weisberg*
Robert G. Weller
John M. Wilusz

October 20, 2014

* also admitted in RI
† also admitted in NY
• also admitted in CT
▪ also admitted in ME
▽ also admitted in NH
□ also admitted in FL
◦ also admitted in CA

Nan Balmer, Town Administrator
Office of the Town Administrator
41 Cochituate Road
Wayland, MA 01778

VIA ELECTRONIC MAIL ONLY
William MacKinnon, Jr., AIC
Senior Claims Representative
MIIA Member Services
15 Cabot Road
Woburn MA 01801-1003

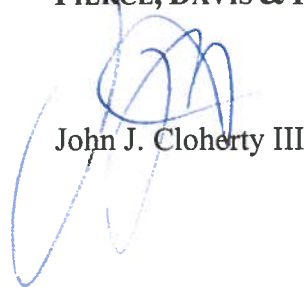
Re: Mark Frishman v. Mark J. Lanza, et al.
Middlesex Superior Court, C.A. No. MICV2012-04031
MIIA Claim No.: M12PO72282
Our File No.: 282-0410743

Dear Ms. Balmer and Mr. MacKinnon:

As you will see from the enclosed documents, the plaintiff has appealed the summary judgment decision rendered by Judge Tuttmann in this case. The plaintiff will now be required to have the matter docketed with the Appeals Court and pay the required filing fee. We will keep you advised of any future developments. Please give me a call should you have any questions.

Sincerely,

PIERCE, DAVIS & PERRITANO, LLP


John J. Cloherty III

JJC/mm
Enclosures

RECEIVED

OCT 23 2014

Board of Selectmen
Town of Wayland

Commonwealth of Massachusetts
County of Middlesex
The Superior Court

OCT 10 2014

CIVIL DOCKET#: MICV2012-04031-J

RE: Frishman v Lanza et al

TO: John J Cloherty III, Esquire
Pierce Davis & Perritano
90 Canal Street
4th floor
Boston, MA 02114

NOTICE OF DOCKET ENTRY

You are hereby notified that on **10/08/2014** the following entry was made on the above referenced docket:

Notice of filing of appeal sent to all counsel of record.

Dated at Woburn, Massachusetts this 8th day of October,
2014.

Michael A. Sullivan,
Clerk of the Courts

BY: James Lynch
Assistant Clerk

Telephone: 781-939-2781

COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, ss.

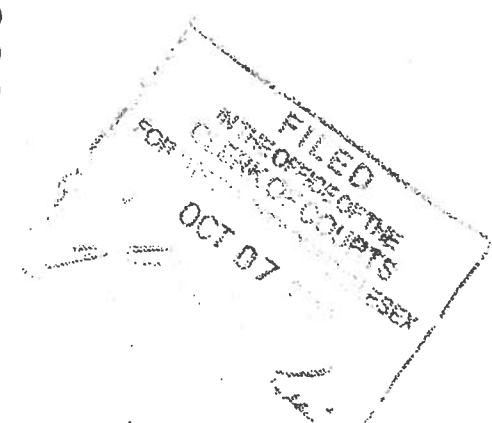
21

SUPERIOR COURT DEPARTMENT
CIVIL ACTION NO: MICV2012-04031

MARK FRISHMAN,
Plaintiff,

vs.

MARK J. LANZA, FREDERIC E. TURKINGTON,
ROBERT IRVING, STEVEN J. CORREIA,
THOMAS J. FAY, JOSEPH F. NOLAN,
SUSAN W. POPE, JOHN BLADON,
Defendants



NOTICE OF APPEAL

Mark Frishman, the plaintiff in the above captioned action, gives notice that he appeals from the allowance of the defendants' motions for summary judgment and the subsequent order dismissing his complaint entered on September 10, 2014.

DATED: October 7, 2014

Respectfully submitted,

Mark Frishman
41 Beecher Place
Newton, MA 02459
(617) 527-1950
mfrishman@hotmail.com

DiNapoli, MaryAnn

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

jnolan@wayland.ma.us

mantes@wayland.ma.us

aboschetto@wayland.ma.us

ecollins@wayland.ma.us

ckarlson@wayland.ma.us

nbalmer@wayland.ma.us

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

NSB

DiNapoli, MaryAnn

From: Roman, Seth <Seth.Roman@pioneerinvestments.com>
Sent: Tuesday, October 21, 2014 8:10 AM
To: Selectmen
Cc: Becky Stanizzi
Subject: thank you

To the Board of Selectmen:

Thank you for appointing me to serve on the Economic Development Committee. I look forward to working you, my fellow committee members, and other members of our town to enhance our community and diversify our tax base in a manner consistent with the character of Wayland.

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

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This footnote also confirms that this email has been automatically scanned for the presence of computer viruses, profanities and certain file types."

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283 ✓

**Environmental
Resources
Management**

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OCT 23 2014

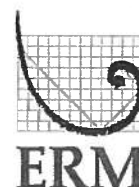
**Board of Selectmen
Town of Wayland**

One Beacon Street, 5th Floor
Boston, MA 02108
+1 617 646 7800
+1 617 267 6447 (fax)

<http://www.erm.com>

22 October 2014
Reference: 0237233

Ms. Nan Balmer
Town Administrator/Wayland Town Hall
41 Cochituate Road
Wayland, MA 01778



Re: Notice of Amendment of Activity and Use Limitation Filing
Former Raytheon Facility
430 Boston Post Road
Wayland, Massachusetts

Dear Ms. Balmer:

On behalf of Raytheon Company (Raytheon), Environmental Resources Management (ERM) has prepared this letter to inform you that an Amendment to Notice of Activity and Use Limitation for a portion of the above property has been recorded and registered with the Middlesex South Registry of Deeds on 16 September 2014. This notification letter has been prepared to comply with the requirements of the Massachusetts Contingency Plan (MCP) at 310 CMR 40.1403 and the Public Involvement Plan developed for the site (ERM, 13 July 2004).

A copy of the recorded Amendment to Notice of Activity and Use Limitation is attached. Any person interested in obtaining additional information or reviewing the Notice of Amendment of Activity and Use Limitation and the disposal site file may contact Louis J. Burkhardt, Manager of Environmental Programs, Raytheon Company, 50 Apple Hill Drive, Tewksbury, MA, 01876 at (978) 858-1885.

Raytheon will continue to make copies of pertinent reports and correspondence available to the public at the Wayland Board of Health Office Repository and on the Extranet Webpage (<http://raytheon.erm.com/home.htm>).

4

If you have any questions or comments, please contact Louis Burkhardt of Raytheon at (978) 858-1885.

Sincerely,



John C. Drobinski, P.G., LSP
Principal-in-Charge



Lyndsey Colburn, P.G.
Project Manager

cc: Louis Burkhardt, Raytheon Company
Jonathan Hone, Raytheon Company
Public Repositories

(attachments available upon request)



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

mb ✓

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OCT 21 2014

Board of Selectmen
Town of Wayland

Julia Junghanns, R.S., C.H.O.
DIRECTOR OF PUBLIC HEALTH
TEL. (508) 358-3617
www.wayland.ma.us

Wayland Board of Health Director's Report October 14, 2014

Septic work and building approvals-Septic system installations, soil testing and construction projects have continued to be busy to get things completed before the winter weather. I have been very busy with site visits and have conducted 15 septic inspections for new system installation during the past 2 weeks, 3 soil testing appointments, including 3 other miscellaneous inspections. Soil testing is also scheduled for the next 2 days this week as well as other septic inspections. We have had our contracted person come in to assist with plan reviews twice in the past couple of weeks.

Annual Report and Operations Budget- We will be focusing on pulling together all the information to prepare last year's numbers and statistics for the annual report and the Operational Budget for FY16.

Meeting on Options for Solar-I attended along with other town staff and provided guidance for contacting Dep regarding locating solar panels at the High School next to the ball field.

Department heads meeting-October 1, I provided an update on the Health Department activities including flu clinics, new Tobacco Regulations, and Household Hazardous Waste Day (scheduled for Nov. 15th).

Social media webinar-I attended this webinar along with other town department heads where social media options for towns were presented. Ideas and options will be discussed further at future meetings of department heads.

Housing and miscellaneous complaints-we have 3 ongoing housing complaints that I continue to work on. One situation has developed into a legal order regarding a failing cesspool at a rental property.

Flu Clinic-The first Community Flu Clinic held on October 8th was a huge success and we vaccinated 302 people. The clinic ran very smoothly and all went well thanks to our MRC Volunteers and town staff. The next flu clinics are planned for October 15 and 29. A senior clinic is planned for October 22nd.

Respectfully, Julia Junghanns, R.S., C.H.O.,
Director of Public Health



TOWN OF WAYLAND
MASSACHUSETTS
01778
CONSERVATION COMMISSION

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3669
FAX: (508) 358-3606

October 16, 2014

David Lioce
939 Edmands Road
Framingham, MA 01701

Re: Chapter 194 Permit – 234 Stonebridge Road, Wayland (File D-848)

Dear Mr. Lioce:

Enclosed please find the original Wetlands and Water Resources Bylaw Permit (Chapter 194) issued by the Wayland Conservation Commission regarding the approved septic project at 234 Stonebridge Road in Wayland. The Chapter 194 Permit allows the project subject to the conditions specified in the Permit. No other work is permitted by this decision.

If you have any questions, please contact me at (508) 358-3669. Thank you.

