

PACKET

AUG 24

2015



TOWN OF WAYLAND

41 COCHITUATE ROAD

WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

LEA T. ANDERSON
MARY M. ANTES
ANTHONY V. BOSCHETTO
CHERRY C. KARLSON
JOSEPH F. NOLAN

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

BOARD OF SELECTMEN
Monday, August 24, 2015
Wayland Town Building
Selectmen's Meeting Room

REVISED Proposed Agenda

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

- | | | |
|----------|------|--|
| 7:00 pm | 1.) | Call to Order by Chair <ul style="list-style-type: none">• Announcements; Review Agenda for the Public |
| 7:02 pm | 2.) | Public Comment |
| 7:15 pm | 3.) | Petitioners' Workshop for Special Town Meeting |
| 7:40 pm | 4.) | Meet with Representatives of the Finance Committee to Discuss Special Town Meeting Articles for: 1) Current Year Transfer; and 2) Use of Free Cash to Fund FY16 Budget; Finance Update and Presentation of Fund Balance Policy and Financial Policies |
| 8:10 pm | 5.) | Meet with Representatives of the Council on Aging/Community Center Advisory Committee to Discuss and Potential Vote to Submit Special Town Meeting Article to Acquire Municipal Parcel |
| 8:30 pm | 6.) | Meet with Representatives of the Energy Initiatives Advisory Committee to Discuss and Vote to Request Current Year Transfer to Appropriate Matching Funds for Solar Resiliency Grant and Discuss Structured Tax Agreement for Solar Project |
| 8:50 pm | 7.) | Meet with Community Preservation Committee Chair to Discuss Special Town Meeting Articles to Adopt Resolution regarding Change in Materials used for Rail Trail Project, and Fund Preparation of Open Space and Recreation Plan; Update on Prior Year Projects |
| 9:10 pm | 8.) | Meet with Town Moderator to Discuss November 2015 Special Town Meeting |
| 9:30 pm | 9.) | Review and Approve Consent Calendar (See Separate Sheet) |
| 9:35 pm | 10.) | Review Correspondence (See Separate Index Sheet) |
| 9:45 pm | 11.) | Report of the Town Administrator |
| 9:55 pm | 12.) | Selectmen's Reports and Concerns |
| 10:05 pm | 13.) | Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any |
| 10:10 pm | 14.) | Adjourn |

Town of Wayland

3. PETITIONERS' WORKSHOP

41 Cochituate Road, Wayland, MA 01778-2614

ph: 508-358-7701

fx: 508-358-3627

Petitioners Workshop August 24, 2015

The Board of Selectmen will hold a Petitioner's Workshop on Monday, August 24, 2015, at 7:15 p.m. in the Wayland Town Building. The purpose of the workshop is to allow prospective petitioners to Special Town Meeting to ask general questions, including legal questions. Town Counsel will be present at the workshop and may as required provide reasonable assistance to petitioners in the preparation of warrant articles.

Special Town Meeting will begin on Monday, November 9, 2015.

The warrant for said Special Town Meeting will be open from Tuesday, August 25, 2015, at 8:30 a.m. through Wednesday, September 2, 2015, at 4:30 p.m. In accordance with Chapter 36, Section 36-3 of the Code of the Town of Wayland, all articles for consideration and inclusion in said warrant shall be submitted to the Selectmen's Office in the Wayland Town Building at 41 Cochituate Road, Wayland, Massachusetts by 4:30 p.m. on Wednesday, September 2, 2015.

Documents related to the November 9 Special Town Meeting will be posted [online here](#) as they become available.

If you have any questions, please feel free to contact Town Administrator [Nan Balmer](#), telephone (508) 358-3620.

3. PETITIONERS'
WORKSHOP

**SPECIAL TOWN MEETING WARRANT ARTICLE PROCESS:
GUIDE FOR PETITIONERS: 2015**

Citizens have the right to submit articles for consideration by Town Meeting. Such articles must be in writing and signed clearly by 100 or more registered voters using the attached form. All petitioners' articles must be submitted, in accordance with the law, on or before the date fixed by the Selectmen for closing the warrant for town meeting. All petitioners' articles which have the required number of qualified signatures, as certified by the Town Clerk, must be included in the Town Meeting Warrant by state statute.

The Board of Selectmen and Finance Committee encourage petitioners to work with appropriate town boards to achieve their goals whenever possible before submitting petitioners' articles.

TIMELINE AND PROCESS

Date	Action	Responsibility
August 24 at 7:15 PM	PETITIONERS WORKSHOP: DISCUSS POTENTIAL ARTICLES AND THE PETITION PROCESS WITH THE BOARD OF SELECTMEN AND TOWN COUNSEL	Board of Selectmen
September 2 by 4:30 PM	SUBMIT ARTICLES ON THE ATTACHED PETITION FORM TO THE TOWN ADMINISTRATOR'S OFFICE ON PAPER WITH ORIGINAL SIGNATURES OF REGISTERED VOTERS AND THEIR PRINTED NAME AND STREET ADDRESS. IF POSSIBLE PLEASE ALSO E-MAIL THE TEXT OF THE ARTICLE TO mdinapoli@wayland.ma.us	Petitioner
September 8	WARRANT ARTICLE HEARING	Finance Committee
September 24	DEADLINE FOR SUBMISSION OF PETITIONERS' COMMENTS OF UP TO 150 WORDS FOR INCLUSION IN THE WARRANT	Petitioner
September - October	ARTICLES WILL BE REVIEWED AND CONSIDERED BY THE FINANCE COMMITTEE AND BY THE BOARD OF SELECTMEN WHICH MAY REQUEST TO MEET WITH THE PETITIONERS	Board of Selectmen and Finance Committee
Before September 30	REVIEW OF PETITIONERS' ARTICLES FOR LEGAL FORM SEE ATTACHED POLICY ON PETITIONERS' ACCESS TO COUNSEL	Town Counsel
November 2 (tentative)	WARRANT ARTICLE HEARING	Board of Selectmen
November 9 or subsequent day of Special Town Meeting	MOVE THE ARTICLE AND MAKE A BRIEF PRESENTATION (UP TO 10 MINUTES)	Lead Petitioner

INSTRUCTIONS FOR COMPLETING PETITIONERS' ARTICLE FORM

Lead Petitioner: The lead petitioner will serve as the spokesperson for the petitioned article and will be the contact person to the Board of Selectmen and Finance Committee and to the Planning Board if the petition is for a zoning by-law article.

Date Received: The date received will be stamped on the petition when it is received by the Town Administrator's Office and will be forwarded to the Town Clerk for certification.

3. PETITIONERS' WORKSHOP:
ACCESS TO TOWN COUNSEL

PETITIONERS' ACCESS TO TOWN COUNSEL

Subject to these guidelines, Town Counsel is available to consult with registered voters who have been identified as the lead petitioner and desire to submit or who have submitted an article for consideration at an annual or special town meeting, as a "petitioner's article" without sponsorship of a town board.

1. Town Counsel's consultation is limited to (1) suggesting language that reflects the petitioner's legislative intent in presenting articles for insertion in the warrant; (2) suggesting language to insure compliance with procedural requirements; and (3) preparing the main motion for Town Meeting. Town Counsel will not render written opinions or give advice to petitioners about substantive legal issues relative to their articles.
2. Prior to the deadline for filing articles for insertion in the warrant for the annual Town Meeting, the Selectmen will conduct a "petitioners' workshop" at which prospective petitioners may ask general questions. The Town Administrator shall set reasonable limits on the scope of lead petitioner inquiries and the time allocated for consultation with Town Counsel.
3. Town Counsel may decline to assist the lead petitioner if Town Counsel states in writing that such assistance would present Town Counsel with an actual conflict of interest, and gives the basis for the conflict of interest. The Town Administrator may assign Special Counsel to assist the lead petitioner as appropriate.
4. Access to Town Counsel during Town Meeting sessions is not permitted.

Approved January 12, 2004; revised and restated on October 13, 2010; revised July 27, 2015

PETITIONERS ARTICLE FOR WAYLAND TOWN MEETING

LEAD PETITIONER _____ DATE RECEIVED _____

DAY PHONE _____ EVENING PHONE _____

TITLE _____

TOWN BOARD/DEPARTMENT AFFECTED BY ARTICLE _____

ESTIMATED COST _____

ARTICLE: To determine whether the Town will vote to

Add comments and pro and con arguments on the next page. Thank you.

#	Print Name Legibly	Signature	Print Street Address
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

PETITIONERS ARTICLE FOR WAYLAND TOWN MEETING

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COMMENTS

PRO ARGUMENTS

CON ARGUMENTS

4. FINANCE COMMITTEE

DATE: August 24, 2015
TO: Board of Selectmen
FROM: Nan Balmer, Town Administrator
RE: Finance Committee:
Special Town Meeting Articles, Finance Update, Fund Balance & Draft Financial Policies

REQUESTED ACTION: NONE

Background:

1. Special Town Meeting Articles
 - a. Current Year Transfer: *(Finance Director's recommendation is attached)*
 - i. Transfers from the Water (\$331,725) and Wastewater (\$24,288) Enterprise Funds to pay FY 16 indirect costs
 - ii. Replace water truck (\$15,000)
 - iii. Other requests for current year transfers will be to fund immediate IT needs and to match a solar resilience grant.
 - b. Revise Sources of Funding for the FY 16 Operating Budget
(Finance Director's recommendation prior to FinCom action is attached)
 - i. Finance Committee voted on 8/17 to add \$2 million from free cash to support the FY 16 operating budget and reduce the tax rate.
2. Finance Update: *(Finance Director's "Pre Close FY 15 Budget Status Report" is attached.*
3. Fund Balance Policy and Draft Financial Policies *(See attached from Finance Director)*
 - a. Addresses an audit finding (Included in Finance Director's Report)
 - b. Finance Committee adopted a Fund Balance Policy for the General Fund (5-10%)
 - c. Board of Public Works and WWMDC are in the process of adopting fund balance policies for the Water and Wastewater Enterprise Funds



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BRIAN KEVENY
FINANCE DIRECTOR
TEL. (508) 358-3610
www.wayland.ma.us

To: Finance Committee

Nancy Funkhouser (Chair)	Gordon Cliff	Dave Watkins
Tom Abdella	Carol Martin	Bill Steinberg
Gil Wolin		

From: Brian Keveny, Finance Director

Date: July 20, 2015

Subject: Fall 2015 Town Meeting

I have prepared the attached Draft Current Year Transfer Article for your review. We will be discussing this at the upcoming Finance Committee meeting in August. The purpose of this article is to increase the expenditure budgets of the Water and Wastewater Enterprise Funds in Fiscal 2016 to pay both indirect costs and to purchase a vehicle.

Water Enterprise

In Fiscal 2015 a water department truck was involved in an accident that resulted in the complete loss of the truck. The town will be receiving insurance reimbursements related to this accident. However the delta between the insurance reimbursement and the cost of the new truck is \$15,000. I am proposing increasing the Fiscal 2016 Water Enterprise budget by this amount. The other option is to change the funding source of the article to closed out water vehicle accounts. The combined surplus amounts of these two capital accounts can cover the delta.

When preparing the Fiscal 2016 budgets for the Water Enterprise Fund fund, I did not include this particular expense item. The amount that needs to be added is \$331,725.

Wastewater Enterprise Fund

When preparing the Fiscal 2016 budget for the Wastewater Enterprise Fund, I did not include this particular expense item. The amount that needs to be added is \$24,288.

Respectfully submitted,

Brian Keveny
Finance Director

ARTICLE XX: CURRENT YEAR TRANSFERS

Proposed by: Finance Committee

Estimated Cost: \$371,013

To determine whether the Town will vote to appropriate a sum or sums of money for the operation and expenses of various Town Departments for the current fiscal year; to determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by funds received as grants from the Commonwealth or federal government, by borrowing, or otherwise; and to determine which Town officer, board, or committee of combination of them, shall be authorized to expend the money or monies appropriated therefor.

CURRENT YEAR TRANSFERS FY 2015	
PURPOSE:	AMOUNT
1 Water Enterprise Fund	\$346,725
2 Wastewater Enterprise Fund	\$24,288
3	
4	
5	
TOTAL CURRENT YEAR TRANSFERS	\$ 356,013
FUNDING SOURCES:	
1 Fiscal 2016 Water Enterprise Revenues	\$346,725
2 Fiscal 2016 Wastewater Enterprise Revenues	\$24,288
3	
4	
5	
TOTAL	\$ 371,013

FINANCE COMMITTEE COMMENTS: This article authorizes the expenditure of funds for the current fiscal year, which were not foreseen in the current budget. These transfers are required for the following reasons:

Water Enterprise Fund. This request is to cover the cost of the Fiscal 2016 Indirect Cost Transfer to the General Fund-(\$331,725). This amount was not included in the spring 2015 Town Meeting Water Enterprise Fund voted appropriation. Additionally the request covers the cost of a new water vehicle that was totaled in an accident. The difference between the insurance reimbursement and cost of new vehicle is (\$15,000)

Wastewater Enterprise Fund. This request is to cover the cost of the Fiscal 2016 Indirect Cost Transfer to the General Fund. This amount was not included in the spring 2015 Town Meeting Wastewater Enterprise Fund voted appropriation.



BRIAN KEVENY
FINANCE DIRECTOR
TEL. (508) 358-3610
www.wayland.ma.us

To: Finance Committee

Nancy Funkhouser (Chair)	Gordon Cliff	Dave Watkins
Tom Abdella	Carol Martin	Bill Steinberg
Gil Wolin		

From: Brian Keveny, Finance Director

Date: August 5, 2015

Subject: Free Cash Recommendation Fall Town Meeting

I have prepared the attached Fiscal 2015 Free Cash schedule for your review. I am expecting Free Cash to be certified at approximately \$6.9M by the Massachusetts Department of Revenue (DOR) in late August. The certification will take place after we have closed the Fiscal 2015 general ledger and prepared all Free Cash documentation. I am recommending using an additional \$1.6M in Free Cash to reduce taxation on the Fiscal 2016 Tax Recap. At the spring town meeting \$2.3M was voted to support the Fiscal 2016 budget.

The Free Cash schedule has three sections. Section 1 shows what the Free Cash projection was in March 2015 prior to town meeting and the projected June 30, 2015 amount. Also included in Section 1 is the detailed change in Free Cash assumptions from March to June. In March Free Cash was projected to be \$5.2M or 7.09% of budget. The June estimate is \$6.8m or 9.37% of budget. The largest drives in Free Cash where the change in amount used to fund capital projects, Fiscal 2014 school revolving fund reimbursements, turn backs greater than 1.5% of budget, unused overlay release and actual revenues greater than budget.

Section 2 includes my recommendation to use an additional \$1.6M in Free Cash to balance the Fiscal 2016 budget as well as other DOR adjustments. The use of \$1.6M will result in Free Cash changing to \$5.2M or 7.06% of budget which is consistent with the March 2015 estimates. The additional amount proposed also relates to the net change in the Free Cash drivers from March to June.

Section 3 shows the Fiscal 2016 estimates and the projected June 30, 2016 Free Cash amount of \$5.5M or 7.33% of the Fiscal 2017 budget.

I have also provide a table showing the effect of using \$2M and \$2.5M instead of my proposed \$1.6M.

We will be reviewing and the Free Cash schedule at our meeting on August 17, 2015 and preparing a final recommendation for the Fall Town Meeting.

4 Finance Committee

FREE CASH:
FY 16 BUDGET

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

FREE CASH ANALYSIS As of 6/30/15 Pre Close Estimate 8/17/2015	Section 1			Section 2		Section 3
	March vs June Estimate to Actual			Proposed Adjustments		FY 2016
	Projected FY 2015 March	Changes in Free Cash Mar vs June	Adjusted FY 2015 June	Proposed Adjustments	Adjusted FY 2015 June	Projected FY 2016 June
Free Cash Balance beginning year:	6,384.00		6,384.00		6,384.00	5,205.00
<i>Uses of Free Cash</i>						
Net change in total overlay balances	-	(442.00)	(442.00)	-	(442.00)	TBD
Current year deficit reductions	-	-	-	-	-	-
Various Town / School Special Revenue Funds				(82.00)	(82.00)	-
Chapter 90	-	(110.00)	(110.00)	(7.00)	(117.00)	(100.00)
FY 15 ATM Art-15	(120.00)	120.00	-	-	-	-
FY 15 ATM Art-16	-	(1.00)	(1.00)	-	(1.00)	-
FY 15 ATM Art-26	(150.00)	-	(150.00)	-	(150.00)	-
Overlay to support subsequent year budget	-	(150.00)	(150.00)	-	(150.00)	-
Additional use to support CY budget	-	-	-	(1,600.00)	(1,600.00)	-
Support subsequent year operating budget	(2,350.00)	-	(2,350.00)	-	(2,350.00)	(1,000.00)
OPEB Funding subsequent year	(210.00)	1.00	(209.00)	-	(209.00)	(210.00)
Capital Projects subsequent year	(565.00)	265.00	(300.00)	-	(300.00)	(500.00)
Current year transfers	(525.00)	2.00	(523.00)	-	(523.00)	(200.00)
Total	(3,920.00)	(315.00)	(4,235.00)	(1,689.00)	(5,924.00)	(1,910.00)
<i>Sources of Free Cash</i>						
Prior year recovery	110.00	-	110.00	-	110.00	-
OPEB Art-4 ATM 2014	594.00	-	594.00	-	594.00	-
OPEB transfers to General Fund	-	-	-	-	-	165.00
Release of overlay not use to fund budget	-	102.00	102.00	-	102.00	-
Current year unbudgeted revenue	-	-	-	-	-	-
Prior Year Real Estate / FP revenue	700.00	72.00	772.00	-	772.00	700.00
Bond Premium 01/25/15 sale	462.00	-	462.00	-	462.00	-
Winter 2015 State Reimbursement	-	-	-	-	-	71.00
Foodservice FY 14 Reimbursement	7.00	203.00	210.00	-	210.00	-
TCW FY 14 Reimbursement	-	8.00	8.00	-	8.00	-
Capital Project Closeouts	-	9.00	9.00	-	9.00	TBD
Current year excess revenue over budget	(400.00)	780.00	380.00	-	380.00	100.00
Prior year rollover appropriation turnback	212.00	-	212.00	-	212.00	100.00
Current Year Turnback (Equals 1.5% of CY Budget)	1,200.00	813.00	2,013.00	-	2,013.00	1,104.23
Current year unbudgeted expense- Rivers Edge	(127.00)	-	(127.00)	-	(127.00)	-
Total	2,758.00	1,987.00	4,745.00	-	4,745.00	2,240.23
Net annual source & use change:	(1,162.00)	1,672.00	510.00	(1,689.00)	(1,179.00)	330.23
Free Cash Balance Beginning Of Next Fiscal Year	5,222.00		6,094.00		5,205.00	5,535.23
Free Cash (% of Next Year's Total Exp)	7.09%		9.36%		7.07%	7.34%

73,615.00 FY 2016 Budget

75,455.00 FY 2017 Budget- (2.50% increase)

Free Cash Table

Proposed Additional Free Cash	Projected Free Cash	Free Cash as % of Budget
(1,600.00)	5,205.00	7.07%
(2,000.00)	4,700.00	6.38%
(2,500.00)	4,200.00	5.71%



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To: Finance Committee

Nancy Funkhouser (Chair) Dave Watkins Gil Wolin Carol Martin
Gordon Cliff Bill Steinberg Thomas Abdella

From: Brian Keveny, Finance Director

Date: July 20, 2015

Subject: Pre Close Fiscal 2015 Budget Status Report

Please find enclosed the pre close budget status reports for the General Fund, Enterprise Funds and Revolving Funds as of June 30, 2015 for the Town of Wayland. The reports detail actual revenues and expenditures to budget as well as a year to year comparison to Fiscal 2014. We have plan on closing the Fiscal 2015 accounting system in early August 2015. There may be additional transactions posted prior to closing.

General Fund Expenditures:

Town Departments have expended and encumbered \$34,650,400 or 95% of budget. The School Department has expended and encumbered \$35,319,765 or 99% of budget. The total Fiscal 2015 net-appropriation turn back is \$1,890,791 or 2.5% of budget and the Fiscal 2014 rollover turn back is \$212,983. For your review I have prepared an analysis of the Town and School turn backs. The total combined turn back amounts to \$2,121,166 which is less than last fiscal year. Prior to closing Fiscal 2015, more encumbrances may be record that will change these totals slightly. The current balance in Fiscal 2015 encumbrance that may be rolled into Fiscal 2016 is \$579,739.

General Fund Revenues:

The Town has collected approximately 100% of Property Tax-net of overlay, Local Receipts, Transfers from Other Fund and State Aid budgeted revenue. The Local Receipts category achieved 108% of budget and surplus revenue in the amount of \$338,803. Strong collections where achieved in Motor Vehicle Excise and Building Permit revenue. Collection of unbudgeted revenue amounted to \$2,052,844 which includes collections of prior year Real Estate and Personal Property receivables. Additionally the general fund received the Fiscal 2014 school revolving fund reimbursements totaling \$218,000.

Wastewater Enterprise Fund:

Revenue:

The Wastewater Enterprise fund obtained revenue collections of \$1,099,971 or 167% of budget. The increase is attributable to unapportioned betterment and unapportioned interest town center revenue in the amount of \$523,768 and \$207,494 respectfully. The June 2015 ending fund balance is \$729,422.

Expenditures:

Total expenses were \$678,464 or 95% of budget which is consistent with prior year. All of the Fiscal 2015 liabilities have been paid.

Water Enterprise Fund:

Revenue:

The Water Fund collected 112% of direct budgeted revenue or \$3,861,099. Water Meter Charges revenue exceeded budget by \$259,433. The actual increase in budget to revenue was \$429,045.

Expenditures:

The Water Fund has expended \$3,460,765 in operation expenses and \$775,000 capital appropriations and \$300,000 in unbudgeted expenses related to capital closeouts. Total fund balance in the fund is \$2,988,435.