Sincerely,

Brian J. Monahan
Conservation Administrator

Enclosure

cc: Building Department w/enc.
Town Clerk w/enc.
Matthew McCauley w/enc.
Board of Selectmen
Board of Health
Planning Board
Abutters
File

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OCT 17 2014

Board of Selectmen
Town of Wayland

6



TOWN OF WAYLAND
MASSACHUSETTS
01778
CONSERVATION COMMISSION

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3669
FAX: (508) 358-3606

October 20, 2014

Todd Mabe
15 Pemberton Road
Wayland, MA 01778

Re: DETERMINATION OF APPLICABILITY [D-849] - WETLANDS PROTECTION ACT (WPA)
and Chapter 194 Permit – 15 Pemberton Road, Wayland

Dear Mr. Mabe:

Enclosed please find the original Wetlands and Water Resources Bylaw Permit (Chapter 194) and a Determination of Applicability issued by the Wayland Conservation Commission regarding the approved deck/spa construction project at 15 Pemberton Road in Wayland. The Chapter 194 Permit allows the project subject to the conditions specified in the Permit. The Determination of Applicability issued pursuant to the WPA is shorter, deferring to the Chapter 194 Permit. No other work is permitted by this decision.

If you have any questions, please contact me at (508) 358-3669. Thank you.

Sincerely,

Brian J. Monahan
Conservation Administrator

Enclosure

cc: Building Department w/enc.
Town Clerk w/enc.
DEP – NERO w/enc.
Board of Selectmen
Board of Health
Planning Board
Abutters
File

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OCT 21 2014

**Board of Selectmen
Town of Wayland**

7



✓
JJB

TOWN OF WAYLAND
MASSACHUSETTS
01778
CONSERVATION COMMISSION

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3669
FAX: (508) 358-3606

October 22, 2014

Louis Burkhardt
Raytheon Company
50 Apple Hill Drive
Tewksbury, MA 01876

Re: Chapter 194 Permit – 430 Boston Post Road, Wayland; File D-850

Dear Mr. Burkhardt:

Enclosed please find the original Wetlands and Water Resources Bylaw Permit (Chapter 194) issued by the Wayland Conservation Commission regarding the approved soil borings project at 430 Boston Post Road in Wayland. The Chapter 194 Permit allows the project subject to the conditions specified in the Permit. No other work is permitted by this decision.

If you have any questions, please contact me at (508) 358-3669. Thank you.

Sincerely,

Brian J. Monahan
Conservation Administrator

Enclosure

cc: Building Department w/enc.
Town Clerk w/enc.
John C. Drobinski, ERM w/enc.
Frank Dougherty, Twenty Wayland LLC w/enc.
MBTA c/o Massachusetts Realty Group w/enc.
Board of Selectmen
Board of Health
Planning Board
Abutters
File

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OCT 22 2014

Board of Selectmen
Town of Wayland



TOWN OF WAYLAND
MASSACHUSETTS
01778
CONSERVATION COMMISSION

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3669
FAX: (508) 358-3606

October 27, 2014

Donald Grose
D.L. Grose & Associates
267 Singletary Lane
Framingham, MA 01702

RE: Order of Conditions and Chapter 194 Permit - 113 Concord Road, Wayland (DEP File 322-828)

Dear Mr. Grose:

Enclosed please find the original Chapter 194 Permit and Order of Conditions, including Attachment A, for the home demolition and construction project at 113 Concord Road, Wayland. **You are responsible for meeting all the conditions of both the Order of Conditions and the Chapter 194 Permit.** The Order and Permit must both be filed at the Middlesex South Registry of Deeds. Thereafter, evidence of the recording must be submitted to the Commission prior to commencing work.

Written notice must be submitted to the Conservation Commission not less than two or more than five business days prior to the commencement of the work permitted by these decisions. All submissions must refer to the DEP file number and condition or conditions, which the submission is intended to address.

Please note that any modification of your plans must be reported to the Commission and may necessitate either an amendment to the Order of Conditions or the submission of a new Notice of Intent. If you have any questions, please call 508-358-3669.

Sincerely,

Brian J. Monahan
Conservation Administrator

Enc. (2 Original Decisions)

cc: Town Clerk w/enc.
DEP NERO w/enc.
Building Commissioner w/enc.
Pollitt Family Realty Trust w/enc.
Metrowest Engineering w/enc.
Board of Selectmen
Board of Health
Planning Board
Town Assessor
Abutters
File

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OCT 27 2014

**Board of Selectmen
Town of Wayland**

9



TOWN OF WAYLAND
MASSACHUSETTS
01778
CONSERVATION COMMISSION

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3669
FAX: (508) 358-3046

October 27, 2014

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OCT 28 2014

Board of Selectmen
Town of Wayland

Richard and Carmela Wise
11 Three Ponds Road
Wayland, MA 01778

Re: First Amendment to the Chapter 194 Permit – 11 Three Ponds Road (File D-840)

Dear Mr. and Mrs. Wise:

Enclosed is the amendment to the Chapter 194 Permit issued for work at 11 Three Ponds Road, Wayland, voted by the Conservation Commission.

This Amendment to the Chapter 194 Permit must be recorded at the South Middlesex Registry of Deeds and a copy of the recording given to this office.

The conditions of the Chapter 194 Permit, other than the enclosed amendment, are still applicable and should be carefully read.

Sincerely,

Brian J. Monahan
Conservation Administrator

Enclosure

cc: Town Clerk w/enc.
Building Commissioner w/enc.
Stamski & McNary, Inc. w/enc.
Planning Board
Board of Selectmen
Board of Health
Abutters
File



TOWN OF WAYLAND
MASSACHUSETTS
01778
BOARD OF APPEALS

Selectmen

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3600
FAX: (508) 358-3606

A public hearing will be held on NOVEMBER 18, 2014 at the TOWN BUILDING, 41 COCHITUATE ROAD, WAYLAND on the following applications at the time indicated:

- 8:20 p.m. Application of DANIEL and ELENA MARTYNICK for any necessary approvals, special permits and/or variances as may be required to change, alter, extend a pre-existing, non-conforming structure by more than 20% (construct a second floor) under the Town of Wayland Zoning By-Laws Chapter 198 Sections 201, 302, 401.1.2, and 401.1.3. The property is located at 178 WEST PLAIN STREET which is in a SINGLE RESIDENCE DISTRICT. (14-28)
- 8:35 p.m. Application of DAVID and LILLIAN WATKINS for any necessary approvals, special permits, and/or variances as may be required to modify Special Permit #12-28 dated July 3, 2013 (construct a 12' x 32' deck in rear yard and replace an existing side yard fence with a new fence over 6' in height within required front, side and rear yard setback) under the Town of Wayland Zoning By-Laws Chapter 198 Sections 201, 203, 401.1.2, 702, 702.1, 703.1, 703.2, and 801-Table of Dimensional Requirements (front, side and rear yard). The property is located at 63 EDGEWOOD ROAD, which is in a SINGLE RESIDENCE DISTRICT. (14-27)

At the conclusion of the hearings on the aforementioned applications, the Board may then meet for the purpose of deciding on or deliberating toward a decision on any applications previously heard by it and to which no decision has yet been filed or any other public business before the Board.

BOARD OF APPEALS

E. Michael Thomas
Eric Goldberg
Aida Gennis
Thomas White
Michael Connors

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OCT 30 2014

Board of Selectmen
Town of Wayland

11



TOWN OF WAYLAND
MASSACHUSETTS
01778
BOARD OF APPEALS

7B
Selectmen

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3600
FAX: (508) 358-3606

DECISION NO. 14-22

NAME OF APPLICANTS:

FRED MANNIX

APPLICATION FOR:

Any necessary approvals, special permit, and/or variance as may be required to construct a retaining wall over 6' in height within required front yard, side yard, and rear yard setback under the Town of Wayland Zoning By-Laws Chapter 198 Sections 201, 203, 401.1.2, 702, 702.1, 703.1, 703.2, 1604.2 and 801-Table of Dimensional Requirements (side yard, rear yard and front yard) The property is located at 124 LAKESHORE DRIVE, which is in a SINGLE RESIDENCE DISTRICT and AQUIFER PROTECTION DISTRICT.

DATES OF HEARING:

September 16, 2014 and October 14, 2014

BOARD CONDUCTING HEARING AND RENDERING DECISION:

Thomas White, Aida Gennis, Michael Thomas, Shaunt Sarian and Linda Segal.

DECISION:

Special Permit granted, with conditions

VOTE OF BOARD:

4-1

CONDITIONS:

1. The project is to be constructed in substantial conformance with the plans and specifications presented to the Board consisting of drawing "Plan of land in Wayland, Middlesex County Massachusetts. dated June 28 prepared by Vozzella Design Group Inc. and date stamped "Received July 25, 2014 Town of Wayland Building and Zoning Department", drawing "Recon Block Walls 1&2 Plan and Profile" date stamped "Received July 25, 2014 Town of Wayland Building and Zoning Department", and drawings "1 of 2 Conservation Filing Plan 122-124 Lake Shore drive Wayland, Massachusetts revision dated 8/27/13 and 2 of 2 revision dated 8/28/13 prepared by Lakeview Engineering Associates and date stamped "Received Aug 29, 2013 Wayland Conservation Commission"

RECEIVED

OCT 29 2014

Board of Selectmen
Town of Wayland

12

2. The applicants shall obtain and maintain compliance with any other necessary permits and approvals from other municipal boards having jurisdiction over this matter as may be required.

FACTS AND REASONS:

The property in question is located at 124 Lakeshore Drive. The applicant seeks zoning relief to construct a retaining wall in excess of 6 feet within the front and side yard setbacks on a non-conforming lot. The lot is pre-existing non-conforming due to insufficient lot area and yard setback dimensions. The lot contains 4,333 square feet in a district requiring 20,000 square feet. The existing house on the site does not meet the front, rear, and or side yard setback requirements although the proposed work does not involve the existing house.

Because the applicant seeks to alter and extend a pre-existing, nonconforming property, under M.G.L. c. 40A § 6 and § 401.1.2 of the Zoning Bylaw, the applicant must obtain a Special Permit, and must demonstrate to the Board that the proposed “change, extension or alteration shall not be substantially more detrimental than the existing non-conforming structure or use to the neighborhood”. Retaining walls are permitted within all setbacks provided the wall is not taller than 6 feet above natural ground level. The applicant presented plans to construct a retaining wall, portions of which will be approximately 13’ feet tall within the side and front yard setbacks. The applicant presented details of the existing side conditions and the severe erosion directly in front of the existing house at 124 Lakeshore Drive as well as the inadequate drainage on Lakeshore Drive as it runs along the front edge of the property at #124. Flooding and erosion concerns have existed at this point on Lakeshore Drive for a substantial period of time. This project is designed to solve the erosion of the front yard at #124 and also provide a subsurface drainage system to help address water runoff and ponding concerns on the public street at the property line.

During the initial hearing, members of the public expressed concern regarding the proposed retaining wall:

Judy Bennet 66 Hawthorne Road asked how the proposed wall would appear from the pond, what the impact the massing of the proposed wall have on the surrounding neighborhood and if there was a way to integrate the wall into the vernacular architecture of the neighborhood.

Molly Upton, Bayfield Road, indicated the wall would be very visible from the pond and appeared out of scale with the neighborhood.

Karen Reed, Sycamore Road asked if there was a plan for planting in front of the wall, or if a landscape plan had been filed with the conservation commission and if there would be an opportunity for the applicant to employ a strategy to soften the proposed wall with landscape plantings.

The board discussed these public comments questioning the proposed wall as well as the recognition of the proposed wall as an engineered solution to a substantial site problem at 124 Lakeshore. At this point Board Chairman Michael Thomas requested a site visit be held for members of the Board as well as the public to review the conditions at 124 Lakeshore and

observe the area of the proposed wall. It was noted the hearing would be continued to October 14 2014.

The site visit was held on October 7, 2014. Board Members Eric Goldberg, Aida Gennis, Shaunt Sarian, Building Commissioner Jay Abelli, and members of the public attended. It was observed that the existing slope at #124 Lakeshore is retained by a timber wall that is severely deteriorated and not adequate to stop the amount of erosion experienced.

The Hearing was continued to October 14, 2014 where the applicant submitted a copy of the plan presented to the Conservation Commission depicting the proposed wall as well as the material specifications for the wall facing material and a proposal to locate a shed directly in front of the tallest section of the proposed wall to help screen this area and reduce the visual impact of the tall section of wall. The Board discussed the proposed wall again and noted most of the wall will be behind the existing house at #124 with the exception of small portions to the East and the West of the existing house. The proposed shed is located to obscure the largest section of the retaining wall that extends East beyond the existing house. The board also reviewed the proposed textured concrete block used to create the wall. The block has a split face intended to mimic the appearance of textured granite blocks. The applicant indicated the concrete blocks could be stained to change the color to a medium brown from a granite-like grey color.

The Board received a letter from Molly Upton, Bayfield Road indicating her concerns regarding development on this site as well as noting a negative visual impact the tall retaining wall will have on the surrounding area.

The Board also received comment from Michael Lowery, 120 Lakeshore Drive, a direct abutter to the applicant. Mr. Lowery expressed support for the proposed wall and provided detail on how the proposed wall will help partially alleviate the drainage problems experienced on Lakeshore Drive at this location. He further indicated that the wall is viewed by the conservation Commission as a positive improvement to the site and that the Conservation Commission has approved this wall and the drainage improvements it will provide. He indicated that the Board should vote to approve the proposed wall so the construction could be completed before the winter.

In order to be granted a special permit in accordance with § 203 of the Zoning Bylaw, the applicant must demonstrate to the satisfaction of the Board that “the use of the premises for which the application is made shall not be against the public interest, shall not derogate from the character of the neighborhood in which such use is to occur and shall not be detrimental or offensive because of noise, vibration, smoke, gas, fumes, odor, dust or other objectionable features and that such use shall not otherwise be injurious to the inhabitants or their property or dangerous to the public health or safety.”

The board of health approved the project on August 7, 2014.

By a vote of 4-1, the board finds pursuant to G.L c. 40A § 6 that the proposed retaining wall is not against the public interest, will not derogate from the character of the neighborhood and will not be detrimental or offensive because of noise, vibration, smoke, gas, fumes, odor, dust or

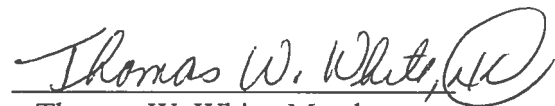
other objectionable features and that such use shall not otherwise be injurious to the inhabitants or their property or dangerous to the public health or safety and thus meets the requirements set forth in § 203 of the zoning bylaw.

The Board voted to approve the Special Permit subject to the conditions set forth herein.

DATE OF FILING OF DECISION:

BY ORDER OF THE BOARD

October 28, 2014


Thomas W. White, Member

CERTIFICATION:

The Board of Appeals, by delivery of a copy of this Decision to the Applicant, Fred Mannix does hereby certify that copies of this Decision and all plans referred to in this Decision have been filed the Planning Board of the Town of Wayland and with the Town Clerk of the Town of Wayland.

BOARD OF APPEALS


Thomas W. White, Member



TOWN OF WAYLAND
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OCT 30 2014

Board of Selectmen
Town of Wayland

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508)358-3600

DECISION NO. 14-23

NAME OF APPLICANTS:

JERRY BOOS

APPLICATION FOR:

Any necessary approvals, special permits, and/or variances as may be required to renew the special permit granted in ZBA Decision 13-23 dated July 23, 2013 accounting and tax practice) allow a home occupation (accounting and tax practice) under the **Town of Wayland Zoning By-laws Chapter 198 Sections 201, 203, 901.1.2 and 804-Table of Permitted Accessory Uses by District (Use #62)**. The property is located at 11 MORSE ROAD, which is in a SINGLE RESIDENCE DISTRICT (14-23).

DATES OF HEARING:

October 14, 2014 (continued from September 16, 2014)

BOARD CONDUCTING HEARING AND RENDERING DECISION:

E. Michael Thomas, Thomas White, Aida Gennis, Linda Segal

DECISION:

Special permit renewed for five years, subject to conditions.

VOTE OF THE BOARD:

Unanimous (4-0).

CONDITIONS:

1. Business hours shall be limited to 9:00 AM through 9:00 PM, Monday through Saturday.
2. This permit shall expire five years from the date of this decision and shall not be transferable to any other person.
3. Signage shall be limited to 2 square feet and shall be mounted flush with the house.

THE BOARD'S FINDINGS AND REASONS:

The Applicant, Jerry Boos, an accountant and tax practitioner, seeks a special permit permitting him to conduct his accounting and tax practice in his home. The applicant was out of town for the hearing on September 16, 2014 and was represented by Momo Ando at the October 14, 2014. Ms. Ando stated that there were no changes in the operation of the practice other than the addition of a sign confirming to Condition 3 above. The practice will be conducted in accordance with Section 901.1.2 of the Bylaws, which requires that the following conditions are met:

13

901.1.2.1 The use of the dwelling unit, or where permitted, an accessory structure, by the resident for business is incidental and subordinate to its use for residential purposes and occupies no more than 25% of the gross floor area or 500 square feet, whichever is less, within the dwelling unit on the premises;

901.1.2.2 No more than one nonresident employee shall be permitted on site;

901.1.2.3 There is no change in the outside appearance of the building or premises or any visible or audible evidence detectable from the property line of the conduct of such business except that one sign not larger than two square feet in area bearing only the name of the practitioner and occupation shall be permitted [words only]. The sign shall be flush-mounted to the dwelling unit and shall not be illuminated;

901.1.2.4. Traffic, including traffic by commercial vehicles, shall not be generated in greater volumes than would normally be anticipated in a residential neighborhood;

901.1.2.5 No hazard or nuisance, including offensive noise, smoke, dust, odors, heat, glare, noxious fumes or vibrations, shall be created to any greater or more frequent extent than would normally be expected in the neighborhood under normal circumstances wherein no home occupation exists;

901.1.2.6 There shall be no display of goods or outside storage;

901.1.2.7 Parking for the home occupation shall be met on-site.

The subject property is zoned residential. The applicant proposes to use a portion of finished basement space for his office. The office is part of a 640 square foot open space which will be sectioned off by a room divider into a media room and an office area comprising less than 500 square feet.

No members of the public appeared at the hearing to address the application.

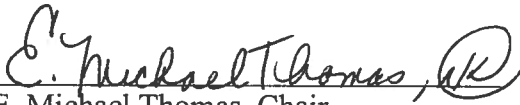
The board finds that the proposed home occupation will not be against the public interest, will not be detrimental or offensive because of noise, vibration, smoke, gas, fumes, odor, dust or other objectionable features and that it will not otherwise be injurious to the inhabitants or their property or dangerous to the public health or safety, and therefore meets the special permit standard set forth in § 203 of the bylaw.

Parking for this home occupation shall be on the lot. In keeping with the Board's customary practice for home occupations, this permit was originally granted on a trial basis for a term of one year from the effective date. Seeing that no problems seem to have arisen during the trial year, the Board hereby renews the permit for a period of five years from the effective date. Thereafter, the applicant can apply for renewal once again.

DATE OF FILING OF DECISION:

October 29, 2014

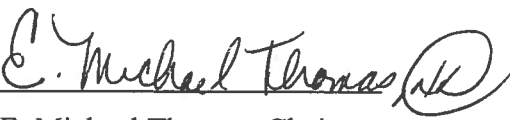
BY ORDER OF THE BOARD


E. Michael Thomas, Chair

CERTIFICATION:

The Board of Appeals, by delivery of a copy of this decision to the Applicant, JERRY BOOS, does hereby certify that copies of this decision have been filed with the Planning Board of the Town of Wayland and with the Town Clerk of the Town of Wayland.