Respectfully submitted,

Brian Keveny
Finance Director

Town of Wayland
Pre Close Summary Status Report, June 30, 2015

General Fund

8/17/2015	Fiscal 2015 Budget	Fiscal 2015 Actual	% Budget Spent
<i>Revenue</i>			
Taxation	58,636,762	58,688,224.00	100.09%
State Aid	4,550,673	4,547,482.00	99.93%
Local Receipts	4,180,401	4,519,207.00	108.10%
Transfers from Other Funds	1,539,247	1,539,247.00	100.00%
Other Sources	0.00	0.00	
Total	68,907,083.00	69,294,160.00	100.56%
Non Budgeted	0.00	2,051,853.00	n/a
Total Revenue	68,907,083.00	71,346,013.00	103.54%
<i>Expenditures</i>			
Town Budget	36,427,909.00	34,650,400.00	95.12%
School Budget	35,433,047.00	35,319,765.00	99.68%
Total Expense	71,860,956.00	69,970,165.00	97.37%

Water Enterprise Fund

	Fiscal 2015 Budget	Fiscal 2015 Actual	% Budget Spent
<i>Revenue</i>			
Operating revenue	3,432,054.00	3,861,099.00	112.50%
Use of Water Capital	920,712.00	0.00	0.00%
Unbudgeted Revenue	0.00	0.00	0.00%
Total Revenue	4,352,766.00	3,861,099.00	88.70%
<i>Expenditures</i>			
Operating expenses	3,577,766.00	3,460,765.00	96.73%
Use of Water Capital	775,000.00	775,000.00	100.00%
Total Expense	4,352,766.00	4,235,765.00	97.31%
Unbudgeted Expense	0.00	308,693.00	0.00%
Total Expenses	4,352,766.00	4,544,458.00	104.40%

Wastewater Enterprise Fund

	Fiscal 2015 Budget	Fiscal 2015 Actual	% Budget Spent
<i>Revenue</i>			
Operating revenue	707,405.00	1,108,664.00	156.72%
Total Expense	707,405.00	1,108,664.00	156.72%
<i>Expenditures</i>			
Operating expenses	707,405.00	678,464.00	95.91%
Total Expense	707,405.00	678,464.00	95.91%

Town of Wayland, Massachusetts
General Fund Revenue Report
Fiscal 2015
Pre Close June 30, 2015

8/17/2015

	Fiscal 2015 YTD-Actual	Fiscal 2015 Budget	B / A Fiscal 2015 \$ Variance	% of Budget Collected	Estimated Variance Budget / Actual
Taxation:					
Real Estate	57,952,892.00	58,845,550.00	(892,658.00)	98.48%	
Personal Property	735,332.00	740,741.00	(5,409.00)	99.27%	
Overlay	-	(949,529.00)	949,529.00	0.00%	
Total	58,688,224.00	58,636,762.00	51,462.00	100.09%	51,462.00
State Aid:					
School Construction	-	-	-	-	
Local Aid : Cherry Sheet					
Chapter 70	3,644,813.00	3,644,813.00	-	100.00%	
Charter Tuition Assessment		751.00	(751.00)	0.00%	
Unrestricted Aid	804,349.00	801,292.00	3,057.00	100.38%	
Veterans Benefits Chapter 115	6,731.00	8,049.00	(1,318.00)	83.63%	
Exemption : Vets, Blind, Surviving Spouse	34,474.00	31,702.00	2,772.00	108.74%	
State Owned Land Reimbursement	57,115.00	64,066.00	(6,951.00)	89.15%	
Unknown					
Total	4,547,482.00	4,550,673.00	(3,191.00)	99.93%	(3,191.00)
Local Receipts:					
Motor Vehicle Excise	2,380,617.00	2,045,000.00	335,617.00	116.41%	
Other Excise	217,287.00	170,000.00	47,287.00	127.82%	
Penalties and Interest	223,338.00	215,000.00	8,338.00	103.88%	
Payment in Lieu of Taxes	26,092.00	25,000.00	1,092.00	104.37%	
Fees	471,561.00	535,000.00	(63,439.00)	88.14%	
Licenses and Permits	999,261.00	1,000,000.00	(739.00)	99.93%	
Special Assessments	6,604.00	10,000.00	(3,396.00)	66.04%	
Fines and Forfeits	61,781.00	80,000.00	(18,219.00)	77.23%	
Investment Income	127,262.00	95,000.00	32,262.00	133.96%	
Miscellaneous Recurring	5,404.00	5,404.00	-	100.00%	
Miscellaneous Non Recurring	-	-	-	-	
Total	4,519,207.00	4,180,404.00	338,803.00	108.10%	338,803.00
Transfers from other funds:					
Ambulance	360,000.00	360,000.00	-	100.00%	
Fund 61-Water	348,583.00	348,583.00	-	100.00%	
Fund 24-Transfer Station	42,895.00	42,895.00	-	100.00%	
Fund 24-Recreation	88,027.00	88,027.00	-	100.00%	
Fund 25-Food Service	225,017.00	225,017.00	-	100.00%	
Fund 25-BASE	191,105.00	191,105.00	-	100.00%	
Fund 25-TCW	200,741.00	200,741.00	-	100.00%	
Fund 25-Full Day Kinder	43,377.00	43,377.00	-	100.00%	
Fund 62-Septage	39,502.00	39,502.00	-	100.00%	
Fund 63-Wastewater	-	-	-	-	
	1,539,247.00	1,539,247.00	-	100.00%	-
Total Budgeted Revenue	69,294,160.00	68,907,086.00	387,074.00	100.56%	387,074.00
Unbudgeted Revenue:					
OPEB Transfer- Article 4	594,835.00	-	-	0.00%	
Capital Closeouts	9,780.00	-	-	0.00%	
Full Day Kindergarten- FY 2014	7,913.00	-	-	0.00%	
Food Service - FY 2014	210,935.00	-	-	0.00%	
Tax Title Uens	390,423.00	-	-	0.00%	
Prior Year RE collections	375,757.00	-	-	0.00%	
Bond Premium	462,210.00	-	-	0.00%	
Total Unbudgeted Revenue	2,051,853.00	-	2,051,853.00	0.00%	2,051,853.00
Total All Revenue	71,346,013.00	68,907,086.00	2,438,927.00	103.54%	2,438,927.00

Town of Wayland
Fiscal 2016 Total Revenue and Expenditures-GAAP
Pre Close June 30, 2016

8/17/2015	FISCAL 2016 BUDGET TO ACTUAL				FISCAL 2014 ROLLOVER BUDGET TO ACTUAL			COMBINED VARIANCE FY 15 / FY 14
	Final Budget	YTD Actual	Encumbrance	FY 2015 Total (Uncollected) / Unspent	FISCAL 2014 CARRYFORWARD	FISCAL 2014 ACTUAL	CARRYFORWARD VARIANCE BUDGET / ACTUAL	
REVENUES:								
Taxation	58,636,762	58,688,224	n/a	51,462	n/a	n/a	n/a	51,462
State Aid:	4,550,673	4,547,482	n/a	-3,191	n/a	n/a	n/a	-3,191
Local Receipts	4,180,404	4,619,207	n/a	338,803	n/a	n/a	n/a	338,803
Transfers From Other Funds	1,539,247	1,539,247	n/a	0	n/a	n/a	n/a	0
Non Budgeted Revenue	0	2,051,853	n/a	2,051,853	n/a	n/a	n/a	2,051,853
Free Cash	1,664,094	0	n/a	-1,664,094	n/a	n/a	n/a	
Free Cash FY 15 ATM	523,196			-523,196	n/a	n/a	n/a	
Other Reserves	766,583	0	n/a	-766,583	n/a	n/a	n/a	
Total Revenues	71,860,959	71,346,013	0	-514,946	0	0	0	2,438,927
EXPENDITURES:								
General Government	3,981,412	3,549,469	185,172	246,771	182,154	44,331	137,823	384,594
Public Safety	5,905,553	5,641,327	590	263,636	15,483	14,998	485	264,121
Education	35,433,047	35,006,823	312,942	113,282	276,126	230,050	46,076	159,358
Minuteman Reg School	203,026	203,026	0	0	0	0	0	0
Public Works	2,870,236	2,644,352	71,908	153,976	9,976	9,976	0	153,976
Health and Human Services	1,216,915	1,174,160	0	42,755	0	0	0	42,755
Culture and Recreation	1,284,314	1,223,012	0	61,302	0	0	0	61,302
State and County Assessments	122,112	109,179	0	12,933	0	0	0	12,933
Debt Service	7,789,058	7,692,910	0	96,148	0	0	0	96,148
Pension	3,740,468	3,740,468	0	0	0	0	0	0
Unclassified	8,402,321	7,431,924	26,496	943,902	40,228	11,629	28,599	972,501
								0
Other Expenditures	88,400	6,183	0	82,217	0	0	0	82,217
								0
Overlay 2015	949,529	0	0	949,529	0	0	0	0
Overlay 2015	-949,529	0	0	-949,529	0	0	0	0
Transfers To Other Funds	249,094	249,094	0	0	0	0	0	0
Transfer to Other Funds-Capital	575,000	701,131	0	-126,131	0	0	0	-126,131
								0
	71,860,956	69,373,058	597,107	1,890,791	523,967	310,984	212,983	2,103,774

Fiscal 2015 Budget
 Estimated Budget Turnback
 6/30/2015

8/17/2015

PRE CLOSE TURNBACK PROJECTIONS

DEPARTMENT	BUDGET	Highes to Lowest	\$ Turnback as	% of Total
		\$ Turnback	% of Budget	Total Turnback
RESERVE FUND	325,000.00	280,783.00	86.39%	13.92%
INSURANCE 32B	6,339,710.00	275,527.00	4.35%	13.66%
RESERVE FOR SAL ADJUSTMENTS	288,091.00	259,827.00	90.19%	12.88%
FIRE PERSONNEL SERVICES	2,311,164.00	188,804.00	8.17%	9.36%
SCHOOL DEPARTMENT	35,000,000.00	113,282.00	0.32%	5.62%
FACILITIES UTILITIES	567,665.00	98,280.00	17.31%	4.87%
DEBT	7,789,058.00	96,147.00	1.23%	4.77%
WAYLAND CARES	88,400.00	82,216.00	93.00%	4.08%
HIGHWAY PERSONNEL SERVICES	944,527.00	74,553.00	7.89%	3.70%
RECREATION P.S.	288,364.00	55,320.00	19.18%	2.74%
BOARD OF HEALTH EXPENSES	177,041.00	36,704.00	20.73%	1.82%
LEGAL EXPENSES	190,000.00	21,806.00	11.48%	1.08%
TRANSFER STATION	65,000.00	32,083.00	49.36%	1.59%
POLICE EXPENSES	334,950.00	29,638.00	8.85%	1.47%
UNEMPLOYMENT	125,000.00	29,235.00	23.39%	1.45%
INSURANCE GENERAL	600,000.00	26,388.00	4.40%	1.31%
RETIREMENT/BUYBACK	53,000.00	25,500.00	48.11%	1.26%
SNOW AND ICE	974,041.00	23,113.00	2.37%	1.15%
CONSERVATION	170,344.00	22,772.00	13.37%	1.13%
JCC COMMUNICATIONS	499,750.00	22,680.00	4.54%	1.12%
FACILITIES EXPENSES	240,952.00	18,321.00	7.60%	0.91%
MISC COMMITTEES	49,775.00	17,228.00	34.61%	0.85%
TOWN MEETING	90,000.00	13,324.00	14.80%	0.66%
BUILDING & ZONING	299,818.00	13,173.00	4.39%	0.65%
STATE ASSESSMENTS	122,112.00	12,933.00	10.59%	0.64%
POLICE/FIRE DISABILITY	15,000.00	12,173.00	81.15%	0.60%
FACILITIES PERSONNEL SERVICES	273,192.00	10,084.00	3.69%	0.50%
STREET LIGHTING	130,000.00	8,986.00	6.91%	0.45%
HIGHWAY SUPPLIES	74,800.00	8,786.00	11.75%	0.44%
FINANCE DEPARTMENT	366,861.00	8,130.00	2.22%	0.40%
SELECTMEN EXPENSES	30,000.00	7,224.00	24.08%	0.36%
PARKS PERSONNEL SERVICES	407,168.00	6,905.00	1.70%	0.34%
SURVEYOR	191,768.00	6,771.00	3.53%	0.34%
TOWN OFFICE	547,664.00	6,350.00	1.16%	0.31%
OCCUPATIONAL HEALTH	8,000.00	6,338.00	79.23%	0.31%
PERSONNEL BOARD P S	16,750.00	6,261.00	37.38%	0.31%
TREASURER	296,039.00	5,616.00	1.90%	0.28%
LIBRARY	995,950.00	5,979.00	0.60%	0.30%
HIGHWAY EXPENSES	206,700.00	5,465.00	2.64%	0.27%
MEDICARE	567,000.00	5,037.00	0.89%	0.25%
FIRE EXPENSES	219,245.00	4,313.00	1.97%	0.21%
COUNCIL ON AGING	228,080.00	4,312.00	1.89%	0.21%
ELECTIONS	35,198.00	4,255.00	12.09%	0.21%
POLICE PERSONAL SERVICES	2,196,125.00	3,952.00	0.18%	0.20%
FACILITIES SUPPLIES	38,500.00	3,390.00	8.81%	0.17%
PLANNING	110,490.00	3,310.00	3.00%	0.16%
PARKS EXPENSES	100,500.00	2,997.00	2.98%	0.15%
ASSESSOR	323,037.00	2,898.00	0.90%	0.14%
TOWN CLERK	137,103.00	2,639.00	1.92%	0.13%
NON-CONTRIBUTORY RETIREMENT	19,000.00	1,462.00	7.69%	0.07%
VETERANS	43,200.00	1,257.00	2.91%	0.06%
EMERGENCY MANAGEMENT	22,204.00	795.00	3.58%	0.04%
INFORMATION TECHNOLOGY	391,799.00	621.00	0.16%	0.03%
YOUTH SERVICES	171,176.00	478.00	0.28%	0.02%
DOG OFFICER	21,228.00	237.00	1.12%	0.01%
REGISTRAR	4,275.00	200.00	4.68%	0.01%
PARKS SUPPLIES	97,500.00	64.00	0.07%	0.00%

2,016,922.00

100.00%

Town of Wayland, Massachusetts
Water Enterprise Fund
Fiscal 2015
Pre Close June 30, 2015

8/17/2015

	Fiscal 2015 Budget	Fiscal 2015 YTD-June 30	% Budget Collected	Fiscal 2014 YTD-June 30	\$ Variance FY 15 / FY 14
REVENUES					
<i>Operating Revenue:</i>					
Penalties and Interest	25,000.00	23,289.00	93.16%	22,135.00	1,154.00
Water Meter Charges	3,009,054.00	3,268,487.00	108.62%	3,353,695.00	(85,208.00)
Liens	-	133,088.00	n/a	123,819.00	9,269.00
Water Capital Improvement	-	-	n/a	369.00	(369.00)
Water Administration Fee	300,000.00	295,965.00	98.66%	251,100.00	44,865.00
Water Service Order	40,000.00	23,497.00	58.74%	16,288.00	7,209.00
Misc. Revenue	50,000.00	110,500.00	221.00%	48,087.00	62,413.00
Interest on Savings	8,000.00	6,273.00	n/a	7,978.00	(1,705.00)
Total	3,432,054.00	3,861,099.00	112.50%	3,823,471.00	37,628.00
<i>Unbudgeted Revenue</i>					
Closeouts from Fund 42	-	-	0.00%	429,597.00	(429,597.00)
	-	-	0.00%	429,597.00	(429,597.00)
EXPENDITURES					
<i>Operating Expenditures:</i>					
Personal Services	713,881.00	655,093.00	91.77%	658,358.00	3,265.00
Expenditures	1,283,387.00	1,264,924.00	98.56%	1,265,194.00	270.00
Funded Debt	1,086,203.00	1,046,453.00	96.34%	1,167,749.00	121,296.00
Indirect Fringe Transfers to GF	489,766.00	348,583.00	0.00%	435,928.00	87,345.00
Indirect Fringe Transfers to GF and OPEB	4,529.00	145,712.00	0.00%	12,285.00	(133,427.00)
Total	3,577,766.00	3,460,765.00	96.73%	3,539,514.00	78,749.00
<i>Unbudgeted Expenses</i>					
Transfer to Fund 63 for Prior Year Correction	-	8,693.00		0	(8,693.00)
Transfer to Fund 42 for Prior Year Correction	-	300,000.00		0	(300,000.00)
	-	308,693.00		-	(308,693.00)
OTHER FINANCING TRANSFERS TO WATER CAPITAL					
<i>Other Financing Uses:</i>					
Transfers to Capital Projects	775,000.00	775,000.00	100.00%	1,095,000.00	-
<i>Other Financing Sources:</i>					
Water Surplus to Fund 42	920,712.00	-			
Total YTD Revenues	4,352,766.00	3,861,099.00	88.70%	4,253,068.00	
Total YTD Expenditures	4,352,766.00	4,544,458.00	104.40%	4,634,514.00	
Net YTD Operating Surplus / (Deficit)		(683,359.00)		(381,446.00)	
FUND BALANCE					
Undesignated Fund balance 7/01/2014		3,027,692.00			
Reserve for expenditure- Fiscal 2015		645,292.00			
Current outstanding encumbrances		-			
YTD expenditures (Current Year & FY 14 rollover)		(4,545,648.00)			
YTD revenues		3,861,099.00			
Undesignated Fund balance-April 2013		2,988,435.00			

Town of Wayland, Massachusetts
Wastewater Enterprise Fund
Fiscal 2015
Pre Close June 30, 2015

8/17/2015

REVENUE:	Fiscal 2015 Budget	Fiscal 2015 YTD-June 30	% Budget Collected	Fiscal 2014 YTD-June 30
<i>Operating Revenue:</i>				
Penalties and Interest	-	3,391.00	0.00%	321.00
Wastewater User Charges	203,125.00	298,221.00	146.82%	679,305.00
Liens	-	16,879.00	0.00%	-
Betterments	248,180.00	26,721.00	10.77%	25,551.00
Betterment Interest	203,600.00	7,508.00	3.69%	8,380.00
WW Betterment TC RE	-	207,494.00	0.00%	-
WW Betterment TC Interest	-	12,589.00	0.00%	-
Unapportioned WW Betterment Town Center	-	523,768.00	0.00%	-
Unapportioned WW Betterment-Interest Town Center	-	1,311.00	0.00%	-
Interest on Savings	-	2,089.00	0.00%	825.00
Misc Revenue	-	-	-	3,430.00
Total	654,905.00	1,099,971.00	167.96%	717,812.00
<i>EXPENDITURES:</i>				
<i>Operating Expenditures:</i>				
Personal Services	-	16,534.00	0.00%	22,626.00
Expenditures	255,625.00	197,545.00	181.67%	189,363.00
Funded Debt	451,780.00	464,385.00	102.79%	450,644.00
Total	707,405.00	678,464.00	95.91%	662,633.00
<i>Unbudgeted Revenue:</i>				
Transfer from Fund 61 prior year correction	-	8,693.00	0.00%	-
<i>Other Financing Sources / (Uses)</i>				
Use of Retained Earnings	52,500.00	-	0.00%	-
Total	52,500.00	-	0.00%	-
Total YTD Revenues	707,405.00	1,108,664.00	156.72%	
Total YTD Expenditures	707,405.00	678,464.00	95.91%	
FUND BALANCE				
Undesignated Fund balance 7/01/2013		300,201.00		
Reserve for expenditure- Fiscal 2014		24,288.00		
Current outstanding encumbrances		-		
YTD expenditures (Current Year & FY 13 rollover)		(703,710.00)		
YTD revenues		1,108,663.00		
Undesignated Fund balance-March 26, 2014		729,442.00		

Town of Wayland, Massachusetts
Major Town Revolving Funds
Pre Close June 30, 2015

9/17/2015	24220900			24494000			24652000		
	Ambulance Revolving Fund			Transfer Station Fund			Recreation Revolving Fund		
	FY 2015 YTD-June 30	FY 2014 Actual	FY 15 / FY 14 Variance	FY 2015 YTD-June 30	FY 2014 Actual	FY 15 / FY 14 Variance	FY 2015 YTD-June 30	FY 2014 Actual	FY 15 / FY 14 Variance
Beginning Fund Balance-7/01/14	1,157,409.00	1,377,479.00	(220,070.00)	331,836.00	318,377.00	13,459.00	534,858.00	446,084.00	88,774.00
REVENUE:									
Revenue from services :	439,673.00	414,790.00	24,883.00	418,163.00	408,432.00	9,731.00	-		
Revenue from programs:									
Sudbury Recreation	-	-		-	-		4,150.00	44,930.00	(40,780.00)
Beach	-	-		-	-		15,845.00	19,165.00	(3,320.00)
Field Permits	-	-		-	-		171,817.00	111,009.00	60,808.00
Summer Camps	-	-		-	-		9,478.00	3,572.00	5,906.00
Youth Programs	-	-		-	-		4,324.00	6,256.00	(1,932.00)
Adult Programs	-	-		-	-		29,640.00	23,893.00	5,747.00
Misc revenue	-	-		-	-		573,776.00	748,331.00	(174,555.00)
Other revenue	-	-		-	-		8,359.00	-	8359.00
Total	439,673.00	414,790.00	24,883.00	418,163.00	408,432.00	9,731.00	817,389.00	957,156.00	(139,767.00)
EXPENDITURES:									
Operating Expenditures									
Personal Services	-	-		134,443.00	131,574.00	2,869.00	131,611.00	152,935.00	(21,324.00)
Expenses	40,621.00	-		310,288.00	263,399.00	46,889.00	411,186.00	375,227.00	35,959.00
Total	40,621.00	-	40,621.00	444,731.00	394,973.00	49,758.00	542,797.00	528,162.00	14,635.00
Other Financing Sources / (Uses)									
Transfers to Other Funds	510,000.00	640,000.00	(130,000.00)	-	-		150,699.00	209,696.00	
Transfers From Other Funds	253.00	-		-	-		-	-	
Total	510,253.00	640,000.00	(129,747.00)	-	-	-	150,699.00	209,696.00	(58,997.00)
Total YTD Revenues	439,926.00	414,790.00	25,136.00	418,163.00	408,432.00	9,731.00	817,389.00	957,156.00	(139,767.00)
Total YTD Expenditures	550,621.00	640,000.00	(89,379.00)	444,731.00	394,973.00	49,758.00	693,496.00	737,858.00	(44,362.00)
Year to date Fund Balance total:									
Beginning Fund Balance-7/01/14	1,157,409.00	1,377,479.00	(220,070.00)	331,836.00	318,377.00	13,459.00	534,858.00	446,084.00	88,774.00
Total YTD Revenues	439,926.00	414,790.00	25,136.00	418,163.00	408,432.00	9,731.00	817,389.00	957,156.00	(139,767.00)
Total YTD Expenditures	550,621.00	640,000.00	(89,379.00)	444,731.00	394,973.00	49,758.00	693,496.00	737,858.00	(44,362.00)
6/17/2015	1,046,714.00	1,157,409.00	(110,695.00)	305,268.00	331,836.00	(26,568.00)	658,751.00	665,362.00	(6,611.00)



BRIAN KEVENY
FINANCE DIRECTOR
TEL. (508) 358-3610
www.wayland.ma.us

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

4. FINANCE COMMITTEE
FUND BALANCE
& FINANCIAL
POLICIES

To: Board of Selectmen
From: Brian Keveny, Finance Director
Date: August 20, 2015
Subject: Wayland Fund Balance Policies

The Fiscal 2012 Management Letter issued by our auditors, Melanson Heath and Company, contained a comment related to Fund Balances. Our auditor recommended that the town review and formalize policies that can impact that town's fund balances. I have had the opportunity to discuss this issue with Town Management, Finance Committee, Department of Public Works and the Wastewater Commission.

Attached for your review is the Finance Committee policy on Free Cash which was reviewed and voted at the June 17, 2015 meeting. Additionally I have prepared a document addressing the procedures for the assignment, modification and designation of fund balance. The Board of Public Works and the Wastewater Commission are both reviewing and establishing policies for their respective funds.

I look forward to reviewing these documents with you on August 24, 2015.