BOARD OF APPEALS


E. Michael Thomas, Chair



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OCT 29 2014

Board of Selectmen
Town of Wayland
TOWN BUILDING
41 Cochituate Road
TELEPHONE: (508) 358-3600
FAX: (508) 358-3606

DECISION NO. 14-25

NAME OF APPLICANTS:

Nadia Urato

APPLICATION FOR:

Application of NADIA URATO for any necessary approvals, special permits and/or variances as may be required to renew the special permit granted in ZBA Decision #13-29 dated October 8, 2013 to allow a home occupation (dermatology practice) under the Town of Wayland Zoning By-Laws Chapter 198 Sections 201, 203, 901.1.2 and 804-Table of Permitted Accessory Uses by District (Use #62). The property is located at 180 OXBOW ROAD, which is in a SINGLE RESIDENCE DISTRICT and AQUIFER PROTECTION DISTRICT.

DATES OF HEARING:

September 23, 2014 and October 14, 2014

BOARD CONDUCTING HEARING AND RENDERING DECISION:

Michael Thomas, Eric Goldberg, Thomas White, Aida Gennis, and Linda Segal.

DECISION:

Renewal of Special Permit is granted for one year from the filing of this decision, with conditions.

VOTE OF BOARD:

4 voted in favor, Michael Thomas abstained.

CONDITIONS:

1. This special permit is granted for one year from the effective date of this permit.
2. There shall be no lab space on the property.
3. It is prohibited to use the first floor of this structure for the medical practice.

14

4. The square footage of the home occupation shall not exceed 464 square feet.
5. There shall be no signage on the property.
6. There shall be only one additional employee.
7. Traffic, including traffic by commercial delivery vehicles, shall not be generated in greater volumes than would normally be anticipated in a residential neighborhood.
8. The hours of operation shall be between 10 a.m.-2 p.m., Monday through Friday by appointment, scheduling at most one patient per half hour.
9. The applicant shall otherwise comply with the provisions of Wayland Zoning Bylaws section 901.1.2 regarding home occupations.

FACTS AND REASONS:

The property in question is located at 180 Oxbow Road. The applicant seeks a renewal of ZBA Decision #13-29 granting a special permit to allow a home occupation (dermatology practice) in the renovated accessory building. Although the Board granted a special permit a year earlier, interior renovations to equip two examination rooms were only recently completed and approved by the Building Commissioner. The applicant had not yet begun seeing patients at the property, necessitating the approval of only a one-year term of this renewal.

Under Wayland Zoning Bylaws Chapter 198, Sections 901.1.1 and 901.1.2, a home occupation is a permitted accessory use in a single residence district under specified conditions. If the homeowner does not intend to have clients or employees, the home occupation is allowed as of right, Section 901.1.1. If the homeowner intends to see clients or have a nonresident employee, a special permit from the Zoning Board of Appeals is required, Section 901.1.2. Dr. Urato will see clients in her home; she therefore needs a special permit.

Applicable Bylaw:

Under Section 198-104, a home occupation is defined as “any activity customarily carried out for gain by a resident, conducted as an accessory use in the resident’s dwelling unit or an accessory structure.” Among the examples of such an occupation is an office for a doctor or dentist.

Under Section 804—Table of Accessory Uses, Use 62: Home occupation [section 198.901.1.2] is allowed by special permit in a single residence district.

Under Section 198-901.1.2 of the Wayland Zoning Bylaw, the Board may grant a special permit to a resident owner for a home occupation in a single residence district provided all of the following conditions are met:

901.1.2.1 The use of the dwelling unit, or where permitted, an accessory structure, by the resident for business is incidental and subordinate to its use for residential purposes and occupies no more than 25% of the gross floor area or 500 square feet, whichever is less, within the dwelling unit on the premises;

901.1.2.2 No more than one nonresident employee shall be permitted on site;

901.1.2.3 There is no change in the outside appearance of the building or premises or any visible or audible evidence detectable from the property line of the conduct of such business except that one sign not larger than two square feet in area bearing only the name of the practitioner and occupation shall be permitted [words only]. The sign shall be flush-mounted to the dwelling unit and shall not be illuminated;

901.1.2.4. Traffic, including traffic by commercial vehicles, shall not be generated in greater volumes than would normally be anticipated in a residential neighborhood;

901.1.2.5 No hazard or nuisance, including offensive noise, smoke, dust, odors, heat, glare, noxious fumes or vibrations, shall be created to any greater or more frequent extent than would normally be expected in the neighborhood under normal circumstances wherein no home occupation exists;

901.1.2.6 There shall be no display of goods or outside storage;

901.1.2.7 Parking for the home occupation shall be met on-site.

The Board's findings and reasons:

The Board previously granted a special permit allowing use of the accessory structure for a home occupation, finding that all conditions of Section 198-901.1.2 had been satisfied. The Applicant is not requesting any changes to the use or conditions as previously granted. Because the Applicant has not yet begun to see patients, the Board finds that renewal of the special permit for a term of only one year is appropriate.

The accessory unit appears on a plot plan dated February 8, 2007, stamped by John Hamel, Professional Land Surveyor dated February 15, 2007 next to his stamp and also marked as Land Registration Case 13692. The accessory unit is marked by a star and the word "Building" appearing above the unit.

The approved floor plan dated July 31, 2013 depicts a rectangular space that is 24' by 32'. The space designated for the home occupation is highlighted and consists only of an L shaped space which includes: an Entry which is along the middle of one of the 32 foot lengths; an Existing Bathroom which is 5 feet x 11 feet, to the right of the Entry; an Exam Room 2, which is 12 feet x 10 feet, a sink and closet are drawn in this space, to the left of the Entry; an Exam Room 1 abutting and to the rear of Exam Room 2, existing cabinets are drawn in this space.

The three spaces: Exam Room 2 the Entry and the Existing Bathroom are all along one 32 foot side of the building, Exam Room 1 is to the rear of Exam Room 2 and abuts it.

The total square footage for the home occupation is to not exceed 464 square feet.

The rest of the space on this floor plan is designated as a Children's Play and Utility Mechanical space with an "existing fireplace, fridge, sink and existing cabinets" drawn into the floor plan. The Building Commissioner noted that the Children's Play space had the same appearance as the rest of the renovated space to be utilized for the home occupation. At the hearing, the Applicant represented that she may utilize the designated Children's Play area for both personal and professional reasons, including sitting at a desk to work on a computer. The Board cautioned the Applicant that under the Bylaw, the area used for the home occupation may not exceed 500 square feet. The Board further cautioned the Applicant that the special permit previously granted and being renewed did not authorize use of the Children's Play space for use in connection with the allowed dermatology practice despite the convenience of the space being separate from the main residence and within the accessory structure approved for use as a home occupation. Although the Board elected not to further place conditions on the use of the Children's Play space, the Board made it clear that use of the designated play area for business purposes will exceed the scope of the special permit granted under this Decision.

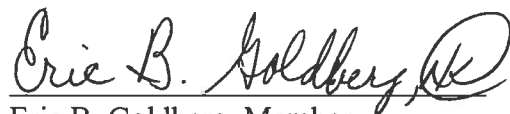
The Chairman asked whether any member of the public would like to be heard. No member of the public asked to be heard.

After discussion and deliberations, by a vote of 4 in favor with Michael Thomas abstaining, the Board renewed the special permit, with conditions, for a period of one year from the filing of this Decision.

DATE OF FILING OF DECISION:

October 27, 2014

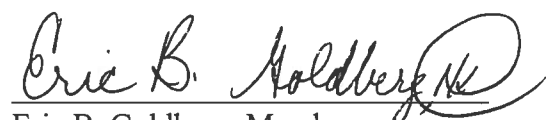
BY ORDER OF THE BOARD


Eric B. Goldberg, Member

CERTIFICATION:

The Board of Appeals, by delivery of a copy of this Decision to the Applicant, Dr. Nadia Urato, does hereby certify that copies of this Decision and all plans referred to in this Decision have been filed with the Planning Board of the Town of Wayland and with the Town Clerk of the Town of Wayland.

BOARD OF APPEALS


Eric B. Goldberg, Member



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BOARD OF APPEALS

Selectmen

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3600
FAX: (508) 358-3606

DECISION NO. 14-26

NAME OF APPLICANT:

J. KEVIN and JUDITH COURCHINE

APPLICATION FOR:

Any necessary approvals, special permits and/or variances as may be required to demolish a 12.4' x 14.3' shed and construct a new 24' x 24' accessory structure (one car garage with attached shed) within required front yard setback under the Town of Wayland Zoning By-Laws Ch. 198 Sections 201, 203, 401.1.2, 401.1.3.2, 702, 702.1, 706.1, and 801 – Table of Dimensional Requirements (front yard). The property is located at 15 MITCHELL STREET which is in a SINGLE RESIDENCE DISTRICT (14-26).

DATE OF HEARING:

October 14, 2014

BOARD CONDUCTING HEARING AND RENDERING DECISION:

Aida Gennis, Michael Thomas, Thomas White, Eric Goldberg, Argie Shapiro.

DECISION:

Special Permit granted with conditions.

VOTE OF BOARD:

5-0 in favor.

CONDITIONS:

1. Construction must proceed in accordance with, and in the location set out in, the plans received by the Building Department on September 11, 2014 and submitted to the Board consisting of 11 pages, titled, "Proposed 24'x24' detached 1 car garage with storage shed to the residence of J. Kevin & Judy Courchine, 15 Mitchell St., MA with the following pages:

A-1 Foundation Plan,
A-2 First Floor Plan,
A-3-6 Elevations,
A-7 First Floor Framing,

A-8 Ceiling Framing,
A-9 Roof Framing;
A-10 Building Section.

2. Construction must be in accordance with all applicable permits, and is subject to necessary approvals from other boards with jurisdiction over this project.

FACTS AND REASONS:

The subject property, 15 MITCHELL ROAD, is a single family residence on a non-conforming lot of 9,000 square feet in a district that requires 20,000 square feet. The lot is a corner lot with frontage on Mitchell Street of 74 feet and on King Street of 122 feet where 120 is required. A property on a corner lot must meet the front setback requirement on each street. The front yard setback is 18 feet on Mitchell Street and on King Street it is 17.4 feet to the house and 24.3 feet to the burned shed, in this district the front yard setback requirement is 30 feet

The gross floor area of the proposed structure is 220% larger than the existing structure. The subject property has a shed which encroaches into the front yard setback and this shed was destroyed by lightning and fire on July 3, 2014. The Applicant seeks zoning relief to demolish the existing burned structure and construct a one car garage with an attached shed. The footprint of the proposed structure will be 24' x 24' and moved 10 feet closer to the house to avoid the leaching field on the far side of the property, it will also be 3 feet closer to King Street to lineup with the porch on the house encroaching further into the front yard setback which exists in front of the shed on King Street. The roof line, roof shingles, and clapboards will match the existing house. The roof peak of the proposed structure will be 20 feet.

Because the Applicant proposes to increase the gross floor area in existence by an amount exceeding 20 percent, a special permit is required pursuant to Section **198-401.1.3.2** of the bylaw. The Applicant must demonstrate to the Board that the proposal “shall not be substantially more detrimental than the existing nonconforming structure or use to the neighborhood,” and that it does not increase the nonconforming nature of the dwelling, as required by Section **198-401.1.2** of the bylaw. Under Section **198-203** of the bylaw, in order for the Applicant to receive a special permit, he must further demonstrate that “the use of the premises [as altered] . . . shall not be against the public interest, shall not be detrimental or offensive because of noise, vibration, smoke, gas, fumes, odor, dust or other objectionable features and that such use shall not otherwise be injurious to the inhabitants or their property or dangerous to the public health or safety”.

Section **198-702** and Section **198-702.1** require that all buildings on a property comply with the setbacks in Section **801** – Table of Dimensional Requirements. Section **706.1** requires that a property that is located on more than one street comply with the front setback requirements with respect to each street unless authorized otherwise by special permit and that it meet the frontage requirement of one of these streets. The subject property is in a zoning district that requires frontage of 120 feet, the frontage on King Street is 122 feet, meeting and exceeding the frontage requirement of one of the streets on which the property is located. The property is in a zoning district requiring a 30' front yard set-back and has a front yard setback of 18 feet to the existing

house on Mitchell Street and 24.3 feet to the burned shed on King Street. The existing burned shed encroaches in the front yard setback on King Street. The Applicant proposes to construct the 24' x 24' garage & attached shed 3 feet closer to King Street and 10 feet closer to the house to align it with the existing house and to avoid the leaching field to the rear and so will be encroaching further in the front yard setback on King Street by an additional 3 feet. The Board did note that the front yard setback for the house on King Street is 17.4 feet and the proposed shed's front yard setback will be 21.3 feet so the proposed shed will not be encroaching further into the front yard setback than what exists with the existing house.

The Applicant has Board of Health approval, dated September 9, 2014, to construct a new garage/shed in place of the existing shed.

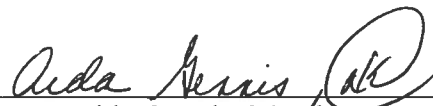
A resident at 21 King Street and another at 65 West Plain Street spoke in favor of the application.

The Board determined after site visits to the neighborhood and after reviewing the materials presented by the Applicant, that the proposed construction will be consistent with the character of the neighborhood. The Board found, unanimously, that the proposed structure is not against the public interest; does not derogate from the character of the neighborhood; is not detrimental or offensive; is not injurious to the inhabitants or their property, or dangerous to the public; and is not substantially more detrimental than the pre-existing structure and thus meets the requirements of the zoning bylaws. The Board voted unanimously to approve the Special Permit subject to the conditions set forth herein.

DATE OF FILING OF DECISION:

BY ORDER OF THE BOARD

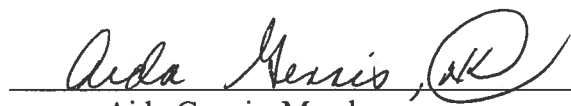
October 27, 2014


Aida Gennis, Member

CERTIFICATION:

The Board of Appeals, by delivery of a copy of this Decision to the Applicant, **J. KEVIN & JUDITH COURCHINE**, does hereby certify that copies of this Decision and all plans referred to in this Decision have been filed with the Planning Board of the Town of Wayland and with the Town Clerk of the Town of Wayland.

BOARD OF APPEALS


Aida Gennis, Member

✓ N+3

Electronic Voting Subcommittee Meeting Minutes for October 7, 2014

The meeting came to order at 7:37 pm with Dave Bernstein (chair), Beth Klein, Larry Krakauer, Alan Reiss, Don Schuler, and Jonathan Sieber in attendance.

Dave Bernstein was appointed Secretary pro tem,

There was no Initial Public Comment.

Minutes of the 2014-09-18 ELVIS meeting were unanimously approved with two corrections:

1. PowerCom's RF-2 keypad's 1, 2, and 3 buttons can optionally be mapped to submit "yes", "no", and "clear"
2. While PowerCom requires 30 days notice to reserve equipment for Town Meeting, the number of handsets required can be specified closer to the meeting date.

Agenda item: Review technical responses to Wayland's Electronic Voting Services RFP and recommend a supplier

Alan

- Comments on PowerCom
 - their system is better than OTI's system of 3 years ago
 - they don't currently separate handset IDs from voter IDs, but say they can do so
 - not convinced they will provide faster response times
 - not convinced they understand our "roster transfer" speed concerns
 - initially stated that "any keypad can talk to any receiver", but later questioning revealed this not to be true
 - RF-2 handset (identical to what OTI now provides) has not been programmed to continue display the vote (per requirement 5.d); RF-3 handset is claimed to do this.
 - no in-state presence or warehouse
 - declined to offer references
 - glossy brochure contains errors; doesn't inspire confidence regarding attention to detail
- Net: PowerCom is not ahead of OTI, and there is a lot that is unproven.

Don

- based on their track record, OTI can do it
- PowerCom could probably do it, but need a real test to be sure
- Ok with the smaller RF-3 handset; it might be less expensive

Jon

- PowerCom did not follow up by providing a description of their communication protocol, as requested
- PowerCom has more control over their software than OTI because it's not tied to PowerPoint
- Concerned that OTI is not monotonically improving
- OTI is lower risk
- Separation of name and handset ID is not critical so long as voting records are deleted after each vote

Beth

- PowerCom did not respond to our request for references
- Prefers the larger PowerCom handset (RF-2)
- OTI has other customers in Massachusetts

Larry

- Prefers smaller PowerCom handset (RF-3)
- DSI is probably better at roster transfer
- DSI personnel have a communications or language issue: there are spelling and grammatical errors in their documentation, and they could be difficult to work with
- OTI is much lower risk
- The PowerCom demo left lots of open issues

Alan

- A serious security investigation after reviewing OTI's communications protocol and security mechanism led to the requirement to implement an audit

Dave

- OTI is acceptable
- PowerCom is not acceptable, because their system doesn't currently meet the requirements
 - Audit capability not demonstrated (requirement 2d)
 - Ability to expunge records after each vote (requirement 5j)

- There may be additional issues of which we aren't yet aware because Powercom didn't send us the requested technical documentation of their communication protocol
- We should find a way to allow candidate suppliers to "test" their systems in a real Town Meeting

Alan

- PowerCom is not acceptable
- Sees the benefit of developing multiple suppliers, and likes the idea of testing in a real Town Meeting

Larry

- It's just not that hard, but PowerCom didn't do it

Don

- OTI is the safe choice
- Without a demonstration in a real Town Meeting, PowerCom is high risk

Jon

- PowerCom is not yet acceptable
- In the absence of references, PowerCom is too high a risk

Beth

- Prefers OTI

Jon: willing to work with both OTI and PowerCom to help them improve

Larry

- OTI is acceptable
- PowerCom is not acceptable

Motion "In its current state, as demonstrated at our last meeting, PowerCom is not acceptable. OTI is acceptable" passed unanimously.

Discussion of the need to increase the number of viable Electronic Voting System suppliers

- Continue to support other towns in their adoption of Electronic Voting for Town Meeting
- Can Wayland Town Meeting be used as a "lab"?
- Actively engage with other vendors
- Invite the Town Administrator to brainstorm with us at next ELVIS meeting in ~4 weeks

There was no Final Public Comment.

The meeting was adjourned at 9:12 pm.

Wayland Historical Commission Meeting Minutes – September 10, 2014

Minutes: (approved as amended)

Attendees: Sheila Carel, Rick Conard, John Dyer, Tonya Largy, Elisa Scola, Gretchen Ryder Sharry

Guests: Duane Galbi, Jennifer Koeller, Gretchen Schuler

Chairperson Elisa Scola called the meeting to order

1. Minutes of the June 4, 2014 meeting were approved as written
2. Public Comment: None
3. Stone's Bridge Preservation Update: (Duane Galbi)

Duane has been following up with Structures North, the company who did a condition study and repair estimate proposal on the bridge previously. To fix the needed repairs on the bridge is very expensive. Duane asked about the possibility of stabilizing the bridge. Structures North is willing to come out at no cost to review the bridge and propose cost to stabilize. Duane has also spoken to DPW. He would like someone from the Town who is knowledgeable about building to be present when Structures North comes to review the bridge. Sheila mentioned asking Tom Abdella.

The water is fairly low now and you can walk under the bridge. When Structures North previously looked at the bridge, the water was higher. John asked if it was possible to create a diverter along the storm drain. Elisa asked if Duane had asked Structures North about Old Town Bridge. Town Bridge is in better condition. He primarily focused on Stone's Bridge. Stone's Bridge is owned equally by Framingham and Wayland. Duane suggested having the State/someone other than the town own the bridge.

Elisa asked who does the maintenance on Old Town Bridge. Rick answered that it is under state jurisdiction, but inspected by DOT, as it is still used by pedestrians. Paul Gardescu and a group of volunteers did some maintenance/cleaning up as a project a few years back. Town Bridge has been on the Historic Register briefly, but then was removed in the 1970s, as not being historic enough.