Wayland Finance Committee

Free Cash Policy

June 17, 2015

The Massachusetts Department of Revenue defines Free Cash as follows:

Definition of Free Cash

Remaining, unrestricted funds from operations of the previous fiscal year including unexpended free cash from the previous year, actual receipts in excess of revenue estimates shown on the tax recapitulation sheet, and unspent amounts in budget line-items. Unpaid property taxes and certain deficits reduce the amount that can be certified as free cash. The calculation of free cash is based on the balance sheet as of June 30, which is submitted by the community's auditor, accountant, or comptroller. Important: free cash is not available for appropriation until certified by the Director of Accounts

The Town of Wayland policy on Free Cash is to maintain Certified Free Cash at an amount between 5% to 10% of the next fiscal year's general fund budget. Generally, Free Cash is appropriated by annual Town Meeting to support next year's General Fund operating budget, capital expenditure, articles, and current year transfers for contingencies and unexpected expenses.



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

December 15, 2014

Melanson Heath & Company, PC
10 New England Business Center Drive
Suite 107
Andover, MA 01810

RE: Town of Wayland, MA Management Letter for the Year Ended June 30, 2014

The following comments reflect the responses by the Town of Wayland Senior Management Team concerning the above-referenced Management Letter from the Town's auditors for the year ending on June 30, 2014. The Town Administration and the School Department consider all the comments listed by the auditors to be helpful to the overall accountability of our financial management and have provided a proactive approach to implementing reasonable and practical business practices to address the matters raised by the audit.

I. Formalize a Fund Balance Policy

Audit Recommendation:

We recommend that the Town formalize a fund balance policy to provide guidance over the following areas:

- Required/desired level of General Fund unassigned fund balance.
- Required/desired level of Enterprise Funds unassigned fund balances.
- Specify prioritization of fund balance amounts when multiple sources are used for one project, grant or activity (i.e., general fund monies are appropriated to partially fund a capital project, or a grant match).
- Specify the body or official authorized to make assignments of fund balance and define time constraints on each assignment.
- Distinguish between encumbrances (commitments related to contracts not yet performed and orders not yet filled) and other assignments (previously called designations).
- Define any approval process for modifying existing assignments.

Management Response:

The Town Administrator, working cooperatively with all affected staff, Boards and Commissions, intends to bring forth a formal policy recommendation to the Board of Selectmen to address the issues raised by the auditors concerning the Town's fund balance. This formal policy will provide the town with reasonable and practical guidelines, assuring tighter controls on existing and anticipated fund balances related to bond receipts, grant revenues, town meeting appropriations for Capital projects, free cash, encumbrances and other unrestricted and/or unassigned funds. The Administration will consult with the affected statutory approval authorities regarding fund balance oversight and identify their specific authority to make assignments of these funds and develop time frames for expenditures and account closures for each designation under this policy. It is anticipated that responsible entities involved in this policy initiative will include the Finance Committee, the Board of Public Works, School Department and the Board of Selectmen.

4. Fund Balance Policy
Auditor's
FINISHING

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

DATE: August 24, 2015
TO: Board of Selectmen
FROM: Nan Balmer, Town Administrator
RE: COA – CC:
STM Article to Acquire Municipal Parcel

**REQUESTED ACTION:
VOTE TO SUBMIT AN ARTICLE FOR INCLUSION IN THE FALL SPECIAL TOWN MEETING
WARRANT TO ACQUIRE THE MUNICIPAL PARCEL AT TOWN CENTER**

Background:

Representatives of the COA / CC Advisory Committee will meet with the Selectmen to 1) recommend that the Board vote to submit an article to acquire the municipal parcel, and 2) discuss progress toward fulfilling their charge.

Attached:

1. Proposed article and draft comments
2. COA / CC Committee Charge

ARTICLE ???: ACQUIRE MUNICIPAL PARCEL IN TOWN CENTER

Proposed by: Board of Selectmen

Estimated Cost: \$1.00

To determine whether the Town will vote to:

- a.) Authorize the Board of Selectmen, with approval of Town Counsel as to form, to lease, as lessee, or acquire by purchase, gift, eminent domain, or otherwise, for municipal purposes, the fee or any lesser interest in all or any part of the parcels of land located on an off Boston Post Road (Route 20) Andrew Avenue and Lillian Drive in Wayland, Massachusetts shown as Lot 4-1 Parcel R-20-1 Lot 8-1, and Lot 9-1B, on a plan entitled "Plan of land Wayland, Massachusetts showing proposed municipal parcels" dated July 21, 2015 prepared by the Wayland Town Surveyor and recorded with the Middlesex South Registry of Deeds as Plan N0.616 of 2015 on a plan signed by the Planning Board on July 28, 2015.
- b.) appropriate \$1.00 to be expended by the Board of Selectmen for the acquisition or lease of said parcels of land;
- c.) determine whether said appropriation shall be provided by taxation, transfer from unappropriated available funds, transfer from available funds appropriated for other purposes, or otherwise.

FINANCE COMMITTEE COMMENTS: Passage of this Article allows the Town to move forward with elements of the Town Center development. This Article has three steps that allow the Board of Selectmen to acquire the municipal parcels in Town Center.

Municipal Parcels: The Town of Wayland entered into a Development Agreement with the developer of the Wayland Town Center project (Twenty Wayland), which provides for the right of the Town to own or lease parcels of land for \$1.00, containing approximately 70,000 square feet of land for the purpose of developing a municipal building of up to 40,000 square feet and 100 parking spaces. The purpose of this opportunity was to create a gathering place for residents of Wayland, as set forth in the Mixed Use Overlay District document that was signed by the Planning Board in January 2008. The Town's ownership of this parcel and the eventual development of the parcel with a municipal facility, will help to create what the name of the Project was meant to convey, which is a town center for all residents.

In this article, the number and size of the parcels to be leased or purchased is more than the minimum stated in the Development Agreement. The area covered in the article is about 4.16 acres, or approximately 209,000 square feet, and represents all the land west of Andrew Avenue and south of Lillian Drive, excluding the retention area, and including the existing building. Listing all of these parcels gives the Town the most flexibility in negotiating the lease or purchase of the municipal parcel. It may give the Town more usable land surrounding the existing building and gives the option to put the Formal Public Green space closer to the riverfront at Bridle Point by creating instead, a less formal linear park that connects the two. A map is shown in Appendix ?.

This article does not address the improvement of the Town Green area, as that is a separate issue within the Town Center development, addressed by the Master Special Permit from the Planning Board. It is understood that the remaining 0.32 acres of park is to be constructed by the developer as agreed in the original agreement with modifications as approved by the Planning Board. See site plan shown in Appendix ?.

The site abuts the Sudbury River and associated wetlands. Any design and usage will be reviewed with the Wayland Conservation Commission for compliance with local and MA Department of Environment Protection (DEP) standards. Any development of a municipal facility on these parcels will also require the approval of Town Meeting.

This municipal pad site is subject to a deed restriction dated 1997 entitled, "Activities and Use Limitation" (Deed Restriction) that is not to be confused with an "Activities and Use Limitation(AUL)" that was issued by the DEP on another portion of the Town Center site, and not this particular area. The 1997 Deed Restriction does allow for a variety of potential municipal uses that have been contemplated by various Town boards and committees for this site. The Licensed Site Professional who represents Raytheon on this matter has indicated that the 1997 Deed Restriction may be lifted, as has been done on six other occasions by Raytheon. Detailed information about the condition of the site and mediation efforts are found at: Raytheon Remediation of the Former Raytheon Facility in Wayland, MA: <http://raytheon.erm.com/home.htm>

ARGUMENTS IN FAVOR:

- Is proven environmentally clean. The Phase I report and supplemental environmental testing confirmed that the site and building is suitable for occupancy and development of additional buildings that may be desired.
- Retains Federal Statute protection. All remediation costs of any contaminants that may be discovered at a future time after acquisition by the Town shall remain the responsibility of the prior owner who caused the contamination.
- Completes a provision of the Development Agreement for the Town Center project, which was one of the important aspects of that Agreement for the Town.
- Provides the Town with more usable land for future development.
- Affords the Town the opportunity to lease or purchase more land than originally planned (4.16 acres vs. 1.72 acres) allowing for more flexibility in development.
- Provides the Town with the opportunity to own and occupy a facility for a variety of potential uses (the existing building near the Sudbury River);
- Brings additional activity to the Wayland Town Center project; thereby creating a gathering place for residents of Wayland for a variety of reasons, which is one of the key concepts behind the Wayland Town Center project – a gathering place for residents of all ages to live, work, recreate, shop and dine.
- Connects the Town Green to the River by a proposed linear park.
- Supports the River Stewardship Council with a boat launch parking and boat storage enhancement that will encourage more boaters to use the river for recreational purposes.

ARGUMENTS OPPOSED:

- Given that the cost of the parcel (whether by lease or fee title) is \$1.00, there is no apparent reason why the Town should not transfer control of this parcel from the developer to the Town.

RECOMMENDATION: The Finance Committee recommends approval. Vote: TBD.

QUANTUM OF VOTE: a.) and b.) Two-thirds – see Massachusetts General Laws Chapter 40, Section 14
c.) Majority – see Massachusetts General Laws Chapter 40, Section 5 and Chapter 44, Section 33B
d.) Two-thirds – see Massachusetts General Laws Chapter 40, Section 15A.
e.) Majority – see Massachusetts General Laws Chapter 40, Section 3.

For more information about this article, contact Nan Balmer, Town Administrator, at (508) 358-3620, or email nbalmer@wayland.ma.us. See map at Appendix J on page 146.

S. COA-CC CHARGE

Town of Wayland

41 Cochituate Road, Wayland, MA 01778-2614

ph: 508-358-7701

fx: 508-358-3627

Council on Aging/Community Center Advisory Committee

Contact: Nan Balmer , 508-358-7755Meeting Agendas:Meeting Minutes**Additional Links:**Plan of Land Showing Proposed Lease/Acquisition Area, February 2015Powerpoint Presentation, June 2014, Municipal PlanningPhase I Environmental Site Assessment, CMG Environmental, July 21, 2015List of Acronyms and Abbreviations used in July 21 Phase I ESA ReportProposals Received for On-Call Landscape Architecture, Land Use, Urban Design

Name	Representing
Steven J. Correia	Member at Large
P. Jean Milburn	Member at Large
Marylynn Gentry	Member at Large
Mark H. Foreman	Member at Large
Vacancy	Member at Large
Frank Krasin	Recreation Commission
William Sterling	Council on Aging
Nan Balmer, Town Administrator	Ex Officio
Ben Keefe, Public Buildings Director	Ex Officio
Julie Secord, Council on Aging Director	Ex Officio
Jessica Brodie, Recreation Director	Ex Officio

The Council on Aging/Community Center (CoA/CC) Advisory Committee was established by the Board of Selectmen (BoS) on May 11, 2015 for the purpose of completing the work authorized at the April 2015 Annual Town Meeting under Article 26. The Committee's work includes: conducting a review of site conditions including environmental site assessments, identifying permitting needs, confirming program requirements, and creating conceptual and schematic designs for a facility on the proposed municipal pad at Town Center.

The responsibilities of the Committee include, but are not limited to, the following:

Phase I:

1. For the proposed Municipal Pad and CoA/CC proposal, identify permitting needs, environmental constraints and required testing, and site restrictions to ascertain the probability of conforming to those requirements;
2. Undertake required due diligence to assess the environmental site conditions at the proposed Municipal Pad for the purpose of acquisition and construction;
3. Evaluate the quality of the existing building and its capacity to meet program requirements;
4. Confirm program requirements for a Council on Aging / Community Center. Determine the capacity of the proposed Municipal Parcel to satisfy the program requirements;

5. Consider alternate municipally owned locations for the proposed CoA/CC.
6. a public forum to present the project status and proposal, receive community input and discuss potential recommendations. Meet with other boards/committees as necessary.
7. Make a recommendation to the BoS on the viability and suitability of the existing building for a CoA/CC.

Phase II:

1. Prepare space programming for a CoA/CC.
2. Create conceptual and schematic designs for a CoA/CC.
3. Conduct a public forum to present the project status and proposal, receive community input and discuss potential recommendations. Meet with other boards/committees as necessary.
4. Make a recommendation to the BoS on whether to pursue the project and request funds for the next stages.
5. At the request of the BoS, prepare a draft warrant article seeking further study and detailed design funding.

Working together, the Committee and the Public Buildings Director will determine the suitability of this parcel and the viability of this project including identifying the highest and best use for the parcel. The Board of Selectmen will consider all information from Phase I to decide whether to acquire the municipal parcel.

After fulfillment of this charge, the Committee will provide a final report to the BoS which summarizes the Committee's work and outcomes, after which the Committee will be disbanded or its charge will be revised.

Expenditure of town meeting approved funds to be approved by the BoS after recommendation, review and approval by the Committee.

The Committee is comprised of seven (7) voting members appointed by and serving at the pleasure of the Board of Selectmen, one each from the Council on Aging and the Recreation Commission (member or designee), and five residents of the Town. Some of the appointments will be based on professional, volunteer or vocational expertise with preference given to citizens possessing experience in any one of the following areas: conservation requirements, environmental regulations, community centers, building/construction, project management, construction law, building design and construction. Appointments should reflect various town demographics. All terms expire upon the final recommendation and report of the Committee at Town Meeting. (Anticipated to be 2016 Annual Town Meeting)

The Town Administrator, Council on Aging Director, Recreation Director, and Public Buildings Director will serve as ex-officio non-voting members of the Committee.

DATE: August 24, 2015
TO: Board of Selectmen
FROM: Nan Balmer, Town Administrator
RE: Energy Committee
STM Article, Solar Project Structured Tax Agreement

REQUESTED ACTION:
NONE

Background:

Representatives of the COA / CC Advisory Committee will meet with the Selectmen to review a proposed warrant article and to discuss a structured tax agreement for the solar project.

Attached:

1. Proposed article
2. Excerpts regarding solar structured tax agreement from Board of Assessors Minutes of June 1 and June 15, 2015

G. ENERGY
(1) PROPOSED STM
ARTICLE

Authorize Procurement and Appropriate Funds for Energy Resiliency Project at the Middle School

To determine whether the Town will vote to authorize the Town to conduct a competitive procurement of energy resiliency equipment and services and to appropriate a sum of money not to exceed \$29,403 to be expended under the direction of the Town Administrator for the purpose of providing a 10% match to a \$294,030 energy resiliency grant awarded by the Department of Energy Resources to the Metropolitan Area Planning Council on behalf of the Town in December of 2014. And, to determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by borrowing under Massachusetts General Law Chapter 44 or other enabling authority, or otherwise, and to authorize the Town Administrator with the approval by the voters of the Town of Wayland to take any action necessary to execute this appropriation and secure the grant.

Explanation

This article requests the required 10% matching funds of \$29,403 to allow Wayland to complete and receive the resiliency grant to support the Middle School solar project. The MA Department of Energy Resources (DOER) is now requiring the Town to obtain Town Meeting approval to appropriate funds for the 10% match outside the solar PPA. This is different from the direction provided by the state at the time of Annual Town Meeting in April 2015.

At the Town's 2015 Annual Town Meeting in April, the Town approved Article 14 authorizing the Town to negotiate and enter into a power purchase agreement (PPA) to purchase solar power from solar installations at four sites in Town, including a solar canopy at the parking lot of the Middle School. Part of the planned solar installation at the Middle School includes the addition of energy resiliency equipment to improve the Middle School's capability to serve as a regional shelter by enabling the solar arrays at the school to link with the existing diesel generator to supply power to the shelter during grid outages.

The state awarded a \$294,030 grant to Wayland as part of an application submitted through the Metropolitan Area Planning Council (MAPC) in December 2014 to pay for the design, procurement, and installation of this resiliency equipment. The grant requires the Town to match 10% of the grant funds used (up to \$29,403, assuming full use of the grant amount), with 50% of that match allowed as in-kind costs such as the salary of Town employees charged with executing the works covered under the grant. The Town's Public Building Director estimates the out-of-pocket funds required from Wayland in order to match the grant at 5% of the grant value (approximately \$14,702), however, the full amount needs to be appropriated.

In preparation for the April Town Meeting, DOER and the Town's solar contractor agreed to allow the Town to roll its matching share of the grant into the costs of the 20 year solar PPA. Now, DOER is requiring the Town to obtain Town Meeting approval to appropriate funds and pay for the 10% match outside of the solar PPA.

MINUTES: BOARD OF ASSESSORS 6-1-15 (EXCERPT)

Solar Project

Director Brideau reported that despite several attempts to receive solid direction from DOR the town implementation of a Solar Pilot/Tax Agreement was at the discretion of the Town. Director Brideau provided the BOA with an excerpt page of the Massachusetts Net Metering and Solar Task Force final report to the Legislature dated April 30, 2015 (see attached). Director Brideau noted the paragraph on taxes which recommends that the Legislature should direct the DOR to provide clear guidance regarding municipal taxation. Director Brideau outlined that the BOA had three options:

- Tax the Solar Project at the proposed fixed tax payment, which is cumbersome to the Assessors completing the Annual Tax Recap.
- Tax the Solar Project at an agreed upon fixed valuation schedule, which will provide a more seamless conversion to the tax bills
- Assess the Solar Project at market value creating uniformity and treating all taxpayers the same.

J. Brodie outlined that he had reviewed the Board of Selectmen (BOS) minutes and that his understanding was that the BOS had directed the Town Administrator to complete the Pilot Agreement. In addition Town Meeting vote

Discussion ensued as to pros and cons of full fair market value. Z. Ventress questioned what valuation methodology would be used. Director Brideau explained that the Income Approach could be utilized and that there are tools to assist in valuing using the Kilowatts produced, however, if the Income Approach is used then land valuation would come into consideration. Director Brideau referenced the original spreadsheet that was supplied by Amersco as a reasonable reference in valuing the Solar Project as personal property.

J. Brodie motioned to request that the Director of Assessing draft a memo for the Board of Selectmen identifying the rationale to assess the project at Full and Fair Cash value. Z. Ventress requested that the memo include a recap of the impact on the department if not valued uniformly. D. Hill seconded. Vote unanimous.

Full List and Measure

Dir. Brideau reported that the account has a remaining balance of \$23,963.10 and that the Finance Director has requested a status on the account and to know whether or not the funds can be released.

Director Brideau explained that the project was complete with the exception of the three year Pictometry contract and that the funds for that have been encumbered and not included in the \$23k.

Director Brideau outlined that there has been some significant new construction since the completion of the Full List and Measure specifically in the Town Center, New High School and New DPW. She requested that the BOA consider allocating some of the remaining funds to have these properties measured. She explained that although the High School and DPW are not taxable properties, having them valued accurately is important to the Town for reflecting the Town's assets accurately.

Director Brideau reported that she had viewed new technology that would create a three dimensional image of the buildings with accuracy to 1 inch. She had requested a quote from the company to include the three properties identified as well as all Town Buildings and Schools, the three Assisted Living Facilities and ten residential properties with gross area in excess of 15000. She received a quote of \$12k which she explained was higher than expected. However, she also was advised that for between \$3k to \$5k her staff would be taught to use the equipment and could do it in house.

Z. Ventress requested that the vendor be contacted for a proof of concept.

IT Security

Director Brideau reported that within Assessing private taxpayer data is not kept electronically. The Department keeps all personal data in paper form in locked file cabinets.

MINUTES: BOARD OF ASSESSORS 6-15-15 (EXCERPT)

BOARD OF ASSESSORS
Monday, June 15th, 2015

Attendees: S. Rufo, chair, J. Brodie, D. Hill, C. Kane, Z. Ventress, Director E. Brideau, Assistant Assessor D. Ellis and Administrative Assessor J. Marchant
Public- John Harper

S. Rufo called the meeting to order at 7:16pm.

Review of minutes from May 4th, & June 1st, 2015

May 4

D. Hill made two suggestions for changes. The minutes were found to be the incorrect version for board review. May 4th minutes were deferred.

June 1

D. Hill moved to accept the June 1st minutes as presented. C. Kane seconded. **Vote: Unanimous in favor**

Full List and Measure Capital Account- Board action on fund balance

There is \$23,963 left in the account. To get a Proof of Concept quote from 3Ddata it will cost \$320. Director Brideau suggested deferring that project until the next fiscal year. She would prefer to release the money rather than hold it up. The board discussed when and how to do the project. The board preferred to get the proof of concept done now.

J. Brodie moved to authorize the director to contract with 3Ddata for no more than \$350.00 to acquire a proof of concept on their measuring system. Z. Ventress seconded. **Vote: Unanimous in favor**

D. Hill moved to release the balance of the funds (\$23,613.10). Z. Ventress seconded. **Vote: Unanimous in favor.**

Solar Project- Board review of Memo to Board of Selectmen

At the previous meeting, the board requested a memo be drafted to the BOS. The memo had been drafted and was handed out to the board members for review. After the board review, J. Brodie moved to accept the memo and that it be sent to the BOS. C. Kane seconded. **Vote: Unanimous In favor**

John Harper (public) left the meeting at this time.

FY '16 Interim- Director to present first review of 2014 Sales

Director Brideau updated the board on the process so far. Letters went out when properties were sold, and if we didn't get inside with the water department, another attempt was made by Denise. The board reviewed the information packet handed out. There are 116 sales that currently qualify as 2014 sales that can be used for data. This number can change as some become disqualified. Director Brideau reviewed the information in the attached packet with the board. J. Brodie asked what the next steps are. Director Brideau said they will start looking for trends and create uniformity. A separate packet was handed out with information about the condo sales. There are currently 36 qualifying condo sales.

Building permit inspections need to get done next. Around the third week of July the board will get the data back from the staff so they can review it. Then Mike Torelo is available to come in.

Enter Into Executive Session pursuant to MGL Chapter 30A, Section 21a (3) to review and consider for approval and potential release the following Executive Session Minutes relative to the discuss strategy with respect to Pending Appellate Tax Board Cases: June 1st, 2015

At 7:57pm, S. Rufo moved that the BOA enter into executive session pursuant to Massachusetts General Law Chapter 30A, Section 21a(3) to Review and Consider for Approval and Potential Release the Executive Session Minutes of June 1, 2015.



Town of Wayland
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OFFICE STAFF
Ellen M. Bricseau, MAA Director of Assessing
Denise Ellis, Assistant Assessor
Jessica Marchant, Administrative Assessor
Savitri Ramgoolam, Department Assistant

BOARD OF ASSESSORS
Susan M. Rufo, Chair
Jayson Brodie, Vice Chair
Zachariah L. Ventress
David Hill
Cheryl Kane

MEMO

TO: BOARD OF SELECTMEN
FROM: BOARD OF ASSESSORS
SUBJECT: SOLAR PILOT – 2015 ANNUAL TOWN MEETING WARRANT ARTICLE 14
CC: NAN BALMER, TOWN ADMINISTRATOR
DATE: 6/15/2015

Article 14, of the 2015 Annual Town Meeting, required "consideration by the Board of Assessors of a structured tax agreement will be subject to approval of this article."

The Board of Assessors has completed their review of issues related to a structured tax agreement as required Article 14 of the 2015 Annual Town Meeting. The review included meeting with members of the Energy Committee and reviewing their information. Reviewing various Informational Guidance Releases (IGR's) and Bulletin from the Department of Revenue (DOR), reviewing the Net Metering Task Force final report to the State Legislature dated April 2015, discussions with DOR's Division of Local Services, and gathering information from numerous peer communities, which included, Concord, Lowell, Sudbury, Melrose, Leominster and Natick who have engaged solar technology in their cities or towns.