Need to find out what kind of money, grants, organization support, etc. is available for repairs. Duane suggested a two step process: 1) stabilize the bridge, then 2) find money to fix.

Sheila suggested contacting the Knox family (Henry Knox descendants), as they may have money and interest in preserving the bridge. Duane asked about CPA funds, what would it cost to stabilize the bridge and what does that entail, and how much to fix the bridge.

Structures North said they would be able to come out to review the bridge during the week, hopefully in September for a site visit. Duane to contact Structures North to confirm a date and get back to WHC (Elisa) with specifics.

4. Railroad Update: (Rick)

Rick stated that there had been several site visits. Sarkis Sarkisian, Town Planner, has been working on the rail trail plan to minimize impact on the Historic District. The trail will follow the south side of the tracks to the turntable pit, then the trail crosses the existing tracks and goes west. No track or rail is to be removed except for 60 ft section to cross over near turntable, within Historic District. This was agreed to at the Historic District Commission meeting. On the freight house side, the proposal is to keep intact the siding track to Millbrook Rd, but main track to be removed as there is not enough space for rail trail if main track is left. Sarkis now needs to apply to the Dept. of Conservation and Recreation for a license.

Gretchen Schuler said that DCR wants a letter from HDC. Wayland HDC now has to ask Mass Historic Commission for a letter to submit to DCR. Elisa and Rick to write a letter from WHC in support of the Historic District Commission, stating that the WHC has been involved in the ongoing plans and discussion. Letter will include that the WHC is concerned with maintaining the track, and that this is the first part of the project (Phase I, Rt 27 to Rt 20).

Many thanks to Rick for all the work he has put in regarding preservation of the rail site.

5. Archaeology Update: (Tonya)

North Cemeteries RFP is very close. John Moynihan has definitely retired. Beth Doucette is responsible for procurement. The limit for asking for CPC funds is \$35,000. The people abutting the wall are doing landscaping. Tonya was in touch with the landscape architect and the landowner re: the direction of the burials.

There is now an internet connection in the lab. Mike Lowery worked hard to get it established. Albie Cincotti and Mike made the connection. Mike L is working on a computer.

Audrey (former intern) is unable to set up the library showcase exhibit for October (Mass Archaeology month). Tonya and Royce will get together some materials and Gretchen will set up exhibit in showcase. Alf Berry is Wayland's speaker for Archaeology Month. He will be speaking on October 18th. There is a write-up in the Mass Archaeology Program booklet. Tonya to give Gretchen the specifics to publicize.

Tonya and Sheila still working on finalizing sensitivity map. Sherry Greenbaum is the new Chairperson of the Conservation Comm. Tonya and Sheila met with her at Castle Hill, and spoke to Doug Harris about looking at area on his next visit to monitor.

Tonya said she would like to get slides and archaeology info from lab digitized.

At next meeting we can discuss proposed projects, costs, and prioritize.

6. Lokerville Green: (Elisa)

Meeting to discuss possible improvements to traffic island which contains WWII memorial is September 15th. John will represent WHC. Members received email with proposed changes/options.

7. Wayland 375 Update: (John)

John has added pictures to the 375 commemorative booklet and shared copies with the WHC. Discussion included suggestion of putting it as a link on the website, putting copies in the Wayland Library, adding to the title: "Reflections by John Dyer on the Occasion of Wayland's 375th Anniversary" or similar.

John suggested including in the Annual Report (under WHC) that Mike Lowery be recognized as an associate member and any other person who has assisted the WHC.

8. Historic Homes Update: (Elisa)

The Lydia Maria Child house now has a plaque.

9. Ceremonial Landscape Update: (Sheila)

Middle School Woods: In May, someone disturbed and destroyed features at the site, created new features, cut trees, and lit a fire. Sheila notified the police. She took photos and sent to an expert, who said that the work was done by someone trying to replicate Native American practices.

DPW: The first area had monitors on site, and worked well with the construction crew. The construction crew brought in an excavator who had previously worked with the Wampanoags. Now waiting for the next step.

Sheila mentioned that she suggested to Doug Harris that he could use new media center to make public service announcements to help educate others.

10. New business and other items not identified prior to submission of the agenda:

Jen Koeller came to update WHC re: the Lake Cochituate Gate House. DCR re-roofed the Gate House in the summer. The building is on the DCR's Historic Curatorship list. The next step will be a meeting with the engineer to see what they have in mind in terms of preservation and repair. WHC members are invited to be present. Jen gave copies of notes from CSPAC (Cochituate State Park Advisory Committee).

Next Meeting: Monday, October 6, 2014 at 7:30 PM

Meeting adjourned: 9:30 PM

Respectfully submitted,

Gretchen Ryder Sharry

Wayland Historical Commission

Wayland Long-Range Planning – Town-Owned Land
October 3, 2014 – 9:00 AM

Present: Kent Greenawalt, presiding; Frank Krasin, Mike Lowery, Gretchen Schuler. Also attending: Sarkis Sarkisian, Town Planner; Jessica Brodie, Recreation Director; Linda Segal, Brett Leiford.

The meeting began with introduction of Jessica Brodie who is the new Recreation Director for the Town.

The conversation began with a discussion of an important step – possibly a first step – in the process: determination of ownership and control of a property. Mike Lowery explained that this may be more involved than simply known which board owns a property as there are a variety of state laws that govern municipal property. For instance state law distinguishes between park and recreation land saying that a town deals with parkland differently than land that is only declared recreation land. In addition it was noted that there may be legal limitations on specific parcels that can only be gleaned from reviewing the contract/deed of acquisition.

This Committee is focused on structure, form and process of developing long range planning for town owned parcels (improved and not improved land).

Additional discussion on a potential Capital Facilities Committee occurred referring to the chart that was handed out at last meeting. Someone asked if we should see if there are other communities that have developed Capital Facilities Committees beyond the 14 on the chart that was drawn up in 2005 (distributed at last meeting).

There was continued confusion as to what our charge or direction from Finance Committee is and Frank requested that the FinCom be asked to be more specific to clarify the charge. Those present referred again to the chart that FinCom issued for September 10th meeting that had a list of Long Range Planning Topics and those who would be part of a working group to consider. The project heading for this working group is “Process of Evaluating Town-Owned Property,” with committee owner being the Planning Board. When asking Tom Greenaway about the charge it would be helpful to understand what the FinCom plans to do with information gathered – its goals, objectives and output.

Anne Harris, co-chair of the Energy Committee was present for part of the meeting as Sarki had urged her to attend to present projects that the Energy Committee is looking into that would require use of town owned parcels. They are in need of locations for solar power collection equipment. The town has a contract with AMERESCO to find places where solar power could be harnessed. Presently they are looking at three locations for installation of solar equipment:

1. New DPW roof which has been designed to support the equipment;
2. Parking lot canopies at the Middle School (particularly because school roof would not support;

3. Parcel at High School – a sloping site on northeast side of high school parcel near waste water treatment with a potential conflict with leaching field.

The issue of whether a zoning change would be required to allow ground mounted solar collectors was mentioned. However, several of us named residential properties that already have such systems. Kent also wondered if a super structure could be built over the Middle School to keep all collectors on roofs rather than creating parking canopies.

Frank and Mike reiterated their concern about a charge for this working group and believe that we should not continue to meet until that charge has been issued. Kent will ask Colleen to contact Tom Greenaway for a written charge – a simple paragraph – not a lengthy document.

NEXT MEETING – OCTOBER 10 at 9:00 AM. Meeting for October 24 remains as options for the time being.

Adjourned at 10:10 AM.

Respectfully submitted,

Gretchen G. Schuler

Wayland Long-Range Planning – Town-Owned Land

October 17, 2014 – 9:00 AM

Present: Kent Greenawalt, presiding; Frank Krasin, Anette Lewis, Mike Lowery, Gretchen Schuler. Also attending: Sarkis Sarkisian, Town Planner; Anne Heller, Linda Segal, Molly Upton.

Kent began by explaining genesis of this working group as he has understands it and then reported that the Board of Selectmen has asked the Planning Board to make a recommendation to its board on a process for evaluating town-owned property with a particular project in mind – the Town Building that needs substantial investment.

Frank stated what Tom Greenaway had said at the last FinCom meeting about the “charge” of the working group – to consider options or recommendations on either the process or approach for evaluating and recommending on how best to use town owned property. Frank went on to say that he thinks that we should line up the factors to consider so that each property is evaluated by same criteria.

A Capital Facilities Committee must think strategically about town-owned property. Such a committee, if created by TM, should file an annual report given at TM yearly. All projects would be screened by a process and the result would be recommendations on how to proceed.

There was some discussion about whether the Planning Board is the group to do long range planning. Some believed that it was not part of the legal mandate of PBs; others disagreed and believe it is precisely what PBs do. The discussion then turned away from the legality of who does long range planning to what type of committee should practically do this work. The discussion was about a committee made up of members who are independent of town boards. It was decided that the committee membership and numbers would be discussed later – after it was determined what the process would be to implement long range planning for town-owned property. It was also expressed that whatever is recommended to FinCom is likely to be a process that is bigger than FinCom’s needs. When describing such a committee to FinCom this working group will want to include topics of scope, factors to consider, staff support or not, numbers, who appoints, etc.

When looking at the outline developed in 2005 by the PB regarding a Capital Facilities Committee three major topics are addressed: capital facilities construction, capital facilities maintenance, land use planning. Some believe that land use planning should be first on list – then construction and then maintenance and that this long range planning committee should not be the maintenance planning committee too. Under the topic of land use planning it was suggested to add a second task which would be to maintain a watch list of key privately owned properties that the town may want to consider for purchase in the future.

At this point Anne Heller, who had to leave, stated that she would be attending to understand how this process would evolve with her concern for the library for

which she is a Trustee. She stated that this type of process is what the Library Trustees have been looking for.

The rest of the discussion was about factors to consider and tools available providing information about town-owned property.