The Board of Assessors was guided by the compelling reasons listed below in considering their recommendation.

The Board of Assessors is charged by the statutes of MA General Laws to treat all residents and taxpayers equally and fairly under the law. Towns may only assess, abate, exempt and collect taxes expressly authorized by state law.

Taxing the Solar Project at full and fair cash value is in the spirit and guidance received from the Department of Revenue.

Taxing the property at any other method except full and fair cash value is inconsistent to the practices of the Assessing Department. Department of Revenue guidelines require that all property be taxed based on value. Any other method requires the department to back into a value for page one of the annual tax recap.

Department of Revenue has strong oversight over assessing practices and a pilot may jeopardize the timely certification of the town's tax rate.

The taxing of the Solar Project is a pass through to the Town from Ameresco. It has been conveyed to the Board of Assessors that it makes no difference to Ameresco on how the project is taxed.

For all the reasons identified above plus the opportunity to maximize new growth, the Board of Assessors unanimously voted to advise the Board of Selectmen that their recommendation is that the Solar Project be assessed as personal property at full and fair cash value.

7. COMMUNITY
PRESERVATION

DATE: August 24, 2015
TO: Board of Selectmen
FROM: Nan Balmer, Town Administrator
RE: Community Preservation Committee:
STM Articles

REQUESTED ACTION:
NONE

Background:

Gretchen Schuler, Chair of CPC, will 1) provide an update on community preservation projects, 2) discuss an article for Town Meeting to acknowledge a change in the materials used for the Rail Trail at the request of the Planning Board, 3) discuss a potential project to fund a fire suppression system at Cochituate Village and 4) discuss a potential project to fund the preparation of an Open Space and Recreation Plan at the request of the Conservation and Recreation Commissions

MEMORANDUM

To: Wayland Board of Selectmen
From: Dennis Berry
Re: Meeting on Monday, August 24
Date: August 20, 2014

At Nan's suggestion I thought it would be helpful to mention a couple of points that we could talk about in our meeting on Monday night. I understand I am now scheduled for 9:10 pm. I am looking forward to it and do expect to arrive earlier.

I want to thank you for this opportunity to get together and go over some points regarding the upcoming special meeting. It will be helpful to have as much pre-planning as possible to assure a good use of everyone's time. I know and appreciate that you have been sincerely trying to keep the agenda limited and put forward only those items that do require action at this time. While I truly enjoy town meeting and would be happy to go on for several nights, I know that is not the preference for most voters. We all fear that after the 1st night attendance would severely diminish. Therefore, there is a premium in trying to complete the business in one well-handled and efficient night.

A few items we could discuss.

1. We all remember that at the last Town Meeting there was an issue concerning handset management. Since that time the ELVIS committee has had several meetings and looked into the issue. I have worked with the Committee and as a result we have developed several suggestions for actions that we can take to prevent any further difficulties of that nature. The focus will be education regarding the importance of proprietary use of handsets with some steps aimed at prevention. In addition, we have a procedure that can be employed should there nevertheless be an allegation of improper use of a handset in the voting process. I will be happy to discuss these with you but most importantly wanted you to know that the issues have been considered deeply and will be addressed.

I am convinced that once voters focus on and understand the importance of handset control, there will be no further problems.

2. I do want to discuss with you the facilities that will be available at town meeting. At the spring meeting we seemed to have had a successful use of a large screen making all motions widely available to be read by the voters. If possible I would like to continue that and expand it to include all non-procedural motions and amendments. This will require all such motions and amendments to be in writing which is something I'm going to strongly encourage and the future may require.

I recognize that there is a financial implication to using that technology and look forward to discussing that with you.

3. I understand there is the suggestion of having all motions available and made public well before the meeting. To the extent you can, I would ask you to encourage this. The more people know about what they going to be asked to vote on prior to the start of the meeting, the more efficient the meeting can be.
4. I will be very interested in hearing your thoughts on how we can have an efficient and successful meeting in November. We touched on some of these issues when I visited with you before and look forward to expanding that conversation.

Thank you again for the invitation to discuss the upcoming town meeting.

**TOWN ADMINISTRATOR'S REPORT
WEEK ENDING AUGUST 21, 2015**

1. TREASURER: CASH RECONCILIATION

The Treasurer reports that within one week cash reconciliation will be up to date. At the same time, cash reporting will change from a monthly to a daily procedure. The result will be better cash control and better information on the status of collection for managers.

2. ENGINEERING

The following is the list of qualified Landscape Architecture, Land Use, and Urban Design who are now available to the town through on-call arrangements: On Call Design firms: Weston & Sampson, Boston, MA, Tighe & Bond, Worcester, MA, Marshall Gary, LLC, Wakefield, MA, Pressley Associates, Boston, MA, Shadley Associates, P.C., Lexington, MA, CRJA-IBI Group, Boston, MA.

3. MUNICIPAL PAD SOIL TESTING

The additional soil testing is complete and the results are posted on the town website. The Licensed Site Professional (LSP) is available for a public presentation. In summary, the LSP concludes:

"CMG is 95% confident that the average concentration of Aroclor 1260 in site soils is no greater than .303 mg / Kg which is less than 1/3 of the most stringent Method 1 characterization standard for PCB's in soil currently promulgated by DEP. In other words, the identified concentration of PCB's in soil would not pose a significant risk of harm to human health, public welfare, safety or the environment under any current or reasonable foreseeable use (including recreational, day care or gardening use of the Site)"

Attached is the LSP's summary and map of sampling locations. The complete report is posted on the town website and available at the town office.

4. STM SCHEDULE AND ARTICLE WORKSHEET

Attached is a revised Special Town Meeting schedule and an updated summary of known proposed articles.

5. STONEBRIDGE TRAFFIC CALMING

The BoPW voted for the following items with regards to Stonebridge Rd. traffic calming:

1. Request the Police Chief recommend to the BoS to place "Dangerous Intersection Ahead" (or similar) signs at the Stonebridge/Old Stonebridge intersection.
2. Send a letter to the Police Chief requesting enhanced enforcement on Stonebridge Rd.
3. Request in the FY'17 budget funding for two "Your Speed" radar signs (similar to what is outside of Damon Farms) to be placed at a TBD location in consultation with the abutting neighbors. Estimated budget: \$16k.
4. The BoPW will re-assess the situation 12 months after installation of the radar signs.

6. SCHOOL REVOLVING FUNDS

Department of Revenue staff met with the School and Town staff on 8/24 to discuss how to best make certain school revolving funds are structured in accordance with MA general law. A vote of Town Meeting will be required.

7. MINUTES

Attached please find minutes for the meetings of July 27 and August 3, 2015. Please e-mail any edits to Mary Ann.

8. WWMDC

We received the attached correspondence from Fred Knight requesting the Selectmen again consider purchasing wastewater capacity through a Town Meeting article. The correspondence was received late so I attached it to this report.

CMG ENVIRONMENTAL, INC.

August 17, 2015

Wayland Board of Selectmen
% Town Administrator Nanette F. Balmer
Wayland Town Building
41 Cochituate Road
Wayland MA 01778

**Re: Soil Sampling Addendum to July 21, 2015 Phase I ESA
"Municipal Parcel" Portion of Wayland Town Center
400-440 Boston Post Road, Wayland MA
CMG ID 2014-055**

Dear Ms. Balmer:

CMG Environmental, Inc. (CMG) prepared this letter as an addendum to our July 21, 2015 Phase I Environmental Site Assessment (ESA) Report on the 'Municipal Parcel' portion of the Wayland Town Center development addressed as 400-440 Boston Post Road in Wayland, Massachusetts. In conformance with our ESA Report, CMG will refer to the Municipal Parcel as "the Site" and the Wayland Town Center development as "the Property."

One of the findings of our ESA Report was that in October 2000 Haley & Aldrich, Inc. (H&A) had identified 1.25 mg/Kg of total polychlorinated biphenyls (PCBs) in their soil sample designated SS-6, collected adjacent to the former Raytheon Building 12 at the Site (0.51 mg/Kg Aroclor 1254 and 0.74 mg/Kg Aroclor 1260). H&A also identified trace concentrations of the PCB mixture Aroclor 1260 in their soil samples SS-1 (0.14 mg/Kg) and SS-12 (0.18 mg/Kg). At the time the applicable reportable RCS-1 concentration set forth by the Massachusetts Department of Environmental Protection (DEP) for PCBs in soil was 2 mg/Kg. DEP subsequently lowered the RCS-1 standard for PCBs in soil to 1 mg/Kg. Thus CMG noted that it may be prudent to collect an additional soil sample from the SS-6 location for PCB analysis to determine if a reporting condition currently exists.

On July 30, 2015 the Wayland Council on Aging – Community Center Advisory Committee voted to request collecting 8 soil samples at the Site for PCB analysis: Four samples at the SS-6 portion of the Site and four in the northeasterly portion of the Site (planned for future open recreation space). Mr. William Sterling of the Wayland Council on Aging provided CMG with a Concept Plan of the proposed Wayland Community Center that had the four open recreation space sample locations marked on it. CMG prepared a Change Order for this Sampling dated July 31, 2015, which the Board of Selectmen authorized on August 3, 2015.

CMG returned to the Property on August 6 to collect the eight soil samples. We collected four samples in the northeasterly portion of the Site (designated OS-1 through OS-4) in approximately the same locations as indicated on the Wayland Community Center Concept Plan and numbered 1 through 4. CMG field-measured the mapped location of H&A sample SS-6 and determined that it lies beneath the large monolithic block of weathered reinforced concrete located just west

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560 SOUTH MAIN STREET
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FAX (860) 223-5454

of the current Site building (see Section 1.3 and Photograph 2 in Appendix A of our ESA Report). We believe this block, which measures approximately 11×12×2½' high, is a portion of the foundation of former Raytheon Building 12 that has occupied this position since circa 2000.

CMG collected three soil samples from under the edge of this monolith:

- Sample H6-1 approximately 2.2' northwest of the HA-6 location,
- Sample H6-2 approximately 6.9' northeast of the HA-6 location, and
- Sample H6-3 approximately 3.5' southwest of the HA-6 location.

CMG also collected a fourth sample in this area (designated H6-4) just off westerly corner of a poured-concrete pad located adjacent to the southwesterly wall of the existing Site building. There is an electrical shut-off box mounted on the building exterior wall at this location and holes through the building siding with insulated copper tubing in them, so we believe this pad was intended as the support for an air conditioning heat exchanger.

CMG decontaminated soil sampling equipment (a chrome-plated steel soil scoop) prior to sampling and after each sample location. We collected decontamination rinsate in a plastic bucket and properly disposed of this off-Property along with used wipes, paper towels, and latex gloves worn during sampling and decontamination.

The attached Figure 5 illustrates CMG's recent soil sampling locations along with other Site and Property features. The following table summarizes our field observations.

SOIL SAMPLING OBSERVATIONS (8/6/15)

LOCATION	DEPTH	SOIL DESCRIPTION
OS-1	0-1"	Dry grass and roots
	1-4"	Medium-brown topsoil, some gravel & stones, dry, loose (sample interval)
OS-2	0-¾"	Very dry (or dead) grass and roots, some asphalt chunks & grains
	¾-3½"	Light-brown topsoil and coarse sand/fine gravel, dry (sample interval)
OS-3	0-1"	Dried-out sod
	1-4"	Light-brown topsoil, some gravel & stones, dead grass roots, dry, loose (sample interval)
OS-4	0-1"	Dried-out sod
	1-4"	Light-brown topsoil, some gravel & stones, dead grass roots, dry, loose (sample interval)
H6-1	0-4"	Gray-brown topsoil (next to animal burrow under concrete monolith), dry, loose
H6-2	0-4"	Medium-brown topsoil (under overhang of concrete monolith), not as dry
H6-3	0-4"	Gray-brown topsoil, some gravel (under edge of concrete monolith), dry, loose
H6-4	0-4"	Medium-brown organic topsoil, roots & decayed organic matter (at edge of concrete pad, under thick tangle of multiflora rose), relatively moist

CMG submitted eight soil samples to Spectrum Analytical, Inc. (Spectrum) of Agawam, Massachusetts for analysis of PCBs by EPA Method 8082. We also specified that Spectrum extract samples via EPA Method 3540C Exhibit D (Soxhlet extraction).

Spectrum identified trace to low concentrations of the PCB mixture Aroclor 1260 in each of the 8 soil samples tested, as tabulated below.

PCB ANALYTICAL RESULTS (MG/KG)

SAMPLE ID	AROCLOR 1260	OTHER AROCLOR MIXTURES
OS-1 (1-4")	0.220	BRL<0.0213
OS-2 (¾-3½")	0.0255	BRL<0.0213
OS-3 (1-4")	0.0335	BRL<0.0202
OS-4 (1-4")	0.0263	BRL<0.0202
H6-1 (0-4")	0.110	BRL<0.0197
H6-2 (0-4")	0.153	BRL<0.0232
H6-3 (0-4")	0.0364	BRL<0.0202
H6-4 (0-4")	0.217	BRL<0.0240

BRL = BELOW LABORATORY REPORTING LIMIT

CMG has attached a copy of the Spectrum certificates of analysis and chain-of-custody documentation to this letter. Please note that Spectrum reported PCB concentrations in µg/Kg units (parts per billion) whereas CMG has reported these in mg/Kg units (parts per million) for consistency with our ESA Report (and DEP reportable concentration standards). As noted above, the applicable RCS-1 soil standard for PCBs is 1 mg/Kg (equivalent to 1,000 µg/Kg). Thus the recent soil sampling and analysis did not identify any current reportable conditions at the Site.

Since testing identified PCBs (albeit at trace to low concentrations) in all soil samples CMG had analyzed, we performed limited statistical analysis of these data to evaluate the probability of an RCS-1 exceedance at the Site. Assuming a normal distribution, we calculated the 95% confidence level as:

$$95\% \text{ Confidence} = X + (t_{(1-\alpha)/2} \times s)$$

Where X = the arithmetic mean, $t_{(1-\alpha)/2}$ = the one-sided Student's t-distribution value, α = the desired confidence interval, and s = the standard deviation.

CMG calculates the average (arithmetic mean) concentration of Aroclor 1260 in the 8 soil samples that we collected to be 0.103 mg/Kg and the standard deviation to be 0.0848 mg/Kg. Since α is 0.95 (95%), $(1-\alpha)/2$ would be 0.025. There are eight samples in this data set, so the n-1 degrees of freedom would be 7. The one-sided Student's t-distribution value $t_{0.025}$ for 7 degrees of freedom is 2.365. Substituting these values into the above equation yields:

$$95\% \text{ Confidence} = 0.103 \text{ mg/Kg} + (2.365 \times 0.0848 \text{ mg/Kg}) = 0.303 \text{ mg/Kg}$$

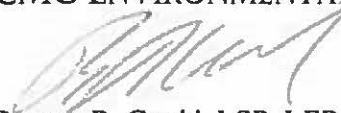
This means that CMG is 95% confident that the average concentration of Aroclor 1260 in Site soils is no greater than 0.303 mg/Kg, which is less than one-third the most stringent applicable Method 1 risk characterization standard (S-1/GW-1) for PCBs in soil currently promulgated by DEP. In other words, the identified concentration of PCBs in soil would not pose a significant

risk of harm to human health, public welfare, safety, or the environment under any current or reasonable foreseeable future scenario of unrestricted use (including recreational, day care, or gardening use of the Site).

CMG has updated Table 1 of our ESA Report to include the recent soil data (copy attached). We have also included copies of the information letters required by DEP to the current Property owner (Twenty Wayland, LLC) regarding this soil sampling.

As always, please feel free to contact the undersigned if you have any questions regarding this Soil Sampling Addendum letter, or if CMG can otherwise be of assistance to you.

Sincerely,
CMG ENVIRONMENTAL, INC.



Benson R. Gould, LSP, LEP
Principal

Attachments: Figure 5 (Sampling Locations)
Table 1 (Soil Quality Data)
Notification letters to Twenty Wayland, LLC
Spectrum Data Package SC10984

2014-055\Soil Sampling.doc

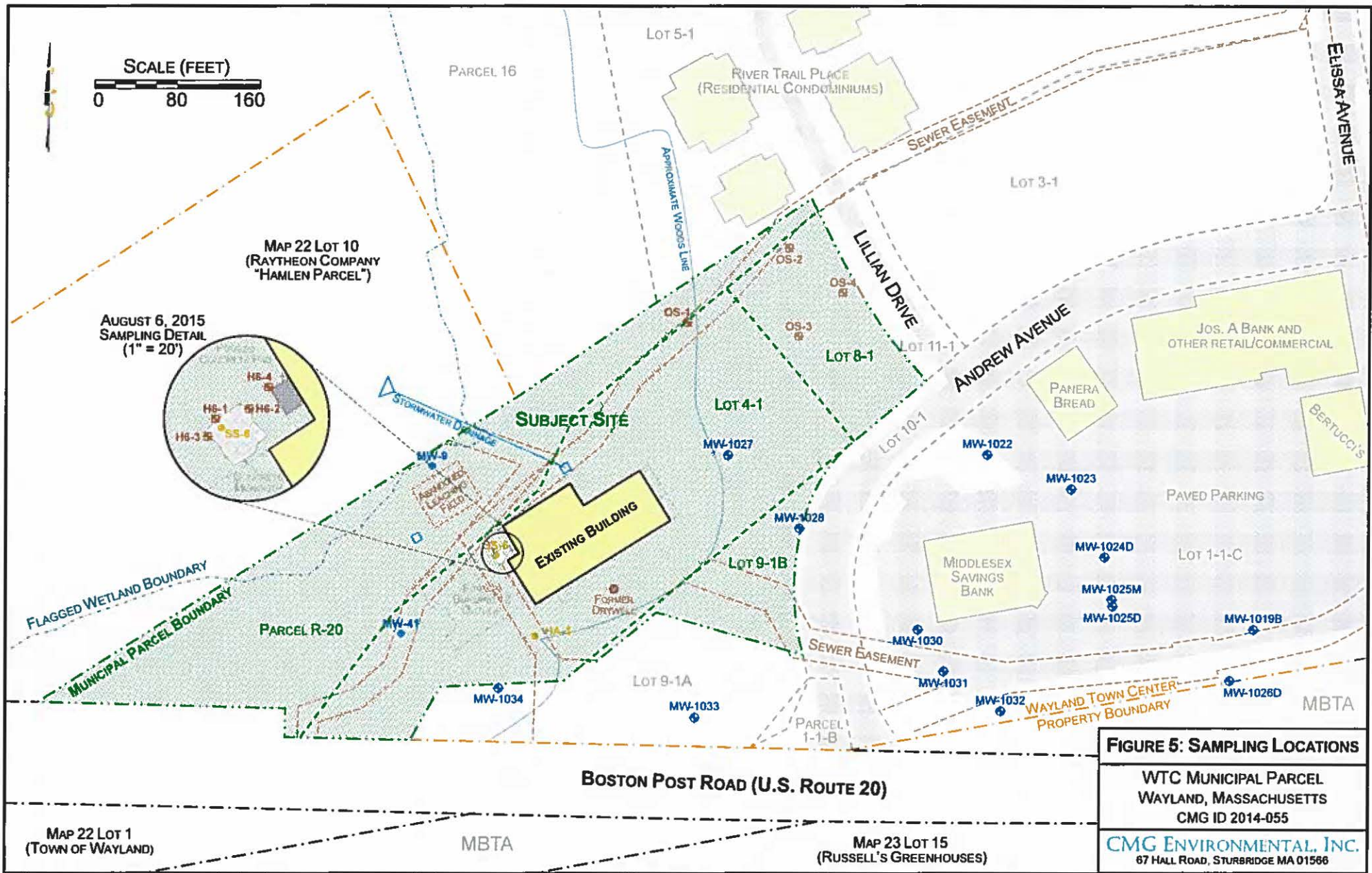


FIGURE 5: SAMPLING LOCATIONS

WTC MUNICIPAL PARCEL
WAYLAND, MASSACHUSETTS
CMG ID 2014-055

CMG ENVIRONMENTAL, INC.
67 HALL ROAD, STURBRIDGE MA 01566

TABLE 1

SOIL QUALITY DATA (MG/KG)

RTN 3-13302

Test	Parameter	(current) RCS-1 Reportable Concentrations	SB-9* 3½-5½' 10/13/95	HA-1 6-12" 11/15/95	[HA] SS-1 0-3" 10/11/00	[HA] SS-4 0-3" 10/11/00	[HA] SS-5 0-3" 10/11/00	[HA] SS-6 0-3" 10/11/00	[HA] SS-7 0-3" 10/11/00	[HA] SS-8 0-3" 10/11/00
EPH	C ₉ -C ₁₈ Aliphatics	1,000	NT	NT	BRL	BRL	BRL	BRL	BRL	BRL
	C ₁₉ -C ₃₆ Aliphatics	3,000	NT	NT	BRL	BRL	84	250	220	BRL
	C ₁₁ -C ₂₂ Aromatics	1,000	NT	NT	BRL	BRL	BRL	2,400	55	BRL
PAHs	Phenanthrene	10	BRL	NT	BRL	BRL	BRL	0.48	BRL	BRL
	Fluoranthene	1,000	BRL	NT	BRL	BRL	BRL	0.96	BRL	BRL
	Pyrene	1,000	BRL	NT	BRL	BRL	BRL	0.72	BRL	BRL
	Benzo(a)anthracene	7	BRL	NT	BRL	BRL	BRL	0.43	BRL	BRL
	Chrysene	70	BRL	NT	BRL	BRL	BRL	0.36	BRL	BRL
	Benzo(b)fluoranthene	7	BRL	NT	BRL	BRL	BRL	0.55	BRL	BRL
	Benzo(k)fluoranthene	70	BRL	NT	BRL	BRL	BRL	BRL	BRL	BRL
	Benzo(a)pyrene	2	BRL	NT	BRL	BRL	BRL	0.45	BRL	BRL
	Indeno(1,2,3-cd)pyrene	7	BRL	NT	BRL	BRL	BRL	BRL	BRL	BRL
	Benzo(g,h,i)perylene	1,000	BRL	NT	BRL	BRL	BRL	BRL	BRL	BRL
PCBs	Aroclor 1254		BRL	BRL	BRL	NT	NT	0.51	BRL	BRL
	Aroclor 1260		BRL	BRL	0.14	NT	NT	0.74	BRL	BRL
	Total Polychlorinated Biphenyl	1	BRL	BRL	0.14	NT	NT	1.25	BRL	BRL
Total Metals	Arsenic	20	4.7	NT	BRL	BRL	BRL	7.5	BRL	7.2
	Barium	1,000	22	NT	NT	NT	NT	NT	NT	NT
	Cadmium	70	9.6	NT	BRL	BRL	BRL	0.56	BRL	BRL
	Chromium (total)	100	BRL	NT	BRL	BRL	BRL	12	BRL	BRL
	Copper	1,000	NT	NT	BRL	25	BRL	26	27	BRL
	Lead	200	4.4	NT	12	BRL	13	19	15	BRL
	Mercury	20	BRL	NT	BRL	BRL	0.090	0.097	BRL	BRL
	Nickel	600	NT	NT	BRL	BRL	BRL	16	BRL	BRL
	Selenium	400	0.84	NT	BRL	BRL	BRL	BRL	BRL	BRL
	Zinc	1,000	NT	NT	61	BRL	62	85	64	BRL

Notes BRL = Below laboratory Reporting Limit
 NT = Not Tested (for that parameter)
 Blue highlighted text = Exceeds current RCS-1

*Laboratory analysis identified 0.014 mg/Kg of methylene chloride in the sample from SB-9, but also detected this VOC in the laboratory blank for this batch of samples. Analysis did not identify any other VOCs above laboratory reporting limits in this sample.

TABLE 1

SOIL QUALITY DATA (MG/KG)

RTN 3-13302

Test	Parameter	(current) RCS-1 Reportable Concentrations	[HA] SS-9 0-3" 10/11/00	[HA] SS-11 0-3" 10/11/00	[HA] SS-12 0-3" 10/11/00	[HA] SS-13 0-3" 10/11/00	[HA] SS-6A 0-3" 10/27/00	[HA] SS-6B 0-3" 10/27/00	[HA] SS-6C 0-3" 10/27/00
EPH	C ₉ -C ₁₈ Aliphatics	1,000	BRL	BRL	BRL	BRL	BRL	BRL	BRL
	C ₁₉ -C ₃₆ Aliphatics	3,000	BRL	56	53	BRL	47	39	BRL
	C ₁₁ -C ₂₂ Aromatics	1,000	BRL	140	40	BRL	BRL	BRL	BRL
PAHs	Phenanthrene	10	BRL	0.45	BRL	BRL	BRL	BRL	BRL
	Fluoranthene	1,000	BRL	1.8	BRL	BRL	BRL	BRL	BRL
	Pyrene	1,000	BRL	1.4	BRL	BRL	BRL	BRL	BRL
	Benzo(a)anthracene	7	BRL	0.92	BRL	BRL	BRL	BRL	BRL
	Chrysene	70	BRL	0.74	BRL	BRL	BRL	BRL	BRL
	Benzo(b)fluoranthene	7	BRL	1.2	BRL	BRL	BRL	BRL	BRL
	Benzo(k)fluoranthene	70	BRL	0.45	BRL	BRL	BRL	BRL	BRL
	Benzo(a)pyrene	2	BRL	1.0	BRL	BRL	BRL	BRL	BRL
	Indeno(1,2,3-cd)pyrene	7	BRL	0.48	BRL	BRL	BRL	BRL	BRL
	Benzo(g,h,i)perylene	1,000	BRL	0.45	BRL	BRL	BRL	BRL	BRL
PCBs	Aroclor 1254		BRL	BRL	BRL	BRL	NT	NT	NT
	Aroclor 1260		BRL	BRL	0.18	BRL	NT	NT	NT
	Total Polychlorinated Biphenyl	1	BRL	BRL	0.18	BRL	NT	NT	NT
Total	Arsenic	20	13	BRL	BRL	7.3	NT	NT	NT
Metals	Barium	1,000	NT	NT	NT	NT	NT	NT	NT
	Cadmium	70	BRL	BRL	BRL	BRL	NT	NT	NT
	Chromium (total)	100	BRL	BRL	BRL	BRL	NT	NT	NT
	Copper	1,000	BRL	BRL	BRL	BRL	NT	NT	NT
	Lead	200	BRL	BRL	14	16	NT	NT	NT
	Mercury	20	BRL	BRL	0.18	BRL	NT	NT	NT
	Nickel	600	11	BRL	BRL	11	NT	NT	NT
	Selenium	400	BRL	BRL	BRL	BRL	NT	NT	NT
	Zinc	1,000	BRL	BRL	BRL	65	NT	NT	NT

Notes BRL = Below laboratory Reporting Limit

NT = Not Tested (for that parameter)

Blue highlighted text = Exceeds current RCS-1

TABLE 1

SOIL QUALITY DATA (MG/KG)

RTN 3-13302

Test	Parameter	(current) RCS-1 Reportable Concentrations	OS-1 1-4" 8/6/15	OS-2 ¾-3½" 8/6/15	OS-3 1-4" 8/6/15	OS-4 1-4" 8/6/15	H6-1 0-4" 8/6/15	H6-2 0-4" 8/6/15	H6-3 0-4" 8/6/15	H6-4 0-4" 8/6/15
EPH	C ₉ -C ₁₈ Aliphatics	1,000	NT	NT	NT	NT	NT	NT	NT	NT
	C ₁₉ -C ₃₆ Aliphatics	3,000	NT	NT	NT	NT	NT	NT	NT	NT
	C ₁₁ -C ₂₂ Aromatics	1,000	NT	NT	NT	NT	NT	NT	NT	NT
PAHs	Phenanthrene	10	NT	NT	NT	NT	NT	NT	NT	NT
	Fluoranthene	1,000	NT	NT	NT	NT	NT	NT	NT	NT
	Pyrene	1,000	NT	NT	NT	NT	NT	NT	NT	NT
	Benzo(a)anthracene	7	NT	NT	NT	NT	NT	NT	NT	NT
	Chrysene	70	NT	NT	NT	NT	NT	NT	NT	NT
	Benzo(b)fluoranthene	7	NT	NT	NT	NT	NT	NT	NT	NT
	Benzo(k)fluoranthene	70	NT	NT	NT	NT	NT	NT	NT	NT
	Benzo(a)pyrene	2	NT	NT	NT	NT	NT	NT	NT	NT
	Indeno(1,2,3-cd)pyrene	7	NT	NT	NT	NT	NT	NT	NT	NT
	Benzo(g,h,i)perylene	1,000	NT	NT	NT	NT	NT	NT	NT	NT
PCBs	Aroclor 1254		<i>BRL<0.0213</i>	<i>BRL<0.0213</i>	<i>BRL<0.0202</i>	<i>BRL<0.0202</i>	<i>BRL<0.0197</i>	<i>BRL<0.0232</i>	<i>BRL<0.0202</i>	<i>BRL<0.0240</i>
	Aroclor 1260		0.220	0.0255	0.0335	0.0263	0.110	0.153	0.0364	0.217
	Total Polychlorinated Biphenyl	1	0.220	0.0255	0.0335	0.0263	0.110	0.153	0.0364	0.217
Total Metals	Arsenic	20	NT	NT	NT	NT	NT	NT	NT	NT
	Barium	1,000	NT	NT	NT	NT	NT	NT	NT	NT
	Cadmium	70	NT	NT	NT	NT	NT	NT	NT	NT
	Chromium (total)	100	NT	NT	NT	NT	NT	NT	NT	NT
	Copper	1,000	NT	NT	NT	NT	NT	NT	NT	NT
	Lead	200	NT	NT	NT	NT	NT	NT	NT	NT
	Mercury	20	NT	NT	NT	NT	NT	NT	NT	NT
	Nickel	600	NT	NT	NT	NT	NT	NT	NT	NT
	Selenium	400	NT	NT	NT	NT	NT	NT	NT	NT
	Zinc	1,000	NT	NT	NT	NT	NT	NT	NT	NT

Notes *BRL = Below laboratory Reporting Limit*

NT = Not Tested (for that parameter)

Blue highlighted text = Exceeds current RCS-1

2015 SPECIAL TOWN MEETING SCHEDULE

(Schedule for fall STM to begin on MONDAY, NOVEMBER 9, 2015)

August 24	Selectmen voted on August 10 th to open warrant for Special Town Meeting on Tuesday, August 25, 2015 at 8:30 a.m. through Wednesday, September 2, 2015 at 4:30 p.m. Petitioners' Hearing will be held Monday, August 24 th .
September 2	Last day to submit articles for Special Town Meeting at 4:30 p.m. Petitioners' articles must be submitted to the Selectmen's office with at least 100 signatures
September 7	Labor Day
September 8	Finance Committee Special Town Meeting Article Hearing
September 24	<u>Deadline for submission of petitioner's comments on STM articles</u>
September 28	Selectmen review, order and vote to place and vote positions on articles
September 30	<u>Deadline for submission of Special Town Meeting article comments from Finance Committee</u>
October 9	Compilation of Warrant completed and all changes made
October 9	Final Warrant copied and delivered to Selectmen, Moderator, Finance Committee, Town Clerk, Town Counsel and Finance Director
October 9	Warrant sent to printer
October 12	Columbus Day - Town offices closed
October 13	Motions for articles submitted by Town Counsel and provided to Moderator and Town Clerk. Draft motions posted for public review.
October 19	Selectmen meet to sign warrant
October 20	Postal delivery of warrants (Town Code 36-2A, MGL c. 39, s10)
October 20	Warrant will be posted by Constable (no later than October 26)
October 26	Selectmen review proposed motions
October 28	Potential Moderator's Forum
November 2 by 8:00 p.m.	Last day before Town Meeting to register to vote
November 2	Selectmen conduct Special Town Meeting Warrant Hearing, 7:00 p.m. Large Hearing Room, Town Building
November 9	Moderator's instructions to tellers and list of non-resident employees provided to Moderator and Town Clerk
November 9	Warrants, final errata sheets and supplemental material prepared, printed and delivered to Town Meeting site for distribution
NOVEMBER 9	SPECIAL TOWN MEETING, Monday 7:30 p.m., Wayland High School Field House
November 10	Adjourned session of Special Town meeting (Tuesday, as necessary)

Note – Dates not set by general laws and town code may change.

POTENTIAL 2015 FALL TM ARTICLES : TOWN ADMINISTRATOR'S WORKSHEET

SPONSOR	ARTICLE	COMMENT	ESTIMATED FUNDS REQUIRED
FINANCE COMMITTEE	1. Current year transfer of indirect and OPEB costs from Water and Wastewater Enterprise Funds to General Fund; current year transfers to fund water truck, essential IT costs and matching funds for solar resiliency grant and library project site assessment	Purpose of this article is to correct an error in the FY 16 budget in which revenue from indirect costs and OPEB were budgeted in the general fund but not shown as a transfer from the enterprise funds and to fund expenses from free cash and non-contributory pension account	a. Water / WW Indirect Costs b. Other: <u>Water</u> Truck with \$34,000 replacement cost was totaled - \$21,000 available from insurance proceeds. Balance \$14,000; <u>IT Costs</u> - Firewall (\$30K), Patch mgmt. (\$12k), Server Lic (\$6k), Backup software - (\$8k), Storage (\$70k) = \$126k; <u>Solar</u> : Appropriate \$26,000+ in funds to match solar resiliency grant.
FINANCE COMMITTEE	2. Free Cash	Increase free cash support of FY 16 Budget	\$2 M
SCHOOL COMMITTEE	3. Town Meeting adoption of statute for school revolving funds	Adopt MGL 71, Section 71 E	NONE
CPC (PB - RAIL TRAIL)	4. Change to project design	Resolution regarding change in trail material	NONE
CPC (CONSERVATION & REC COMMISSIONS)	5. Open Space and Recreation Plan	Necessary for LAND grants.	CPA - \$30k
RECREATION COMMISSION	6. Authorize request for special legislation to increase the cap on the Recreation Revolving Fund to 5%.	Necessary to avoid exceedance of cap in FY 16	NONE
LIBRARY	7. Appropriate funds: Site Investigation	Library Trustees expect to submit an article to fund due diligence and feasibility design.	TBD
BOS / COA - CC	8. Acquire Municipal Parcel at Town Center	The COA - CC expects to have completed sufficient work to make a recommendation to the Board of Selectmen to vote to submit this article.	NONE
BOS / OPEB	9. Rescind OPEB Special Act and Adopt 32B Section 20		NONE
BOS	10. Withdrawal from Minuteman	As a result of Wayland's TM action to withdraw from the District, all 16 towns are asked to place an article on their fall or spring warrants to amend the Regional Agreement to remove Wayland as a member of the District. Given the timing, the earliest effective date of withdrawal is 7/1/17.	NONE

11-4
ARTICLE
WORKSHEET



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

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

LEA T. ANDERSON
MARY M. ANTES
ANTHONY V. BOSCHETTO
CHERRY C. KARLSON
JOSEPH F. NOLAN

DRAFT

Board of Selectmen Meeting Minutes July 27, 2015

Attendance: Lea T. Anderson, Tony V. Boschetto (arrived 7:23 p.m.), Cherry C. Karlson, Joseph F. Nolan (arrived 6:45 p.m.)

Absent: Mary M. Antes

Also Present: Town Administrator Nan Balmer, Executive Assistant MaryAnn DiNapoli (left at 7:00 p.m.)

A1. Enter into Executive Session Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(6), to Discuss the Disposition of the Wayland/Sudbury Septage Facility; and Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3), to Discuss Strategy with Respect to Collective Bargaining Pertaining to the School Custodians and Potential Vote to Instruct the Selectmen's Representative to those Negotiations on a Potential School Committee Vote; and to Review and Consider for Approval the Minutes of May 18, 2015, June 24, 2015, and July 13, 2015, Relative to Said Subjects: Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3), a Discussion of Potential Litigation regarding Illegal Affordable Housing Rentals; and a Discussion of Strategy with Respect to a Pending Action regarding Bernstein et al v. Wayland Planning Board et al, and a Discussion of Strategy with Respect to Pending Actions regarding Ide, et al, v. Zoning Board of Appeals et al, Frishman V. Lanza, et al, Carvalho's v. Town, Boelter, et al v. Board of Selectmen, Moss, et al v. Lingleys and Town, Dresens, et al v. Planning Board, et al, Nelson v. Conservation Commission, Bernstein, et al v. Planning Board, et al, and Appellate Tax Board Cases filed by the Wayland Town Center LLC and West Beit Olam Jewish Cemetery Corporation; and a Discussion of Collective Bargaining Strategy Pertaining to Contract Negotiations with the Police Union, the Fire Union, and the AFSCME Clerical Union, and Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(6), a Discussion of the Exchange, Lease or Value of Real Estate in regard to the Municipal Parcel at Town Center At 6:45 p.m., C. Karlson moved, seconded by M. Antes, to enter into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(6), to discuss the disposition of the Wayland/Sudbury Septage Facility; and pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3), to discuss strategy with respect to collective bargaining pertaining to the school custodians and potential vote to instruct the Selectmen's representative to those negotiations on a potential school committee vote; and to review and consider for approval the minutes of May 18, 2015, June 24, 2015, and July 13, 2015, relative to said subjects: pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3), a discussion of potential litigation regarding illegal affordable housing rentals; and a discussion of strategy with respect to a pending action regarding Bernstein et al v. Wayland Planning Board et al, and a discussion of strategy with respect to pending actions regarding Ide, et al, v. Zoning Board of Appeals et al, Frishman V. Lanza, et al, Carvalho's v. Town, Boelter, et al v. Board of Selectmen, Moss, et al v. Lingleys and Town, Dresens, et al v. Planning Board, et al, Nelson v. Conservation Commission, Bernstein, et al v. Planning Board, et al, and Appellate Tax Board cases filed by the Wayland Town Center LLC and West Beit Olam Jewish Cemetery Corporation; and a discussion of collective bargaining strategy pertaining to contract negotiations with the Police Union, the Fire Union, and the AFSCME Clerical Union, and

pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(6), a discussion of the exchange, lease or value of real estate in regard to the municipal parcel at Town Center. The Chair declares that a public discussion of pending and potential litigation and collective bargaining will have a detrimental effect on the bargaining or litigating position of the Town. Roll call vote: YEA: L. Anderson, C. Karlson, J. Nolan. NAY: none. ABSENT: M. Antes, T. Boschetto. ABSTAIN: none. Adopted 3-0. Chair C. Karlson invites attendance by Town Administrator Nan Balmer, Assistant Town Administrator/Human Resources Director John Senchyshyn, Assistant Superintendent of Schools Brad Crozier, Finance Committee member Carol Martin, and Executive Assistant MaryAnn DiNapoli. The Board will reconvene in open session in approximately thirty minutes.

The Board returned to open session at 7:21 p.m.

A2. Call to Order by Chair Chair C. Karlson called the open meeting of the Board of Selectmen to order at 7:22 p.m. in the Selectmen's Meeting Room of the Wayland Town Building and noted the meeting will likely be broadcast and videotaped for later broadcast by WayCAM.

T. Boschetto arrived at 7:23 p.m.

A3. Public Comment George Harris, 8 Holiday Road, commented on the Board policies under review on the agenda. He said that the term "leadership" should be defined to include ethics, communication, spending, taxation, and adherence to the open meeting law. He noted that Board members are required to abide by the decisions of Board, and questioned whether a Board member could then speak against a policy. He said the appointment of counsel should take into consideration the cost as well as the qualifications. Finally, he said the Town Counsel should have a contract, and the Board should create a process for an annual review.

A4. Consideration and Potential Vote to Approve Change of Manager Application, Bertucci's Restaurant, 14 Elissa Avenue The Board was joined by Derrick A. Plante, the new manager of Bertucci's Restaurant. D. Plante described his background and experience, and his interest in working in the community. J. Nolan emphasized the need for the proper training of the staff and service of alcoholic beverages. L. Anderson moved, seconded by J. Nolan, to approve the Change of Manager application for new manager Derrick A. Plante at Bertucci's Restaurant Corporation LLC, 14 Elissa Avenue in Wayland. YEA: L. Anderson, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSENT: M. Antes. ABSTAIN: none. Adopted 4-0.

A5. Update from Ben Keefe, Facilities Director The Board was joined by Public Buildings Director Ben Keefe, and Energy Initiatives Advisory Committee members Ellen Tohn and John Harper, to provide an update on capital projects and planning, utility usage, the solar photovoltaic panel project, and the disposition of the previous DPW site.

B. Keefe discussed the installation of Capital Forecasting software. He said the software will help evaluate the 30-year capital replacement needs of the town, and can be used to develop five-year capital plans and annual capital budgets. In regard to utility usage, he said he is using the Mass Energy Insight website to track changes. He noted that if last year's usage were adjusted for weather, it would equate to 4-5% less usage. The changes to the average energy costs can be related to the budget, posted on the town website, and updated monthly. He said the impact of the solar project will be more straightforward; Ameresco will be providing data to the website. J. Nolan asked how the data will line up with the budget; he said the Board would like to see the savings over time. B. Keefe said it will be difficult, and needs to be prepared in a usable form. C. Karlson noted that the first data to consider is usage and weather normalization, as the actual cost savings could be disguised by increased rates.

B. Keefe said the Power Purchase Agreement (PPA) for the solar project was signed and delivered on July 24. He said Ameresco is at 90% in their construction drawings and ready to get bids. He reviewed the issues faced at each site and noted that there may be delays until next summer. He will contact the school building administrators to coordinate the schedule, and Ameresco will review the effect on the financial model. He noted that work was being held up at the Middle School by the Massachusetts DOER (Department of Energy Resources) because of issues regarding resiliency, and said he may need to include an article for Special Town Meeting to address the need for matching funds. He reviewed the status of the facilities capital projects, and described the steps being taken to make the former DPW site safe. J. Nolan asked that he consider the aesthetics of the structure while it is being made secure. B. Keefe reviewed the changes made to the office space at the town building.

A6. Update on Minuteman and Related Special Town Meeting Article The Board was joined by State Representatives Carmen Gentile and Alice Peisch, Wayland Representative to Minuteman Mary Ellen Castagno, and School Committee member Jeanne Downs. M. Castagno noted that efforts to change the regional agreement have been suspended. C. Karlson said the Board received a request for representatives of the Boards of Selectmen from member towns to meet. T. Boschetto said there has been ongoing discussion on the Minuteman school building project. J. Nolan said the real concern is the attempt to hold a district-wide vote. M. Castagno said there are 388 students at Minuteman (one student from Wayland), and the proposed building is planned for 628 students. T. Boschetto said there is no purpose in asking for a funding of debt without MSBA (Massachusetts School Building Authority) approval. L. Anderson noted that negotiations with the MSBA begin with the number of students, and is followed by a Town Meeting vote for approval of full funding. The Board discussed the appropriateness and viability of a district-wide vote. J. Nolan noted that is an aggregate vote, not a vote by each town. Rep. Peisch said they were led to believe that a new agreement would make it easier for towns to withdraw, but there is not a lot of confidence in the new agreement. She said the MSBA will be reluctant to participate in a project where the proposed size is not appropriate, and where the member towns have not voted. T. Boschetto asked about the timing of the ballot; A. Peisch said the issue would generally not go to ballot without MSBA approval. C. Karlson said Minuteman should be public about the MSBA process. She said there are three topics to address in a letter to the MSBA and the Minuteman School Committee, with copies to interested parties: no support for the district-wide election, the need to right size the school, and the need for improved communication surrounding the MSBA process. T. Boschetto said he will prepare a draft letter for the August 3 meeting; he said the MSBA Board meeting is August 6. C. Karlson said an article needs to be drafted for Special Town Meeting to amend the Minuteman Regional Vocational School District Agreement to allow withdrawal by the Town of Wayland.

A7. Discussion and Vote to Approve River's Edge RFP and to Authorize the Town Administrator to Execute All Related Documents The Board was joined by Rebecca Stanizzi of the River's Edge Advisory Committee to review the process and the resolution of issues regarding the preparation and issuance of the River's Edge RFP. J. Nolan moved, seconded by T. Boschetto, to approve the following with respect to the land located at 484-490 Boston Post Road in Wayland, Middlesex County, Massachusetts, identified on the Wayland Assessor's Map as Parcels #22-3, 22-6 and 22-7, and commonly known as River's Edge (the "Property"),

- (a) To approve the issuance of a Request for Proposals, substantially in the form of the Request for Proposals captioned "RFP # 15-24 - River's Edge Wayland, Disposition of Town-Owned Property for Multifamily Housing including Affordable and Senior Housing Components" (the "RFP") presented to the Board at this meeting and approved by this vote, with such corrections and updates that do not materially change the RFP as may be approved by the Town Administrator, Town Counsel and Special Town Counsel prior to issuance, for the disposition of the Property to a bidder to be selected and

approved by the Board (including all exhibits to the RFP, including without limitation, the form of Land Disposition Agreement to be entered into between the Town and such to-be-selected bidder); and

- (b) To authorize the Wayland River's Edge Advisory Committee to assist the Board and the Town Administrator in the bidding of the Property, the implementation of the RFP and the review and examination of bids submitted to the Town; and
- (c) To authorize the Town Administrator to execute and deliver any and all documents and instruments necessary or proper, as determined in the Town Administrator's discretion, to carry out the foregoing votes.

YEA: L. Anderson, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSENT: M. Antes. ABSTAIN: none. Adopted 4-0. The Board thanked the River's Edge Advisory Committee members for their work.

A8. Discuss Potential Special Town Meeting Articles The Board reviewed potential Special Town Meeting articles. J. Nolan asked if the amendment to the bylaw on water conservation was time-sensitive; C. Karlson said it needs to be determined whether it must be done before the next water permit. The Board asked if funds to secure the former DPW building could be found elsewhere in the budget. C. Karlson said the request to the Community Preservation Committee for funds for the sprinkler project at Cochituate Village should also be diverted to a different source of funding. She said the change of material on the rail trail project could be a resolution and not an article, and the request from the Conservation Commission for an open space and recreation plan was necessary to update the plan for land grants and access to other sources of funding. N. Balmer said the funding for IT projects is still being prepared, and she does not yet know the outcome. She said the Finance Committee is proposing to increase free cash spending in the FY16 budget due to an increase in local revenue, and she noted that there may be a need for an article to match funding for a resiliency grant for the Middle School. The Board asked that the sponsors of the articles meet with the Board over the next few weeks.