Tools (Evolving Partial List)

- Up-to-date land list including information (fields) such as owner/responsible town entity; location; acreage; zoning, etc.
- GIS with ability to create elements within GIS that will be useful to this planning process;
- Deed restrictions on property
- Aggregation potential
- Utilities – water, sewerage, electricity
- Facilities list with year of construction, additions, renovations
- Prior studies
- Conditions reports (should be on a cycle administered by facilities staff)
- Census information – growth
- Master Plan
- Environmental reports
- State GIS with information such as ground water data...
- Historical Commission sensitivity map.

Consideration Factors – (Evolving Partial 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.

NEXT MEETING – OCTOBER 24 at 9:00 AM. Sarki will invite Alf Berry (Surveyor) and Brendan Decker (GIS) and Leisha Simon (IT) to attend meeting. No meetings scheduled beyond that date.

Adjourned at 10:30 AM.

Respectfully submitted,

Gretchen G. Schuler

WAYLAND BOARD OF PUBLIC WORKS

Wayland Town Building

October 8, 2014

7:00 PM

MEETING MINUTES

M. Lowery (Chair), C. Brown, B. Goldsmith, J. Mishara, M. Wegerbauer (Arrived 7:38), S. Kadlik (Director)

Meeting opened at 7:00 PM

(Lowery announced that the meeting is being broadcast live and recorded)

Lowery opened the meeting with a review of the agenda.

Lowery made a request for public comment.

Public Comment

Tom Largy, member of the Surface Water Quality Commission, appeared before the Board to discuss a recent water leak in the wooden dam at Mill Pond.

Largy distributed two images to the Board illustrating the issue.

Largy described efforts made to repair the issue and the current state of the Mill Pond dam.

Goldsmith suggested the creation of an inventory of the Town's dams and an analysis of their current condition.

Kadlik noted the he had spoken with Brian Monahan of the Conservation Commission about inventorying the Towns dams.

Public Comment

Kurt Upham, of 18 Millbrook Road, appeared before the Board to discuss his concerns over traffic on Millbrook Road.

Upham expressed his concern for the speeds at which traffic travels on Millbrook, and noted there are few speed limit signs posted on the street.

Upham noted that, in his opinion, speed bumps are needed on the road.

Lowery informed Upham of the procedure for traffic calming, and described the process involved.

Lowery encouraged Upham to review the traffic calming procedures on the DPW website and gather signatures of residents.

Review and Approval of Updated Cemetery Rules and Regulations

Kadlik described the necessity of updating the Cemetery Rules and Regulations to address any ambiguity in the current regulations.

Kadlik noted that no substantive changes have been made; the existing regulations were given more specificity.

Lowery noted that diagrams and photos in previous iterations should also be included in the current copy of rules and regulations.

Brown asked if there is a plan to send the new rules out to existing plot owners.

Kadlik noted that methods of distribution were still being under consideration.

Lowery expressed his desire for the Cemetery Rules and Regulations be included in the Town Code/Bylaws section of the Town website.

Mishara and Lowery provided copies of suggested edits, and noted that they were not substantive in nature.

Brown made a motion to accept the updated Cemetery Rules and Regulations, with the edits suggested by Lowery and Mishara.

Goldsmith 2nd, all in favor.

Lowery noted the presence of Town Administrator Nan Balmer and welcomed her to the meeting.

Review of Periodic Financial Reports Required by the BoPW

Goldsmith provided a spreadsheet of the reports he felt the DPW should provide for the Board's review and discussed the reports outlined.

DPW Director's Report

Kadlik reviewed the Director's Report provided to the Board.

Kadlik discussed the status of the intersection of Routes 27 and 30, and described a recent meeting.

Mishara noted that the intersection has already appeared before Town Meeting and wondered if it was necessary to bring it before Town meeting again.

Mishara asked about the temporary changes to the intersection of East Plain, School, and Commonwealth intersection, and noted that the Board of Selectmen felt there may potentially be TIP funding available from the state.

Mishara asked what, if any, state funding mechanisms may be available for the project.

Kadlik noted that Ch.90 funds may be potentially available, but TIP funding would be unlikely.

Brown asked Kadlik about water billing issues pertaining to the water accounts of 16 Saddlebrook in Natick and 234 Boston Post Road.

Kadlik discussed 234 Boston Post Road, described the process that has occurred to date, and noted that their irrigation system is operational without a permit.

Lowery noted that he would like to see future irrigation installations installed on a separate water meter.

Kadlik noted that representatives of 234 Boston Post Road are tentatively planning to appear before Board on October 22.

Lowery noted that the representatives should appear before the Board with stamped engineered plans.

Brown asked Kadlik if, in his opinion, the irrigation system of 234 Boston Post Road was being operated with willful disregard of regulations, or as the result of an oversight.

Kadlik noted he was unsure.

Lowery clarified that the intention with which the irrigation system was being operated was inconsequential.

Kadlik discussed the status of 16 Saddlebrook, and described a previous agreement the homeowner had with previous DPW Director Don Ouellette to pay his past-due water bill.

Kadlik noted the amount owed is currently over \$8700.

Kadlik noted that he believed the water service would have to be shut off to the entire residence, and could not be shut off to just the irrigation system.

Lowery noted that the Board of Health had to be notified to shut water off, but their permission to do so was not needed.

Wegerbauer suggested that the Board of Health be consulted prior to taking action.

Lowery asked if the line could be capped where the irrigation meter splits off.

Kadlik replied that he would have to refer the question to the Water Division technicians.

Mishara asked Kadlik if a comparison between the current and previous year's Transfer Station sticker sales could be included in future reports.

Kadlik responded that it could be included.

Kadlik described the current status of current Transfer Station upgrades.

Lowery suggested that a sign be erected to inform Transfer Station users that bottles and cans are not currently being collected separately from single-stream recycling.

Board Members' Reports, Concerns, and Updates

Brown noted that the Permanent Municipal Building Council (PMBC) met last week, and the new DPW Facility is currently on time and on budget.

Brown provided a financial report from the PMBC to the Board for review.

Lowery added that Ameresco may still want to install solar panels on the roof.

Goldsmith discussed his desire to see a breakdown of the designated and undesignated fund balance of the Water Division.

Brown noted that Kadlik provided that information for the Board's review at a past meeting.

Goldsmith noted his desire to project future water demand versus our production capacity from the Town's wells.

Goldsmith discussed a recent article in the Wall Street Journal regarding the utilization of Compressed Natural Gas (CNG) as a fuel source for commercial vehicles.

Kadlik noted that most CNG tests have been done in warmer climates and expressed his concern for the performance of CNG fueled equipment during winter.

Lowery discussed the current status of the landfill access road appeal.

Wegerbauer noted that the River's Edge Advisory Committee met recently, and updated the Board on the current status of the committee.

Lowery discussed a recent inspection of Old Stone Bridge at the request of the Historical Commission by a consultant.

Lowery noted the historical significance of the bridge, and added that it would cost approximately \$900,000 to repair the bridge.

Kadlik distributed an update on the Town's Water Projects, as provided by Tata & Howard.

Initial Discussion FY2016 Operating Budget

Kadlik discussed the budget summary provided to the Board, outlining funds appropriated in FY14, funds expended in FY14, and funds appropriated in FY15.

Tom Abdella of the Finance Committee appeared before the Board to discuss the status of the DPW operating budget.

Abdella requested that a copy of the operating budget numbers be emailed to him.

Goldsmith requested that revenue projections be provided as well.

Abdella requested that Kadlik meet with him for a briefing of the operating budget prior to presenting it to the Finance Committee.

The Board continued to discuss the status of the DPW operating budget.

Lowery requested that 15 minutes be reserved at the end of the upcoming October 22 Tree Hearing to discuss the FY16 operating budget.

Lowery asked that the Finance Department provide a breakout of the amount of funds that were abated from water bills.

Review and Approve Minutes

Lowery and Goldsmith suggested several amendments to the Minutes provided for review.

Brown made a motion to accept the minutes of the 9/23/2014 BoPW Meeting as amended.

Mishara 2nd, all in favor.

Joint Meeting with WWMDC to Discuss Possible Merger of Wastewater Management into the DPW

Fred Knight, Sam Potter, and Rick Greene of the Waste Water Management Committee (WWMDC) appeared before the Board to discuss a possible merger with the DPW.

Fred Knight, WWMDC described the current status of the WWMDC and the role of the commission.

Lowery noted that Article 18 of the 2011 Annual Town Meeting, which proposed such a merger, was voted down.

Lowery noted that in his opinion, the fear of the management process, legal concerns, and various unknowns resulting from a merger were possible reasons the Article failed.

Potter discussed the current status of the lawsuit against the WWMDC, noting that it is currently under appeal.

Mishara asked if there is insurance on the judgment.

Potter noted there is no insurance that he is aware of.

Potter noted that the cost of the Waste Water Treatment Plant (WWTP), as well as how it would be paid for, were unknown in 2011 but are now known.

The Board discussed the permitted capacity of the WWTP.

Potter noted that the permitted capacity remains unchanged at 52,000 gallons per day (GPD).

Knight noted that they have requested an increase of capacity to 80,000 GPD, but the request has not yet been granted.

The Board discussed the status of betterments with the WWMDC.

Greene proposed the possibility of creating a separate Water & Sewer Board to oversee both entities.

Lowery asked about the status of the oversight of the WWTP.

The WWMDC discussed the duties of White Water, who is the contractor in charge of running the WWTP.

Lowery asked the WWMDC how they feel it benefits the Town to have one combine waste water management with the DPW.

Greene replied that in his opinion, the Board could be reconfigured, with water and waste water functions being combined.

Mishara suggested that the WWMDC speak to the Town Administrator and the Board of Selectmen about potential changes.

Discussion on the Potential Scheduling of Traffic Calming Hearing

Lowery distributed a handout outlining the status of potential traffic calming requests and discussed them with the Board.

Wegerbauer noted that he believes that traffic calming data has been taken on Glen Road.