A9. Board Policy Discussion and Vote The Board reviewed the revised policy, "Board Description and Guiding Principles." J. Nolan expressed concern that any further definition of the term "leadership" would risk leaving out important qualities. In regard to the policy that members must abide by the decisions of the Board, he said he felt it does not diminish the Board members' ability to express an opinion. He suggested the language, "actions taken at official meetings represent the position of the Board." T. Boschetto questioned that the Chair "serves as chief elected official of the town," and the Board agreed to remove it. T. Boschetto asked the Board to consider changes in the extent to which Selectmen must go through the Town Administrator to talk with Department Heads.

The Board reviewed the revised policy, "Management of Legal Affairs." C. Karlson said requests should include either written requests or electronic requests. The Board discussed including the need for a contract with the Town Counsel, including an annual review, terms of engagement, terms for removal, the length of the contract, and the need to solicit by RFP on occasion when necessary. As per the public comment earlier in the evening, the Board asked N. Balmer to include the language under Appointment of Special Counsel, "on the basis of qualifications and costs." The Board asked N. Balmer to make the proposed changes to the policy and bring a revised version before the Board for approval.

The Board reviewed the revised policy, "Petitioners' Access to Town Counsel."

J. Nolan moved, seconded by L. Anderson, to approve the Board policies, "Board Description and Guiding Principles" and "Petitioners' Access to Town Counsel" as revised and approved on July 27, 2015. YEA: L.

Anderson, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSENT: M. Antes. ABSTAIN: none.
Adopted 4-0.

A10. Discuss Town Administrator Goals and Timetable for Review N. Balmer reviewed a list of suggested organizational goals for Board review and input. She said she interviewed department heads, and combined their priorities with four general goals: improve responsiveness to residents, improve government efficiency, protect and plan for town infrastructure and assets, and provide sustainability through planning for a livable community. She noted that a resident also suggested improving customer service and responsiveness in land use. She said she would like to see improvements to the website, more effective use of WayCAM, and organized efforts regarding Open Meeting Law and public records requests. She discussed the need to integrate the land use departments through software and customer service, and suggested a complete review of financial management. T. Boschetto said it was a great start, and he suggested fiscal improvements. J. Nolan supported the idea of better customer service and seeking public input regarding the website. In regard to the Open Meeting Law, he said Wayland is as transparent as any town. C. Karlson read suggestions from M. Antes, who could not be present. She recommended the use of decision trees, a newsletter from the Board of Selectmen, and focus groups. C. Karlson suggested that the list of goals be edited to focus on what is most important over the next year; she asked that the goals be measurable and attainable. J. Nolan suggested differentiating between short and long term goals. C. Karlson said the Board owes N. Balmer an evaluation and feedback, and needs to consider what form it should take. N. Balmer noted there is an ICMA evaluation form to assist in the thought process. J. Nolan suggested that Town Counsel be asked to define the legal parameters for a review.

A11. Vote to Authorize the Expenditure of \$17,000 from the Town Center Gift Funds for an Existing Conditions Survey and Final Design for the Intersection of Glezen Lane and Old Sudbury Road L. Anderson recused herself from debating or deliberating on this issue, as she is a resident of the Glezen Lane neighborhood, and she left the room. J. Nolan requested a report of prior expenditures from the Town Center gift funds. J. Nolan moved, seconded by T. Boschetto, to approve the authorization of the expenditure of \$17,000 from the Town Center gift funds for an existing conditions survey and final design for the intersection of Glezen Lane and Old Sudbury Road. YEA: T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSENT: L. Anderson, M. Antes. ABSTAIN: none. Adopted 3-0.

L. Anderson returned to the discussion at 10:14 p.m.
T. Boschetto left for a brief recess from the meeting at 10:14 p.m.

A12. Review and Approve Consent Calendar (See Separate Sheet) J. Nolan moved, seconded by L. Anderson, to approve the consent calendar. YEA: L. Anderson, C. Karlson, J. Nolan. NAY: none. ABSENT: M. Antes, T. Boschetto. ABSTAIN: none. Adopted 3-0.

T. Boschetto returned to the meeting at 10:21 p.m.

A13. Review Correspondence (See Separate Index Sheet) The Board reviewed the week's correspondence. C. Karlson and L. Anderson agreed to attend the meeting of representatives of Boards of Selectmen in Sudbury on August 3 regarding the Minuteman issue.

A14. Report of the Town Administrator N. Balmer reported that the OPEB Advisory Committee is creating a Trust Document for the current OPEB fund, and will come before the Board for possible adoption. She reviewed the sale of homes at Twenty Wayland; the Board asked for a continuing update. J. Nolan said both the Finance Director and the Recreation Commission has created a revolving fund model for recreation; he said he has arranged a meeting to find consensus.

A15. Selectmen's Reports and Concerns T. Boschetto said he received a complaint from a resident regarding customer service at the town building; N. Balmer asked that complaints be referred to John Senchyshyn or herself. J. Nolan reported on the grand opening of the Framingham MetroWest Regional Transit Authority hub on July 17, noting the construction was ahead of schedule and under budget. L. Anderson asked that the Town Moderator be invited to a future meeting to provide an update on town meeting procedures and scheduling.

A16. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
The Chair said, "I know of none."

A17. Adjourn There being no further business before the Board, L. Anderson moved, seconded by T. Boschetto, to adjourn the meeting of the Board of Selectmen at 10:53 p.m. YEA: L. Anderson, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSENT: M. Antes. ABSTAIN: none. Adopted 4-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of July 27, 2015

1. None

Items Included as Part of Agenda Packet for Discussion During the July 27, 2015 Board of Selectmen's Meeting

1. Memorandum of 7/24/15 to Board of Selectmen re: Licensing, Change of Manager for Bertucci's Restaurant Corporation, and Attached Application
2. Memorandum of 7/22/15 from Ben Keefe, Public Buildings Director, to Nan Balmer, Town Administrator, re: Board of Selectmen Update from the Public Buildings Director
3. Memorandum of 7/27/15 from Nan Balmer, Town Administrator to Board of Selectmen, re: Minuteman
 - Email of 7/21/15 from Mary Ellen Castagno re: Recommendation to Board
 - Newspaper Summaries: Carlisle Mosquito and Your Arlington
 - Table of Minuteman Town Positions
 - Email of 7/8/15 from Minuteman re: Minuteman School Committee Vote
 - Arlington Letter, 7/1/15, on District Wide Vote
 - Sudbury Letter, 7/16/15, on Building Project and Possible District Wide Ballot Vote
 - Belmont Letter, 6/23/15, to MSBA re: Minuteman
 - Letter of 5/3/10 from MSBA to Minuteman re: Building Project
 - Letter of 7/16/15 from Minuteman to Wayland Board of Selectmen re: Amending Agreement to Allow Wayland Withdrawal
 - Letter of 5/11/15 from Beth Klein, Town Clerk, to Minuteman, re: Notification of Town Meeting Action to Withdraw
 - Email of 6/23/15, Survey Questions to Gauge Public Opinion of District Wide Ballot
4. Memorandum of 7/27/15 from Nan Balmer, Town Administrator to Board of Selectmen re: River's Edge, with Attached Record of Vote
5. Table of Potential Special Town Meeting Articles
6. Memorandum of 7/27/15 from Nan Balmer, Town Administrator to Board of Selectmen re: Board Policies
7. Memorandum of 7/27/15 from Nan Balmer, Town Administrator to Board of Selectmen re: Town of Wayland FY16 Organizational Goals
8. Memorandum of 7/27/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Authorization of Expenditure from Town Center Gift Funds
9. Town Administrator's Report for the Week Ending July 24, 2015



NAN BALMER
TOWN ADMINISTRATOR
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TOWN OF WAYLAND

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WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

LEA T. ANDERSON
MARY M. ANTES
ANTHONY V. BOSCHETTO
CHERRY C. KARLSON
JOSEPH F. NOLAN

DRAFT

Board of Selectmen Meeting Minutes August 3, 2015

Attendance: Lea T. Anderson, Cherry C. Karlson, Joseph F. Nolan

Absent: Mary M. Antes, Tony V. Boschetto

Also Present: Town Administrator Nan Balmer

A1. Call to Order by Chair Chair C. Karlson called the open meeting of the Board of Selectmen to order at 6:01 p.m. in the Selectmen's Meeting Room of the Wayland Town Building and noted the meeting will likely be broadcast and videotaped for later broadcast by WayCAM. J. Nolan announced a mandatory water ban, hand watering only, effective August 5, 2015. C. Karlson said M. Antes asked her to announce the Wayland Community Art Fair on September 19, 2015.

A2. Public Comment Jay Sherry, 18 Pine Needle Road, speaking for himself, said he would support a Board vote to authorize a consultant to analyze health insurance options in order to lower the cost. He also suggested that the Board consider a study of plan design changes.

A3. Review and Vote Letter to Minuteman School Committee The Board was joined by Mary Ellen Castagno, Wayland representative to the Minuteman School. C. Karlson provided a revised letter from the Board to Maureen Valente, Chief Executive Officer of the MSBA, Minuteman managers and administrators, and State elected officials regarding the right sizing of the Minuteman school building project and the potential district-wide vote. C. Karlson said the revised letter addressed new information received from the MSBA. The Board reviewed the letter and suggested edits; it was the sense of the Board that the letter correctly stated the position of the Board. M. Castagno noted that communications from Minuteman are not always distributed to every member town. C. Karlson said she would like to know the purpose of the amendment to increase the size of the new project. J. Nolan said that Wayland should not bear an undue burden of the cost because of the affluence of the town. L. Anderson moved, seconded by J. Nolan, to approve the draft letter as amended, and to authorize the Town Administrator to execute and send the letter. YEA: L. Anderson, C. Karlson, J. Nolan. NAY: none. ABSENT: M. Antes, T. Boschetto. ABSTAIN: none. Adopted 3-0.

A4. Review and Approve Consent Calendar (See Separate Sheet) J. Nolan moved, seconded by L. Anderson, to approve the consent calendar with edits to the minutes of July 13, 2015. YEA: L. Anderson, C. Karlson, J. Nolan. NAY: none. ABSENT: M. Antes, T. Boschetto. ABSTAIN: none. Adopted 3-0.

A5. Review Correspondence (See Separate Index Sheet) The Board reviewed the week's correspondence.

A6. Report of the Town Administrator The report of the Town Administrator was postponed until the next meeting.

A7. Selectmen's Reports and Concerns The Selectmen's reports and concerns were postponed until the next meeting.

The Board recessed at 6:25 p.m. and reconvened in the Large Hearing Room at 6:32 p.m.

A8. Joint Meeting with the Personnel Board and the School Committee to Discuss Potential Options for Providing Health Insurance to Employees and Retirees; Potential Vote to Authorize a Consultant to Conduct a Comparative Analysis of Premiums between the West Suburban Health Group and the Group Insurance Commission and Identify Potential Premium Cost Savings between the Organizations The Board was joined by the Personnel Board, the School Committee, and John Senchyshyn, Assistant Town Administrator/Human Resources Director, to discuss health insurance issues. J. Senchyshyn advised the participants that health insurance rates are increasing dramatically. He reviewed a proposal to hire a consultant to identify what health insurance plans Wayland employees might select if the town moves its employee health insurance to the Group Insurance Commission (GIC). He said the projected cost of a consultant is under \$5,000. Maryanne Peabody, Personnel Board, asked if MILA (Massachusetts Interlocal Insurance Association) was an option. J. Senchyshyn said it was not included in the study. Donna Bouchard, School Committee, asked about the base year; J. Senchyshyn said it is the fiscal year. Ellen Grieco, Chair, School Committee, asked when a decision needed to be made. J. Senchyshyn said there is a tight time frame. M. Peabody said the town would lose control over its health insurance by moving to the GIC. C. Karlson noted that a member of the public earlier in the evening had suggested a study of plan design changes. J. Senchyshyn said plan design changes would be discussed after the study results are received from the consultant. E. Grieco asked how the GIC deficit will be funded; J. Senchyshyn said through premiums. It was the sense of the School Committee and the Personnel Board to support the proposal. J. Senchyshyn reviewed the scope of work for the study. Barbara Fletcher, School Committee, asked if the consultant will analyze the effect on employees; J. Senchyshyn said yes. J. Nolan noted that the authorization is for a study only, and no decisions are being made at this point. J. Senchyshyn said he will be available to answer any questions from employees.

J. Nolan moved, seconded by L. Anderson, to authorize the engagement of a consultant to conduct a comparative analysis of premiums between the West Suburban Health Group and the Group Insurance Commission and identify potential premium cost savings between the organizations. YEA: L. Anderson, C. Karlson, J. Nolan. NAY: none. ABSENT: M. Antes, T. Boschetto. ABSTAIN: none. Adopted 3-0.

A9. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
The Chair said, "I know of none."

A10. Adjourn There being no further business before the Board, L. Anderson moved, seconded by J. Nolan, to adjourn the meeting of the Board of Selectmen at 6:45 p.m. YEA: L. Anderson, C. Karlson, J. Nolan. NAY: none. ABSENT: M. Antes, T. Boschetto. ABSTAIN: none. Adopted 3-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of August 3, 2015

1. Draft Memorandum and Red-lined Version of Draft Memorandum of 8/3/15 from Wayland Board of Selectmen to Maureen Valente, Chief Executive Officer of the MSBA, Minuteman Managers and Administrators, and State Elected Officials re: Concerns with Minuteman Building Process

Items Included as Part of Agenda Packet for Discussion During the August 3, 2015 Board of Selectmen's Meeting

1. Memorandum of 8/3/15 from Nan Balmer, Town Administrator, to Board of Selectmen re: Draft Memorandum 8/3/15 from Wayland Board of Selectmen to Maureen Valente, Chief Executive Officer of the MSBA, Minuteman Managers and Administrators, and State Elected Officials re: Right Sizing of School Building Project and District-wide Vote
2. Memorandum of 7/21/15 from Mary Pichetti, Director of Capital Planning, to John K. McCarthy, Executive Director, re: Minuteman Regional Vocational Technical School District, Minuteman Technical High School
3. Memorandum of 8/3/15 from John Senchyshyn, Assistant Town Administrator/Human Resources Director, to Board of Selectmen re: Joint Meeting with the Personnel Board and the School Committee to Discuss Potential Options for Providing Health Insurance to Employees and Retirees

Balmer, Nan

From: fred knight <fred.knightway@gmail.com>
Sent: Friday, August 21, 2015 5:06 AM
To: tjabdella@gmail.com; Karlson, Cherry; Keefe, Ben; Balmer, Nan; aida gennis; Bill Steinberg; Lea Anderson; Ann F. Knight; Capasso, Jane; Tony Boschetto
Subject: Re: ATM Article on WW for Library

All,

I thought of one more aspect concerning the disposition of the available 820 gpd of design flow (capacity) from the WWMDC. What happens if the Town wants to sell the Library property? The building is currently about 14,000 sqft. If converted to an office building, it would merit (under Title V) a wastewater design flow of $14,000\text{sqft} \times 75\text{gpd}/1000\text{sqft}$ or 1050 gpd. If the Town provided this capacity under its current allocation, the Municipal Pad building would be limited to $(3000-1050)\text{gpd}/(75\text{gpd}/1000\text{sqft}) = 26,000$ sqft. This is a further limitation on the size of a building at the Municipal Pad. If the Town buys the 820 gpd design flow from the WWMDC, this limitation is eliminated.

In summary, under a scenario where the Library vacates the current building and the building is used for office space, the limitation on the Municipal Pad building is 26,000 sqft---unless the Town purchases the 820 gpd of design flow from the WWMDC. If the Town buys the 820 gpd design flow from the WWMDC, this limitation is eliminated.

Again, the consensus from the WWMDC and Ben Keefe is that the BoS needs to act on either limiting the size of a building at the Municipal Pad (to 26,000 sqft) or else submit an STM article to buy the 820 gpd from the WWMDC.

Cheers,
Fred

--

Fred Knight, fred@knightway.org, 508 358 0834

On Thu, Aug 20, 2015 at 4:38 PM, fred knight <fred.knightway@gmail.com> wrote:
All,

At last night's WWMDC meeting (on 19 Aug 2015), we had a discussion on the merits of the Town buying the 820 gpd of available design flow (capacity) to satisfy the needs (1) of replacing the current on-site septic system at the Library or (2) of providing sufficient design flow for an enlarged library. The attached white paper gives more background, and the attached stream of email messages adds more comments. Since that paper was written, there has been renewed interest in making an enlarged library at the current site and the Town wastewater needs, especially for the Municipal Pad, have been considered.

Ben Keefe attended the meeting.

The argument for buying the capacity for the Library is that it will ensure sufficient capacity no matter what happens with the Municipal Pad. The argument against buying it is that the building on the Municipal Pad will not exceed 30,000 sqft, so it will require at most 2250 gpd, leaving at least 750 gpd for the Library. If the building at the Municipal Pad is 40,000 sqft, then the Town does not have sufficient capacity without buying the

additional capacity. (There is also an option of reallocating capacity from the Public Safety Building and the Town Building, but this opens the probability that other users would like the same treatment and puts the WWMD in a difficult position. See more in the white paper.)

It was the consensus at the meeting that the Board of Selectmen should weigh in here, either to vote to buy the 820 gpd (presumably with an article at the upcoming STM) or to guarantee that the building on the Municipal Pad will not exceed 30,000 sqft.

One more point. The WWMD plans to sell the capacity to another user if the Town does not buy it soon.

More can be said, but this gives an update on the status on the situation.

Cheers,
Fred

--

Fred Knight, fred@knightway.org, [508 358 0834](tel:5083580834)

On Sat, Feb 14, 2015 at 8:02 AM, Fred Knight <fred@knightway.org> <fred.knightway@gmail.com> wrote:
All,

Here is a little more on long-term thinking concerning wastewater allocations.

Suppose that a renovated Library on the current site requires the 820 gpd and a building on the Municipal Pad is ultimately 40,000 sqft. Then the current allocation of 3000 gpd is really insufficient, short by some 820 gpd--- exactly what is available now and an amount that presumably won't be available in the future. Alternatively, suppose the Library moves to the site of the old highway garage and the current Library is attempted to be sold. It is less likely that the site will be attractive without a connection to the WWMD. That connection requires that the Town obtain capacity now, unless we rob capacity from that allocated to the Municipal Pad. Under both the scenarios, we are short on wastewater capacity. Finally, if we say the building on the Municipal Pad can be ultimately satisfied with 2180 gpd, say its area is limited to 30,000 sqft, we can, as Ben suggests, allocate the remainder (820 gpd) of the current Municipal Pad capacity to the Library building.

I think that discussion with the Library Trustees on Wednesday morning is important before a decision is made on keeping or withdrawing the Article to obtain the available 820 gpd of wastewater capacity. If possible, having the BoS make that decision on 23 Feb 2015, rather than 17 Feb 2015 is preferable IMO.

Fred

--

Fred Knight, fred@knightway.org, [508 358 0834](tel:5083580834)

On Fri, Feb 13, 2015 at 8:21 PM, Fred Knight <fred@knightway.org> <fred.knightway@gmail.com> wrote:
All,

Nan asked me to submit comments for the BoS's meeting on next Tuesday night (17 Feb 2015). I attach here what I wrote. Ben and I plan to be at the Library Trustee's meeting on Wednesday morning, so it may be premature to have the BoS deciding on Tuesday night on the disposition of this article.

Fred

--
Fred Knight, fred@knightway.org, 508 358 0834

On Fri, Feb 13, 2015 at 9:16 AM, Ann Knight <aknight@minlib.net> wrote:

On Tue, Feb 10, 2015 at 2:56 PM, <tjabdella@gmail.com> wrote:

Fred - I would equate it to a similar type of cost as the MWRA would charge a new community for joining their system. Thx, Tom

Sent via BlackBerry by AT&T

From: "Fred Knight <fred@knightway.org>" <fred.knightway@gmail.com>

Date: Tue, 10 Feb 2015 14:43:33 -0500

To: Tom Abdella<tjabdella@gmail.com>

ReplyTo: fred@knightway.org

Cc: Ann Knight<aknight@minlib.net>; Keefe, Ben<bkeefe@wayland.ma.us>; Karlson, Cherry<ckarlson@wayland.ma.us>; Balmer, Nan<nbalmer@wayland.ma.us>; aida gennis<wgs3155@gmail.com>

Subject: Re: ATM Article on WW for Library

Tom, That's right.

One more note. The \$70k is NOT a betterment. You can call it a membership initiation fee or privilege fee. It is a reasonable amount to charge for the capacity based on the capital costs of the WWTP. It reflects a desire by the WWMDC to get money for capacity that was relinquished on other users and is what we would expect to get from a private party. The WWMDC wants to give the Town first choice at obtaining it.

Fred

--
Fred Knight, fred@knightway.org, 508 358 0834

On Tue, Feb 10, 2015 at 2:09 PM, Tom Abdella <tjabdella@gmail.com> wrote:

Fred - just to confirm - 1) the \$70k represents an "membership initiation" fee based on anticipated capacity usage; 2) there would be additional capital costs for the physical connection of the library to the system of ~\$60k; and 3) once connected, an annual operating cost / discharge fees of ~\$2,100/yr.

Thanks, Tom Abdella

On Tue, Feb 10, 2015 at 11:02 AM, Fred Knight <fred@knightway.org> <fred.knightway@gmail.com> wrote:
All,

According to Ann's files, John Moynihan made ballpark estimates for the cost of connecting the Library to the Wastewater Management District (WWMD) of \$30k in FY09 and \$60k in FY10. These are construction costs for the on-site piping, infrastructure, and grinder pump to make the connection to the WWMD main. These costs would be borne at a time when the actual connection is made, possibly some years hence.

The Article for ATM is for an additional cost to allow the Library building to join the WWMD. The \$70,000

for this article is to obtain the capacity at a rate equivalent to what Wayland Commons paid as a privilege fee about 8 years ago. They paid \$600,000 for 7,200 gallons per day (gpd). The capacity available now is 820 gpd. The scaled amount is $(820/7200)*\$600,000$ or \$68,333. Inflation is not included in this amount.

Note also that at some point, say at connection time or earlier, the WWMD would begin to charge the Library for operating costs, as is done for the Town Building (not yet connected but charged) and the Public Safety Building (connected and charged). In FY2015, the operating cost would have been ~\$1750. When the Library is connected, an additional operating cost would be added for water usage or flow. With the Library water usage of about 200 gpd, the FY2015 amount would have been \$316. These values will increase slowly over time to pay for inflation of operating expenses.

In summary, John Moynihan had the connection of the Library to the WWMD in his Facilities Capital Plan with a construction cost estimated to be \$60k. The current article is to obtain the wastewater capacity necessary to hook the Library building to the WWMD. The cost is about \$70k. Additional costs will occur in the future to pay for operating expenses---at about \$2100/year, increasing slowly over time.

Fred, chair of WWMD

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Fred Knight, fred@knightway.org, 508 358 0834

On Tue, Feb 10, 2015 at 9:33 AM, Ann Knight <aknight@minlib.net> wrote:

I am attaching a five-year facilities plan from FY09 that John Moynihan shared with the Library Trustees. It indicates that several years ago he had a plan to connect the library to the WWMD. I think that fell off the capital improvement plan in light of subsequent difficulties with the Town Center development, etc. Anyway, this is the file John shared with us as we prepared the FY09 Budget. He also prepared the attached file for FY10 (even though it has my name on it, John prepared ALL the facilities requests).

--Ann Knight

On Mon, Feb 9, 2015 at 5:17 PM, Keefe, Ben <bkeefe@wayland.ma.us> wrote:

I have read the entire thread but have not responded because I am not familiar enough with the subject and can't access the files I need to investigate from home. I will check into this tomorrow morning and plan on being at the Library Trustees meeting on Wednesday.

BEN

From: Fred Knight <fred@knightway.org> [fred.knightway@gmail.com]
Sent: Monday, February 09, 2015 11:00 AM
To: Tom Abdella
Cc: Karlson, Cherry; Balmer, Nan; Knight, Ann; Keefe, Ben; aida gennis
Subject: Re: ATM Article on WW for Library

Tom,

See below.

--

Fred Knight, fred@knightway.org<<mailto:fred@knightway.org>>, 508 358 0834

On Mon, Feb 9, 2015 at 10:34 AM, Tom Abdella <tjabdella@gmail.com<mailto:tjabdella@gmail.com>> wrote:

In no particular order:

* What is the estimated life remaining for the existing Library septic system?

Fred: This is unknown, but you might imagine that the system could fail after operating for 29 years. I believe that examination during regular pumping has not raised any flags, but a more through examination might be warranted given this article. Certainly, septic systems of this age are prone to failure. If the state of the system needs a recent determination, an examination would have to be done. Appealing to its age seems ample reason for wanting an alternative, and, hence, is good reason for spending \$70,000 on this article. I believe that John Moynihan had its replacement on the list of capital items for Facilities. IMO, the Town should be commended for a forward thinking attitude in this situation.

* Are there current issues with the Library septic system?

Fred: This is being checked by looking at the most recent report, but there has been no compromise in the current Library operation due to the septic system. Certainly, septic systems of this age (29 years) and the septic location being in the sensitive area surrounding the Library are factors that make this article attractive. The WWMDC wants to generate income and the Library septic system is old.

* What are the plans for replacement of the current Library? Is the preference to renovate existing location or move to new location?

Fred: Replacement of the system on site has not been engineered, and there are a number of compromising factors, namely location near wetlands, limited area on the Library site, need to keep the Library operating, and future use of the building if the Library moves. There has been thought put into the potential need for a replacement system but no engineering. Attachment to the existing WWMD seems a reasonable solution, and the opportunity presenting itself now is that the WWMDC would like to reuse the capacity that has been relinquished. The previous Facilities Director had replacement of the system on his Capital Planning list.

* If the Library moves to a new location will the Town continue to own that property, or will it put it on the market?

Fred: Both options are possible.

* Has the WWMDC considered publicly auctioning the current surplus capacity? Is the WWMDC pursuing the most fiscally beneficial path to the WWMDC and its rate payers with this offer to the Town?

Fred: The WWMD wants to generate income by reselling the relinquished capacity and has interested private parties. The idea of this Article is to give the Town first opportunity at utilizing this relinquished capacity. If the Article is not passed, the WWMDC anticipates reselling the capacity to a private party. Some form of advertisement and a bidding process might take place.

Thanks, Tom Abdella
Finance Committee

On Mon, Feb 9, 2015 at 7:18 AM, Karlson, Cherry
<ckarlson@wayland.ma.us<mailto:ckarlson@wayland.ma.us>> wrote:
FYI – Fred's answers/info

From: Fred Knight
<fred@knightway.orgfred.knightway@knightway.org<mailto:fred@knightway.org><mailto:fred@knightway.org>>fred.knightway@gmail.com<<http://gmail.com>>>

Reply-To: "Knight, Fred"

<fred@knightway.org<mailto:fred@knightway.org><mailto:fred@knightway.org><mailto:fred@knightway.org>>>

Date: Sunday, February 8, 2015 at 7:31 PM

To: Cherry Karlson

<ckarlson@wayland.ma.us<<mailto:ckarlson@wayland.ma.us>><<mailto:ckarlson@wayland.ma.us><<mailto:ckarlson@wayland.ma.us>>>>, "Keefe, Ben"
<bkeefe@wayland.ma.us<<mailto:bkeefe@wayland.ma.us>><<mailto:bkeefe@wayland.ma.us><<mailto:bkeefe@wayland.ma.us>>>>
Cc: "Balmer, Nan"
<nbalmer@wayland.ma.us<<mailto:nbalmer@wayland.ma.us>><<mailto:nbalmer@wayland.ma.us><<mailto:nbalmer@wayland.ma.us>>>>, "Knight, Ann"
<aknight@minlib.net<<mailto:aknight@minlib.net>><<mailto:aknight@minlib.net><<mailto:aknight@minlib.net>>>>
>
Subject: Re: ATM Article on WW for Library

Let me address Cherry's questions. See below.

Cheers,
Fred

--

Fred Knight,
fred@knightway.org<<mailto:fred@knightway.org>><<mailto:fred@knightway.org><<mailto:fred@knightway.org>>>>, [508 358 0834](tel:5083580834)<<tel:508%20358%200834>><<tel:508%20358%200834>>

On Fri, Feb 6, 2015 at 1:20 PM, Karlson, Cherry

<ckarlson@wayland.ma.us<<mailto:ckarlson@wayland.ma.us>><<mailto:ckarlson@wayland.ma.us><<mailto:ckarlson@wayland.ma.us>>>> wrote:

Nan,

I'm the BoS assignee for the ATM article considering the purchase of Wastewater capacity for use at a Town facility (the Library has been identified).

I'm not certain who is advocating for this article, but after a discussion with Ann this morning, it seems that it is at heart a Facilities decision. Can you please involve Ben Keefe to review and opine on this article? Some of the questions I have:

* Do we want to purchase the capacity for use at the Library or any Town building?

Fred: WWMDC has some vacant capacity that was given back, and we want to generate income by reselling to somebody. Library building will eventually need a replacement system since the system is almost 30 years old.

* Do we purchase the capacity to ensure the future viability of the building for either Library use, other municipal/school use as contemplated in the building study completed 2-3 years ago or to lease to a third party?

Fred: I think that WWMDC, Library Trustees, and BoS all think this is a good idea.

* What is the state of the Library's septic system?

Fred: System is operating and pumped regularly, at which time an inspection is done. We are looking for the most recent assessment, which might be at the Library or in the Facilities Office.

* What would it cost to replace it? And is there enough physical land to do so and meet regulatory requirements (state and local)?

Fred: These are important issues that need assessment. There are significant questions that a replacement system could be placed on the current site.

* Does the Library understand the connection expense? The annual expense? (Cindy Cincotta has provided me with an estimate based on comparative usage.) And is the Town willing to support that additional annual expense.

Fred: The Library Building is near the WWMD main. When it was built, that main was extended north on Rt 27 in anticipation of this need at the Library. There is no need to immediately connect to the WWMD. When the actual connection is made, a grinder pump (~\$2000) and connection pipe to the edge of the property (no estimate) need to be purchased. As to on-going cost, there needs to be a determination by the WWMDC about whether the Library, before the actual connection is made, will pay operating expenses. Right now the Town Building is not connected, but the Town pays quarterly for the privilege of earmarking 1,100 gpd for the Town Building in case their septic system fails. For the Library, the annual cost for 820 gpd under current WWMD rates with no connection to the system is \$1747 for FY2015. When the WWMDC would start assessing operating fees needs further discussion.

* Is \$70,000 the right price? (More a discussion with WWMDC.)

Fred: The \$70,000 comes from scaling the privilege fee paid by Wayland Commons some 10 years ago. They paid \$600,000 for 7,200 gallons per day, which means \$68,333 for 820 gpd.

* Who will present this article to the FinCom for discussion and vote? This needs to happen by Feb 23rd.

Fred: I can be available for background or presentation. It is the BoS's article.

If we are going forward with the article, then Ben, the BoS, the Library Trustees and WW need to be ready to get this information together and assist FinCom with the article write-up and vote - which are due by Feb 25th.

If on Ben's advice we choose not to go forward with the article, then the BoS should vote to pull the article and WWMDC has the option to sell the capacity to another entity. (They have offered it to the Town first in an act of good municipal citizenry – my opinion.) This BoS vote would need to happen on Feb 23.

I don't want the article to go to ATM if it doesn't have Ben's support.

Ann or Fred, if you have any thoughts on the process to get a decision, please let me know.

Thanks,
Cherry

Ann F. Knight | Director
WAYLAND FREE PUBLIC LIBRARY
5 Concord Road | Wayland, Massachusetts 01778
Tel [508-358-2311](tel:508-358-2311) Fax [508-358-5249](tel:508-358-5249)
aknight@minlib.net

Find us on the web at www.waylandlibrary.org
"Like" us at www.facebook.com/WaylandLibrary

All,

Before a recommendation is made NOT to reserve/purchase this capacity for a future municipal use, then it is clear that the question needing to be answered is whether the capacity the town has could support BOTH

- an expanded library building of 30,000+ square feet at the current library site and
- an eventual 40,000 square foot building at the municipal pad at Town Center.

The Board of Library Commissioners requires us to plan for a 20-year horizon. Clearly an expansion at the current library site would be inefficient and costly, but it might be possible if we purchase additional land or build vertically. Would the existing capacity reserved for the town support such an expansion?

I don't know if the municipal pad would ever contain a 40,000 square foot building, but the Town might eventually want to construct a new larger building on that site.

--Ann

--

Ann F. Knight | Director
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Find us on the web at www.waylandlibrary.org
"Like" us at www.facebook.com/WaylandLibrary

Comments on the Proposed ATM Article to Obtain Wastewater Design Flow for the Library
Fred Knight, chair of WWMD
12 Feb 2015

Summary: The proposed article is to obtain the wastewater capacity necessary to hook the Library building to the Wayland Wastewater Management District (WWMD) at a cost of about \$70,000. The town currently has 4100 gallons per day (gpd) capacity in the Public Safety and Town Buildings and 3000 gpd allocated for the Municipal pad. The current proposed article adds 820 gpd, which could presumably be used by the Library if its current leaching field fails. Previously, John Moynihan had the connection of the Library to the WWMD in his Facilities Capital Plan with an additional construction cost estimated to be \$60k. Following connection, additional costs will occur in the future to pay for operating expenses---at about \$2100/year, increasing slowly over time. An alternative to obtaining the 820 gpd is to use part of the allocation for the Municipal Pad. This will limit the size of the building on the Municipal Pad, but probably not so much to limit its function as a location for the Council on Aging facility. However, the ultimate size of a building there will be less than 40,000 sqft, which is the largest building previously anticipated.

Background: Right now the Public Safety Building is connected with a design flow of 1100 gpd (gallons per day), so the town pays based on the design flow (aka capacity) and the water usage. The Town Building is not connected but the design flow of 3000 gpd is allocated and paid for quarterly. Finally, the so-called Municipal Pad has an allocated design flow of 3000 gpd. The total for the Town is 7100 gpd. This is about 9% of our total capacity.

Recently two portions of our total capacity were relinquished by their owners: 440 gpd from Bastons and 380 gpd from Wayland Commons. The WWMDC wants to sell this capacity to gain money for the users. This is not an increase of the total capacity, just a reuse of 820 gpd of design capacity

I believe that there is no formal document calculating the Library needs because (as odd as it seems) the Title V regs do NOT have anything for libraries. We could treat the library (~14,000 sqft) as an office (75 gpd/1000 sqft) and allocate a design capacity of 1050 gpd. However, the default method of calculating design flow in the Title V regs is double the existing water usage. For the library, this is ~200 gpd. Hence, the better amount of design flow is about 400 gpd. About ten years ago, the WWMDC estimated the Library needs to be 500 gpd. If that building is enlarged, the new area is uncertain without another design study. An enlarged library will need more capacity. A conservative estimate might be double the current amount to 800 gpd. This coincides with what the WWMDC can re-allocate.

In summary, the town currently has 4100 gpd in the Public Safety and Town Buildings and 3000 gpd allocated for the Municipal pad. The total is 7100 gpd or ~9% of the aggregate design capacity for the WWMD. The current proposed article adds 820 gpd, which could presumably be used by the Library if its current leaching field fails.

Estimates of Cost: According to Library files, John Moynihan made ballpark estimates for the cost of connecting the Library to the Wastewater Management District (WWMD) of \$30k in FY09 and \$60k in FY10. These are engineering design and construction costs for the on-site piping, infrastructure, and grinder pump to make the connection to the WWMD main. These costs would be borne at a time when the actual connection is made, possibly some years hence.

The Article for ATM is for an acquisition cost to allow the Library building to join the WWMD. The

\$70,000 for this article is to obtain the capacity at a rate equivalent to what Wayland Commons paid as a privilege fee about 8 years ago. They paid \$600,000 for 7,200 gallons per day (gpd). The capacity available now is 820 gpd. The scaled amount is $(820/7200)*\$600,000$ or \$68,333. Inflation is not included in this amount.

Note also that at some point, say at connection time or earlier, the WWMD would begin to charge the Library for operating costs, as is done for the Town Building (not yet connected but charged) and the Public Safety Building (connected and charged). In FY2015, the operating cost would have been ~\$1750. When the Library is connected, an additional operating cost would be added for water usage or flow. With the Library water usage of about 200 gpd, the FY2015 amount would have been \$316. These values will increase slowly over time to pay for inflation of operating expenses.

In summary, John Moynihan had the connection of the Library to the WWMD in his Facilities Capital Plan with a construction cost estimated to be \$60k. The current article is to obtain the wastewater capacity necessary to hook the Library building to the WWMD. The cost is about \$70k. Additional costs will occur in the future to pay for operating expenses---at about \$2100/year, increasing slowly over time.

Discussion of article: Right now, Ben Keefe is making the argument that the Town has enough capacity to allocate some to the Library. This would come from the 3,000 gpd earmarked to the Municipal Pad. That amount is good for a 40,000 sqft building, and right now only 20,000 sqft is contemplated. The implication is that the 3,000 gpd is sufficient Title V design flow (capacity) for both a building on the Municipal Pad and the Library. I can't argue that this is definitely wrong, but I think it is a restriction to the amount that was originally contemplated for the Municipal Pad.



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

TOWN OF WAYLAND

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BOARD OF SELECTMEN

LEA T. ANDERSON
MARY M. ANTES
ANTHONY V. BOSCHETTO
CHERRY C. KARLSON
JOSEPH F. NOLAN

BOARD OF SELECTMEN
Monday, August 24, 2015
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 Counsel Anderson & Kreiger LLP, for Legal Services Rendered through 6/30/15, Reference # 113314, 5415-001: \$5,567.16

ANDERSON KREIGER

Anderson & Kreiger LLP
One Canal Park, Suite 200
Cambridge, MA 02141
(617) 621-6500
EIN: 04-2988950

July 10, 2015

Town of Wayland
Attn: John Moynihan
Public Buildings Director
2nd Floor, Facilities Department
41 Cochituate Road, Wayland, MA 01778

Reference # 113314 / 5415-001

In Reference To: River's Edge Special Counsel

Total Current Billing:	<u>5,567.16</u>
Previous Balance Due:	3,512.18
Total Now Due:	<u>9,079.34</u>

PLEASE NOTE: ALL BALANCES DUE WITHIN 30 DAYS



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**REVISED LIST OF PUBLIC DOCUMENTS
PROVIDED TO THE BOARD OF SELECTMEN
FROM AUGUST 7, 2015, THROUGH AND
INCLUDING AUGUST 20, 2015, OTHERWISE NOT
LISTED AND INCLUDED IN THE
CORRESPONDENCE PACKET FOR AUGUST 24,
2015**

Items Distributed To the Board of Selectmen – August 7-20, 2015

1. None

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of August 10, 2015

1. None

Items Included as Part of Agenda Packet for Discussion During the August 24, 2015 Board of Selectmen's Meeting

1. Background Information on Petitioners Workshop, August 24, 2015
2. Memorandum of 8/24/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Finance Committee Special Town Meeting Article, Finance Update, Fund Balance and Draft Financial Policies with Background Information
3. Memorandum of 8/24/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Special Town Meeting Article to Acquire Municipal Parcel, Proposed Article, Draft Comments, and Council on Aging/Community Center Advisory Committee Charge
4. Memorandum of 8/24/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Special Town Meeting Article, Solar Project Structured Tax Agreement, Proposed Article, Board of Assessors Minutes June 1 and June 15, 2015
5. Memorandum of 8/24/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Special Town Meeting Articles, Community Preservation Committee
6. Memorandum of 8/24/15 from Dennis Berry, Town Moderator, to Board of Selectmen, re: Discussion Items for Meeting on August 24, 2015
7. Town Administrator's Report for the Week Ending August 21, 2015



TOWN OF WAYLAND

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BOARD OF SELECTMEN
Monday, August 24, 2015
Wayland Town Building
Selectmen's Meeting Room

CORRESPONDENCE

Selectmen

1. Public Comment, Sherman Bridge
2. Public Comment, Glezen Lane
3. Letter of 8/11/15 from Nan Balmer, Town Administrator, to MetroWest Daily News, re: Public Records Request of August 10, 2015
4. Email of 8/12/15 from Sarkis Sarkisian, Town Planner, to Board of Selectmen, re: Town Center Sold to Zurich Assets Management

Conservation Commission

5. Determination of Applicability, 8/12/15, from Brian J. Monahan, Conservation Administrator, re: 4 Acorn Lane
6. Determination of Applicability, 8/12/15, from Brian J. Monahan, Conservation Administrator, re: 15 Langdon Road

Minutes

7. Council on Aging/Community Center Advisory Committee, July 6, 2015, July 12, 2015
8. Economic Development Committee, May 14, 2015
9. Board of Library Trustees, July 8, 2015
10. Municipal Affordable Housing Trust Fund Board, July 1, 2015
11. Planning Board, December 4, 2014, January 6, 2015, March 3, 2015, March 24, 2015, April 28, 2015
12. Board of Public Works, July 15, 2015
13. River's Edge Advisory Committee, August 3, 2015
14. Surface Water Quality Committee, July 21, 2015

State

15. Letter of 8/4/15 from Department of Transportation re: Approval of Special Speed Regulation No 7938, Pelham Island Road
16. Letter of 8/6/15 from Massachusetts School Building Authority to Superintendent Edward A. Bouquillon re: Minuteman Regional Vocational Technical School District

DiNapoli, MaryAnn

From: Balmer, Nan
Sent: Monday, August 10, 2015 8:02 AM
To: Karlson, Cherry; Mary Antes (mantes2@verizon.net); Anderson, Lea; Tony Boschetto; Joe Nolan (jnolan@citypointpartners.com) (jnolan@citypointpartners.com)
Cc: DiNapoli, MaryAnn
Subject: FW: Sherman Bridge
Attachments: Email to Brown 072315.pdf; ATT00001.htm; Screen Shot 2015-07-23 at 9.12.15 PM.png; ATT00002.htm

FYI

From: Thomas Cooper [mailto:tgcooper@mac.com]
Sent: Sunday, August 09, 2015 2:59 PM
To: Selectmen
Cc: Chris Brown; Kadlik, Stephen; Balmer, Nan
Subject: Sherman Bridge

Dear Selectpersons:

I see that Sherman Bridge is on the agenda for tomorrow's meeting. I thought you might be interested in reading the email I sent to Mr. Brown recently. (Attached) I would like correct one misperception. The DOT did not withdraw funding because of concerns of the neighbors. You can see the explanation for that assertion in the attached memo.

You should know also that I, and several others, support the idea of replacing the decking of the bridge. But I am wholeheartedly opposed to closing the sidewalk, which was the latest proposal from the engineering firm, TEC. The bridge is used daily by many people for walking, fishing, photography, painting, nature watching, etc. So closing the sidewalk would make those impossible or push pedestrians into the road just to guard against the possibility that some car will hit the guardrail at 60 mph, go over the embankment or land in the river. I am pretty sure that has never happened with present design. We don't need a guardrail designed for high speed interstate driving on Sherman Bridge. The bridge has great recreational, historic, and environmental benefits, which would be impaired by the latest design proposal. And it carries cars and people. (The first design from TEC did not close the sidewalk; that version was much better in my opinion but apparently we could not get a DOT contribution to the cost of the repair since the simpler design does not meet federal highway safety standards, which is not to say that the design was not safe, but just not safe if it were applied to high speed highways.)

I know you don't have jurisdiction over the bridge, but since it's on your agenda, I thought I would share some thoughts.

If anyone care to talk about the bridge, I would be happy to chat.

Here is a link to a photo showing some people using the bridge—typical.

<http://www.sutophotos.com/p743782185/h158d23dc#h158d23dc>

Tom Cooper

Thomas Cooper
66 Sherman Bridge Road
Wayland, MA 01778
M 617 510 6015
www.sutophotos.com

DiNapoli, MaryAnn

From: Balmer, Nan
Sent: Tuesday, August 18, 2015 12:40 PM
To: DiNapoli, MaryAnn
Subject: FW: Glezen Lane \$\$ vote

For correspondence

From: Sue Pope [mailto:swpope@verizon.net]
Sent: Thursday, August 13, 2015 8:30 PM
To: josephnolan1@verizon.net; cckarlson@comcast.net; 'Mary Antes' <mantes2@verizon.net>
Cc: 'Lisa Kra' <lisakra@hotmail.com>; swpope@verizon.net
Subject: Glezen Lane \$\$ vote

Hello, Cherry, Mary and Joe,

I was totally shocked and disappointed to read in today's Town Crier that you (Mary, I know you were absent but wanted to include you on this email) voted UNANIMOUSLY to use the Town Center Gift Money for the design of the barrier at the end of Glezen Lane. After months of speaking to you as Selectmen I thought you would see the wisdom of this stupid use of money..especially since the vote taken at TM in April. Have you not even considered what both the Fire and Police chiefs have said about the construction of a barrier and the fact that such a barrier would be unsafe?

We, in the neighborhood, are being held hostage by basically one man and cannot use our own PUBLIC road. Yes, I am mad and so disappointed in your vote and truthfully your betrayal to our neighborhood where over 100 people have signed a petition against this restriction. I realize it is in the courts but you both did not have to vote to spend that money.

I feel you have done a disservice to the town and to many of your constituents.