Kadlik noted that he has asked Lt. Swanick if data exists for Glen or Pelham Island Road, and is awaiting his response.

Lowery noted that all necessary data is available to proceed with a traffic calming hearing for Pequot.

The Board discussed the status of installing speed bumps on Glezen East.

The Board discussed funding options to address traffic calming requests.

Kadlik expressed his concerns about the costs associated with the installation and maintenance of speed bumps.

Mishara suggested that alternative methods of traffic calming be considered.

Goldsmith expressed his opinion that alternative to speed bumps be explored.

Goldsmith expressed his desire for an update from Chief Irving regarding traffic calming requests.

The Board determined that they will have meeting on 10/15/2015 to discuss the status of traffic calming.

Executive Session for the Purpose of Approving Executive Session Minutes from the 9/10/2014 Meeting

Lowery made a motion that the Board of Public Works enter into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) for the purpose of approving the executive session minutes from the 9/10/2014 Board of Public Works Meeting.

Brown 2nd.

Roll Call Vote: Wegerbauer – aye, Brown – aye, Lowery – aye, Goldsmith – aye, Mishara – aye.

Lowery made a motion to invite attendance by Dan Cabral and Stephen Kadlik.

Brown 2nd.

Roll Call Vote: Wegerbauer – aye, Brown – aye, Lowery – aye, Goldsmith – aye, Mishara – aye.

Lowery noted that the Board would reconvene in open session in approximately five minutes.

The Board entered into executive session at 9:53 PM.

The Board reconvened in open session at 9:56 PM.

Brown made a motion to adjourn.

Wegerbauer 2nd, all in favor.

Meeting adjourned at 9:57 PM.



Town of Wayland Massachusetts

nB ✓

Members: Christine DeBona
Anthony Boschetto
Jerome Heller
Daniel Hill
Robert Morrison
Rebecca Stanizzi
William Steinberg
William Sterling
Michael Wegerbauer

River's Edge Advisory Committee ("REAC") Meeting Minutes for Meeting of September 30, 2014

In attendance: Christine DeBona, Anthony Boschetto, Daniel Hill, Robert Morrison, Rebecca Stanizzi, William Steinberg, William Sterling and Michael Wegerbauer (7:15). Absent: Jerome Heller

The meeting was called to order at 7:03 PM in the Board of Selectmen's conference room of the Wayland Town Building.

I. Selection of Committee Chair/Vice-Chair

Members discussed their potential interest in being the Committee chair. None of the Members desired to take that roll. The topic was tabled and there was a consensus that Ms. Stanizzi should chair the meeting for the evening.

II. Timeline Goals and Mission For REAC

The RFP's to attorneys were received in late August and there was a discussion of the statutory requirement for making a decision. From a practical perspective, Members discussed recommending a law firm to the Town Administrator by the end of October and working with that firm to finalize the developer RFP's by mid to late December. Tasks for REAC that were discussed included recommending that the law firm should assist the Town in the criteria for the RFP; assisting the law firm in drafting an RFP for potential developer's and assisting in the selection of a developer, likely to occur in the late first quarter or second quarter of 2015.

III. Selection of Committee Chair/Vice-Chair

Members returned to this discussion. Mr. Wegerbauer made a motion to elect Ms. Stanizzi as the vice-chair. Mr. Sterling seconded. The vote in favor was 8 – 0.

Mr. Wegerbauer made a motion for Mr. Heller to elect Mr. Heller as chair, subject to Mr. Heller's willingness to serve in that capacity. Mr. Sterling seconded. The vote in favor was 8 – 0.

IV. Discussion of Selection of Legal Counsel

Assistant Town Procurer, Elizabeth Doucette, notified the Committee that the selection of legal counsel is subject to Section 30B of the statutes of the Commonwealth. Section 30B of the code requires the following selection process: a) the evaluation of proposals must be made in writing by the Members; b) they must follow the criteria set forth in the RFP's from the Town; c) there must be a system of ranking the proposals; and d) there must be a composite ranking for each proposer. The Members may provide a written/qualitative explanation of its decision. Ms. Doucette agreed to provide copies of the RFP's to Members.

(20)

Members discussed that they would create a rating sheet that would include a matrix for rating each law firm in a spreadsheet fashion, with room for written assessments. Members shall bring each of their rating sheets to the next REAC meeting so that the merits of each RFP can be discussed in a manner consistent with the requirements set forth above.

Mr. Hill disclosed that he had worked for two of the law firms in the past (prior to 2005). They were Koppleman & Paige and Anderson & Krieger.

V. Future Meeting

It was determined that the next meeting of REAC will occur on October 14, 2014, at 7:00 PM. At that time, the Committee will discuss their ratings of the respondents to the RFP.

Ms. Stanizzi handed out several documents (listed below), all of which are reported to be available on the River's Edge web site.

VI. Adjournment

At 8:15 PM, Mr. Boschetto made a motion to adjourn the meeting and Mr. Steinberg seconded. The vote in favor was 8 – 0.

Handouts:

2014 River's Edge Warrant Articles 15 & 16

Background, Informational Materials and Project Planning summary

Google site photos

2014 warrant article zoning visual map

Market Study executive summary

Environmental executive summary

Wireless tower safety summary

River's Edge Financial Projections Summary (w peer review results)

Ed Marchant Peer Review memo, Jan 2014

Request for Proposals Protocol

Design Guidelines (to be included in RFP)

NR ✓

NAME OF BOARD/COMM: Surface Water Quality Committee

FILED BY: Bob Goldsmith, Co-chairman

DATE OF MEETING: Tuesday, October 7, 2014

TIME OF MEETING: 7:30 PM

PLACE OF MEETING: Wayland Town Building

ATTENDING: Toni Moores (by telephone due to distance), Bob Goldsmith, Mike Lowery, Lin Bradford, and Tom Largy. Jennifer Koller (guest)

MINUTES

1. The meeting came to order at 7:30 PM.
2. Minutes of the previous meeting were approved by roll call vote 5-0.
3. Public Comments. None
4. Dudley Pond (Mike). Negligible milfoil this year, but lots of tapegrass. The committee voted 5-0 by roll call vote to study this problem. Bob Smith has a family friend, Briana Ramsey, who would like to study what is done elsewhere. Mike to arrange.

Title 5 requirements for houses near the pond were discussed. It was felt few homes could meet Title 5 requirements, because of location in a zone 2 requires nitrogen reduction, and high ground water level.

Toni's proposal for a possible "Dudley Pond Critical Septic Zone" to be established in an article at the spring TM was discussed. After deliberation, the committee voted by roll call vote 5-0 to recommend establishing a requirement for homes within 300 ft of the Town surface waters to pump their systems every three years and for the pumper to provide a report to the BOH on system conditions. This is to be pursued with the BOH and ConCom as a possible joint article.

5. Heard Pond. No discussion.
6. North Pond. Mike will call Tom Flannery about 2016 planning.
7. Discussed inspection of catch basin cleaning when DPW does this. Mike will check about the date of October 30.
8. Invoices were approved separately by roll call vote (5-0) for Allison LaClaire for \$3,150; Lee Junkin for \$67.50; for Aquatic Vision (Ted Fiust) for \$1,755; and for Gena Cutitta for \$400.
9. Adjourned by a roll call vote of 5-0 at about 9:15 PM.



REGISTER TODAY FOR THE MMA'S 2015 ANNUAL MEETING!!

October 27, 2014

RECEIVED

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Dear Municipal Leader,

Board of Selectmen
Town of Wayland

On behalf of the Massachusetts Municipal Association, I want to thank you again for your participation in the MMA's 2014 Annual Meeting and share with you some of the exciting events scheduled for the **36th MMA Annual Meeting and Trade Show on January 23 & 24, 2015** in Boston.

The focus for our 2015 Annual Meeting is *Our Cities and Towns – American Democracy at Work*. With distinguished speakers on key municipal issues, educational workshops and a larger-than-ever trade show, this will be an event that no local official can miss. **Please take a moment to look at the enclosed conference brochure and register today.**

The Opening Session for the conference will begin on Friday morning at 9:30 a.m., and will feature global consultant, author, and futurist **Mike Walsh**, the CEO of the worldwide consulting firm Tomorrow. He advises leaders around the world on how to thrive in an era of disruptive change and uncertainty.

The Friday Night Banquet will feature **Peter Sagal**, host of *Wait Wait... Don't Tell Me!*. National Public Radio's highly popular and entertaining news quiz program that draws millions of listeners each week.

Our Saturday afternoon closing session will feature American historian and prize-winning author **Michael Beschloss**, an expert on the U.S. presidency. He is the Presidential Historian for NBC News and a columnist for the *New York Times*. In addition to his nine books, his Twitter account has been named one of the very best in the nation by *Time Magazine*.

Of course, the Annual Meeting weekend will also be jam-packed with tons of workshops on key issues, and hours of valuable networking with your peers from across the state. Friday afternoon will also feature three forums on key emerging issues that are of central importance to local government.

22

With your participation last January, our 2014 Annual Meeting was a great success, with over 1,100 local officials and stakeholders gathering together to learn and share ideas. The Trade Show was our largest ever, offering more exhibitors and organizations showcasing innovative projects and products.

The MMA is working hard to make sure that our 2015 Annual Meeting surpasses even last year's benchmark numbers. You can register by using the enclosed form or online by going to www.mma.org. Also, please remember to contact the hotel directly to reserve your room right away, since space is limited. The hotel contact information is included in the brochure and a direct link to the hotel may be found on our website.

You can check www.mma.org for conference updates, the announcement of additional major speakers, and more.

We know the conference isn't until January, but don't wait – the calendar pages are turning faster than autumn leaves – please register today, and help us build momentum for our most successful Annual Meeting yet.

We look forward to seeing you at the conference!

Sincerely,

A handwritten signature in black ink, appearing to read "Geoff Beckwith". The signature is stylized and cursive.

Geoff Beckwith
Executive Director