Sue Pope

DiNapoli, MaryAnn

From: Balmer, Nan
Sent: Tuesday, August 18, 2015 12:41 PM
To: DiNapoli, MaryAnn
Subject: FW: Glezen Lane issue

For correspondence

From: Howard Abel <howard.abel@gmail.com>
Subject: Glezen Lane issue
Date: August 16, 2015 at 12:55:01 PM EDT
To: josephnolan1@verizon.net, ckarlson@wayland.ma.us, mantes2@verizon.net, Lea Anderson <lea@anderson.name>
Cc: Lisa Kra <lisakra@hotmail.com>, betsy mcclendon <betsylarry@comcast.net>, Susan Pope <swpope@verizon.net>

As our elected Board of Selectmen, I would think you would take into consideration all sides of this very sensitive issue . There are many of us who are and will be very effected by this insane decision to impose this turn restriction. I have spoken to the Boston Globe regarding this matter, and I have written a very strong opposing letter to the Town Crier which will hopefully be published this week. To use Town Center funds for an issue which has nothing what so ever to do with Town Center traffic is mind boggling. This issue is totally about commuters, many or most of whom do not even live in Wayland using Glezen Lane as a cut thru Monday thru Friday in the morning and the evening. Yet we as taxpayers who pay the Town of Wayland thousands and thousands of dollars in taxes are now being restricted from turning left on Glezen Lane to go to the center of town.I have used this example in my letter to the Town Crier and will repeat it to you again---a few weeks ago my wife asked me around 5:00 to run down to Whole Foods to pick up something for dinner. I suggested we take two cars. She took Rt 126 and it took her about 30 minutes I took Glezen Lane, turned left on Rt 27 and was at Whole foods in about 7 minutes. There is something totally wrong here. Doesn't plain common sense enter into any of your decisions. A traffic count will instantly prove that the issue is NOT THE TOWN CENTER, and never was. The hundreds of cars that use this road On Monday thru Friday turn left onto Glezen Lane in the morning and turn right off Glezen Lane in the evening heading back to their homes, most of which are not in Wayland., is the problem.

Howard Abel
35 Sedgemoor Road
Wayland MA 01778



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

LEA T. ANDERSON
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CHERRY C. KARLSON
JOSEPH F. NOLAN

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

August 11, 2015

Mr. Jim Haddadin
MetroWest Daily News
33 New York Avenue
Framingham MA 01701

RE: PUBLIC RECORDS REQUEST DATED 8/10/15

Dear Mr. Haddadin:

I received your public records request dated August 10, 2015, requesting all invoices submitted by Town Counsel Mark Lanza since January 1, 2010.

Town Counsel's legal invoices are provided to the town in an itemized form that provides details of town and school legal matters, and thus the invoices are protected under Attorney-Client privilege. The Town therefore cannot provide to you as a public record the detailed pages of Town Counsel's legal invoices. Staff will, if you request, assemble and provide the summary sheets from the invoices which are public documents and show the computation of the costs for each monthly bill.

The estimated cost to produce copies of the summary sheets is:

Staff Cost: 2 Hours @ \$20 =	\$40.00
Per Copy: 66 bills (5.5 years) X 2 pages @ \$.020 per page =	\$26.40
TOTAL:	<u>\$66.40</u>

Although Attorney-Client privilege is not listed as a specific exemption under the Public Records law, we are advised as follows:

In the case of SUFFOLK CONSTRUCTION CO., INC. vs. DIVISION OF CAPITAL ASSET MANAGEMENT, 449 Mass. 444 (2007), the SJC ruled that "[c]onfidential communications between public officers and employees and governmental entities and their legal counsel, undertaken for the purpose of obtaining legal advice or assistance, are protected under the normal rules of the attorney-client privilege, and the provisions of the public records law, G. L. c. 66, s. 10, and G. L. c. 4, s. 7, Twenty-sixth, did not extinguish the protection provided by the attorney-client privilege to records made or kept by public officers or employees and governmental entities subject to that law."

Thank you.

Sincerely,

Nan Balmer
Town Administrator

cc: Board of Selectmen

DiNapoli, MaryAnn

From: Balmer, Nan
Sent: Wednesday, August 12, 2015 12:05 PM
To: DiNapoli, MaryAnn
Subject: FW: Town Center has been sold to Zurich Assets Management.

Correspondence

From: Balmer, Nan
Sent: Wednesday, August 12, 2015 12:04 PM
To: Anderson, Lea; Mary Antes (mantes2@verizon.net); 'Tony Boschetto'
Cc: Karlson, Cherry
Subject: FW: Town Center has been sold to Zurich Assets Management.

FYI

From: Sarkisian, Sarkis
Sent: Wednesday, August 12, 2015 8:38 AM
To: Balmer, Nan; Joe Nolan (josephnolan1@verizon.net); Cherry Karlson (cckarlson@comcast.net); Andrew Reck; Colleen Sheehan; dhill@danhilllaw.com; Montague, Ira; Kevin Murphy (kevin_f_murphy@putnam.com); Kevin Murphy (murphyhq@comcast.net); Sarkisian, Sarkis
Cc: Abelli, Jay; Berry, Alfred; Boggia, Brian; Brideau, Ellen; Brodie, Jessica; Irving, Robert; Junghanns, Julia; Kadlik, Stephen; Monahan, Brian; Moynihan, John; Ouellette, Don; Senchyshyn, John; Smith, Vinnie
Subject: Town Center has been sold to Zurich Assets Management.

Hello All,

I received a phone call late last from Frank Dougherty stating that Town Center has been sold to Zurich Assets Management. KGI will still own the Town Green and the Municipal parcel. I will get more details soon.

Best,

Sarki
Sarkis Sarkisian
Director of Planning
Town of Wayland
41 Cochituate Road
Wayland, MA 01778
508-358-3778



TOWN OF WAYLAND
MASSACHUSETTS
01778
CONSERVATION COMMISSION

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

August 12, 2015

Kenneth Snyder
4 Acorn Lane
Wayland, MA 01778

Re: DETERMINATION OF APPLICABILITY [D-864] - WETLANDS PROTECTION ACT (WPA)
and Chapter 194 Permit – 4 Acorn Lane, Wayland

Dear Mr. Snyder:

Enclosed please find the original Wetlands and Water Resources Protection Bylaw Permit (Chapter 194) and a Determination of Applicability issued by the Wayland Conservation Commission regarding the approved deck construction project at 4 Acorn Lane 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

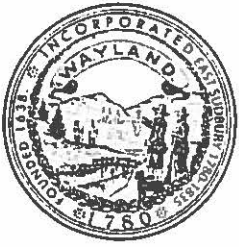
cc: Building Department w/enc.
Town Clerk w/enc.
DEP – NERO w/enc.
Franca Services w/enc.
Board of Selectmen
Board of Health
Planning Board
Abutters
File

RECEIVED

AUG 13 2015

Board of Selectmen
Town of Wayland

5



TOWN OF WAYLAND
MASSACHUSETTS
01778
CONSERVATION COMMISSION

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

August 12, 2015

RECEIVED

AUG 13 2015

Board of Selectmen
Town of Wayland

Alan Lau
15 Langdon Road
Wayland, MA 01778

Re: DETERMINATION OF APPLICABILITY [D-863] - WETLANDS PROTECTION ACT (WPA)
and Chapter 194 Permit – 15 Langdon Road, Wayland

Dear Mr. Lau:

Enclosed please find the original Wetlands and Water Resources Protection Bylaw Permit (Chapter 194) and a Determination of Applicability issued by the Wayland Conservation Commission regarding the approved deck construction project at 15 Langdon 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

6



Town of Wayland Massachusetts

Community Center Advisory Committee

Steve Correia,
Mark Foreman
Marylynn Gentry
Frank Krasin,
Jean Milburn, Co-Chair
William Sterling, Co-Chair

Community Center Advisory Committee (CCAC)

Minutes: July 6, 2015

In attendance: Steve Correia, Jean Milburn, William Sterling and Marylynn Gentry. Also in attendance were Public Buildings Director Ben Keefe and COA Director Julie Secord.

Absent: Mark Foreman and Frank Krasin.

The meeting was called to order at 7:05 pm when a quorum was established.

Public Comment: Linda Segal commented on the great women's world cup soccer win.

The minutes of 6/25/15 were amended and approved 4-0.

Marylynn Gentry reviewed the revised draft RFP for the environmental work. She asked a friend who is a conservation agent in another town to review it to ensure that all of the necessary tasks needed to complete the work were included. One thing to note is that the project may be considered "redevelopment" under the regulations governing the Riverfront area, which would obviate the need to conduct an alternatives analysis. She will redraft the RFP to reflect this possibility.

Bill Sterling pointed out that the committee should meet with the Conservation Commission soon and asked about their summer schedule. Marylynn offered to find out. Jean Millburn supplied the committee with a map and an ORAD given to her by the Conservation Commission. The map shows the site and all of its constraints with respect to the wetlands and Riverfront area. It does not show the added acreage however, so Marylynn will ask Alf for a revised version.

Ben Keefe announced that a blanket RFQ has already been publicized and will serve to expedite the process in hiring consultants for this project. The RFP that Marylynn is working on will serve as guidance for any consultant responding to the town's RFQ. Bill Sterling will draft a similar RFP for the HazMat consultant.

A site meeting was scheduled for 6:30 on 7/16/15 with a regular meeting to occur afterward. Marylynn will contact Frank Doherty about access to the building. The selectmen will be invited as well.

Julie Secord will serve as a liaison with Lincoln, Sudbury and Wellesley regarding visits to their COA centers and Jean will take the lead on meeting with these towns; reporting back to the committee. The goal is to find out what projects' components work well and why. Julie will send a query on the COA list-serve for successful combined COA/community center projects.

The committee reviewed the Recreation's Department potential programming and space needs. Steve Corriea suggested the revenue opportunities should be fleshed out. He will take the lead in looking at the site's revenue generating possibilities. There is also a need to address competing space needs between the COA and Recreation's revenue generating needs. Jean would like the Recreation Department to prioritize their list of needs and integrate it with the COA's space needs. Ideally, a grid of uses should be generated looking at type of space versus attributes.

Julie handed out her first pass at this type of grid outlining COA's needs and asked for suggestions. Steve and Jean suggested it be broken out with more specifics – fitness, health, duration of programs, # of class sections, etc.

Bill mentioned that the Historic Commission should be approached for input. They provided input a year ago citing a need for a small storage area. There might also be a need for some archeological study on the site where the acreage has been increased. The possible boathouse site has already been reviewed by them and deemed too disturbed to be of any archeological value. Jean will coordinate with them to arrange a site walk and to include the town surveyor. Jean is to let Marylynn know when the site walk is to be scheduled so she can alert Frank Doherty.

Steve reported that Sarki Sarkisian and Alf Berry will load all pertinent documents on the committee's website. Additional discussion revolved around how to best communicate the committee's work to Wayland residents.

Joint meetings with the COA, Recreation, and the Historic Commission should be scheduled. Julie will coordinate with Ben on scheduling these meetings.

A joint meeting with the Council on Aging was scheduled for August 5 at 8:00 am.

Adjournment: At 8:43 PM, a motion was made and seconded to adjourn. The vote in favor was 4-0.

Handouts:

Letter to Frank Doherty dated 11/21/06 and attached ORAD from the Wayland Conservation

Commission

7/6/15 COA/CCAC Agenda

Draft COA/CCAC RFP for the Environmental Assessment

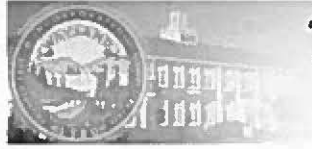
Letter from Park and Recreation dated 7/6/15

Draft Council on Aging pre-programming worksheet

6/25/15 COA/CCAC minutes

Respectfully submitted,

Marylynn Gentry



Town of Wayland Massachusetts

Members: Steve Correia
Mark Foreman
Marylynn Gentry
Frank Krasin
Jean Milburn, Co-Chair
William Sterling, Co chair

Council on Aging /Community Center Advisory Committee ("CoA/CCAC")
Minutes: July 12, 2015 6:30 PM

In attendance: Frank Krasin, Jean Milburn, Mark Foreman, Marylynn Gentry and William Sterling
Absent: Steve Correia. Also in attendance were Chair of the Board of Selectman Cherry Karlson, Selectman, Lea Anderson, Town Administrator, Nan Balmer, Public Buildings Director, Ben Keefe and CoA Director, Julie Secord, Director of the Recreation Department, Jessica Brodie and member of the Finance Committee, Gordon Cliff, Members of the Historical Commission, Tonya Largy and Sheila Carel, Chair of Wayland Historical Society, Molly Faulkner and resident Alynda Foreman.

The meeting was called to order, as a quorum was present at 6:30 PM at 400 Boston Post Road, the Wayland Town Center.

I. A Review of the limits of the property under consideration to be acquired was done.

II. Walk the inside of the abandoned building was done.

III. Answer any questions about the site and building.

- a. The committee discussed the 4.16 acre limits of the proposed site plan prepared by William Sterling, entitled "Wayland Community Center Concept Plan." A second site plan by William Sterling entitled "Wayland Community Center, Option b" showing marked up areas of prior disturbance of the land in addition to the current building footprint was reviewed.
- b. The potential areas available for outdoor recreation were discussed, including the connection to the River Trail to existing community gardens to the north and a proposed community boat house to the west. The nearby Rail Trail adjacent to the town center was also pointed out.
- c. Due to its inaccessibility, the limits of the proposed property to be acquired will be walked with members of the Historical Commission after Alf Berry returns from vacation and the property lines marked for clear identification. They will examine the property to evaluate whether there is a need for an archeological study of any of the 4.16 acre parcel. The town surveyor can prepare a plan of the site with overlays of all areas of previous site disturbance, including former buildings, former leaching fields, areas of significant re-grading and former paved areas.
- d. Bill Sterling showed the inside of the building and explained a proposed layout of the existing building that would adapt the use from day care to a CoA wing of the proposed Community Center. He also showed how it would connect to an added wing for the Recreation Department.

- e. The members of the Historical Commission discussed various ways the inside and the outside of the building could serve the needs of the Historical Commission by means of educational self guided displays and interactive stations as well as rooms for workshops and demonstrations and storage space for teaching materials. They were particularly interested in using the central meeting hall for a public gathering space as well as a display space for historical articles.
- f. The members of the Recreation Department discussed the potential for multi-purpose activity rooms in both the renovated existing building and the proposed addition. The capacity of such rooms needs to be further explored and compared with program needs.

IV. Date and time of next meeting was set to follow immediately at the town building at 7:30 PM.

V. Adjournment

At 7:15 PM, Ms. Milburn moved to adjourn. Mr. Sterling seconded the motion. The vote in favor was 5 – 0.

Handouts:

Site plan of “Wayland Community Center Concept Plan”
Wayland Community Center Site Plan-Option b

Respectfully submitted
William A. Sterling, Co-Chair



Town of Wayland Massachusetts

Members: Steve Correia
Mark Foreman
Marylynn Gentry
Frank Krasin
Jean Milburn, Co-Chair
William Sterling, Co chair

Council on Aging /Community Center Advisory Committee ("CoA/CCAC")
Minutes: July 12, 2015 7:30 PM

In attendance: Frank Krasin, Jean Milburn, Mark Foreman, Marylynn Gentry and William Sterling
Absent: Steve Correia. Also in attendance were Ben Keefe and CoA Director, Julie Secord, Director of the Recreation Department, Jessica Brodie.

The meeting was called to order, as a quorum was present at 7:38 PM at the Selectmen's Office in the Wayland Town Building.

I. Public Comment-no comments.

II. Review of meeting notes- Minutes from July 6 meeting were reviewed and amended to change any reference to "Park and Recreation" to "The Recreation Department." Mr. Krasin moved to approve as amended. Ms. Gentry seconded the motion. The minutes were approved with 3-0 with two abstentions.

III. Review of Environmental Assessment RFP

- a. The title of the document was agreed to change from "RFP" to "Contract Guidelines."
- b. In RFP-General Conditions, item 1.c.1., third line, change "than" to "then."
- c. The second part of item 1.d. that starts, "Timeliness of response..." was changed to become a separate topic, item e. and the present item e changed to f.
- d. The third paragraph of History, in the second line, change "about 4.0 acres," to "4.16 acres."
- e. The fourth paragraph of History, insert at the end after, "taking ownership..." insert "and the timeline for this work reflects this schedule."
- f. The fifth paragraph, in the first line after, "Sudbury River," insert, "and possibly within a priority habitat of endangered species."
- g. In section IV, Scope of work, item 4, after "deemed," insert, "that."
- h. Ms. Gentry will make these changes for further review at the next meeting.

IV. Possible Archeological Study

Ms. Milburn has offered to help the Wayland Historical Commission (WHC) draft a request to the CPC for funding of an archeological study if the WHC determines the site has any areas that may be threatened by further development. Members of the WHC intend to tour the property with Alf Berry when he gets back from vacation to determine what may be required. There is reason to get on this right away because such a study may take as much as a year to complete. The sooner it is

authorized, the better, ideally right after Town Meeting votes to acquire the property from the Town Center developer. The fees for such a study could be financed by the Community Preservation Committee (CPC). However, such funding needs to be voted at Town Meeting. The next Town Meeting (November) warrant articles are due at the end of August.

V. Review Other Community Center Initiatives

Ms. Milburn presented handouts of materials from Marlborough and Sudbury. In addition a report by the Town of Lincoln has been copied and is available to view at the offices of the Wayland Senior Center.

VI. Discuss Preprogramming of Recreation, WCoA and WHC

Ms. Milburn discussed some of the major efforts made to date to better understand the various program needs of the three groups listed above regardless of whether they go forward with the municipal pad site or some other location, including staying where they are right now. Mr. Keefe concurred that this preprogramming is useful regardless of the outcome of the due diligence results on the Town Center site.

Ms. Brodie spoke positively about the potential uses of the Town Center site, particularly the idea of multipurpose rooms for dance and fitness classes for example. She added that it would be good to locate a classroom adjacent to a kitchen so that cooking classes could be conducted there.

Ms. Milburn suggested the need for a financial model to show the potential sources and uses of funding of programs. At the present time there are three groups in town that offer similar programs and thus potentially compete for users, the Recreation Department, the Council on Aging and the library. The Recreation Department is required by the FinCom to charge full cost for all of its programs whereas the library offers similar programs for free. The CoA is somewhere between the two. This pricing inconsistency creates a bias in usership that favors the library and negatively impacts the success of the other programs.

V. Date and time of next meetings

Ms. Milburn will report to the CPC on July 22 the possibility of the Historical Commission requesting money for archeological study of the 4.16 acre municipal pad.

Mr. Keefe will report to the BoS on July 23 regarding the progress of the Phase I environmental impact report.

The CoA/CCAC will attend the Recreation Committee meeting and the Historical Commission meeting (if it is scheduled), then reconvene for its own meeting after that if necessary.

The CoA/CCAC will schedule its next regular meeting on July 30, 2015 at 7 PM.

The CoA/CCAC has tentatively been scheduled to attend a BoS meeting on August 24 to make a progress report.

VI. Adjournment

At 8:22 PM, Mr. Sterling moved to adjourn. Mr. Foreman seconded the motion. The vote in favor was 4– 0. One member had already left.



Town of Wayland Massachusetts

Members: Steve Correia
Mark Foreman
Marylynn Gentry
Frank Krasin
Jean Milburn, Co-Chair
William Sterling, Co chair

Handouts:
Agendas of tonight's two meetings
Minutes of July 6, 2015 meeting
CoA/CCAC RFP-DRAFT 7-5-15
Sudbury Initiative, Town Hall Forum Presentation 03.29.15
Marlborough Senior Center Schematic Design October 2013

Respectfully submitted
William A. Sterling, Co-Chair

Minutes
Economic Development Committee
Town of Wayland MA
May 14, 2015

Present: Jean Milburn, Jim Grumbach, Sean Fair, Seth Roman, Becky Stanizzi. Guests: Molly Upton ,
Cherry Karlson.

Becky Stanizzi called the meeting to order at 8:41 a.m. in the Planning Office of the Town Building. Cherry Karlson was present for public comment. She stated that she will remain the BOS contact for the committee. At present, there is no news to share about BOS negotiations with the Sudbury BOS about resolution of the contractual relationship between the towns regarding the former septage facility.

The minutes of the April meeting were approved as amended 5-0. The correction was a typo.

Seth Roman reported that he attended the Wayland Business Association dinner recently. He circulated and did "meet and greet" with as many members as possible. The WBA seeks to increase its membership. Seth is collecting information that will facilitate communications with local business owners. He intends to obtain a list of business property owners from the assessor's office and will add a list of home-based businesses in Town.

Sean Fair reported that he met with both the owner of Joint Ventures and with Julie Secord of the CoA before his recent surgery. Discussions about setting up an electronic key-fob for seniors continue. Sean also met with Michael Sanders from SVT to discuss the possibility of Wayland earning the designation of Tree City USA.

Jean Milburn reported that the new hardware store should be ready for occupancy in July and open in August.

Cherry Karlson reported that Brendon Homes has offered to perform approximately \$160K of landscaping on the Town Green and will execute a modified version of the original plan.

Becky Stanizzi reported that the DPW is expected to transfer control of the River's Edge site to the BOS soon. The water study yielded positive results. Discussions about the best technique for delivering water to the site are underway. In addition, it is expected that a new segment of sidewalk on Route 27 will be installed soon, extending from the Depot to the Town Center entry. The group discussed the potential for putting a sideway from Route 20 to the Town Center next to the mini mart.

Jean Milburn moved for adjournment. Jim Grumbach made the second. Vote unanimous for adjournment. The next meeting will be held on June 18.

Respectfully submitted, Jean Milburn

**Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting July 8, 2015
Raytheon Room, Wayland Free Public Library**

Present: Library Director Ann Knight, Trustees Aida Gennis (chair, presiding), Sally Cartwright, Anne Heller, Lynne Lipcon, Thaddeus Thompson, Suzanne Woodruff **Absent:** None

Call to Order: 7:55 a.m.

Visitors and Public Comment

There were no visitors and no public comment. Nan Jahnke attended as note taker.

Introduction of New Administrative Assistant

Mrs. Knight introduced Christine Pier, the Library's new Administrative Assistant.

Minutes of Previous Meeting(s)

The minutes of the Board of Library Trustees meetings of June 8 and June 17 were approved unanimously. Mrs. Knight inquired whether the Board of Library Trustees is required to publish its own minutes of meetings or site visits held jointly with the Library Planning Committee (LPC), and Mrs. Gennis said she would inquire.

Financial Reports

The Library finished out the fiscal year with no significant overages in the budget lines or excess money to return to the Town. Mrs. Gennis asked Mrs. Knight to request more frequent reporting of balances on the Library's trust funds: quarterly if possible. Mrs. Knight reported that the Swain Fund (for young adult materials) has received a \$1,000 gift.

Library Planning Committee and Library Construction Grants

The Library Planning Committee (LPC) has scheduled two meetings in June and two in July as it continues work on a recommendation to the Trustees on whether to apply for a Massachusetts Public Library Construction Program grant. It is expected that the Committee will recommend some sort of building project, but the nature and scope of that project are not known at this time. The Committee's report is expected in September. If the recommendation is to apply for a grant, and the Trustees accept that recommendation, Trustees would have about a year to complete all preliminary site investigation and design work and submit a grant application. Grant applications are due in January 2017.

Questions have arisen over state timelines and requirements for grant applicants. Mrs. Gennis reported a clarification from Rosemary Waltos, the Library Building Consultant at the Massachusetts Board of Library Commissioners. While towns applying for state library construction grants must consider at least two building sites (and Trustees have determined that one must be the current library site), only one site must receive a full site investigation and environmental review. Decisions about building sites are typically made in consultation with the Town, the owner's project manager, the architect, and the gen-

eral contractor. Mrs. Woodruff asked whether the authority to hire an owner's project manager lies with the LPC, the Trustees, the Town's Public Building Director, the Permanent Municipal Building Committee, the Board of Selectman, or some other person or body. Mrs. Gennis said she will find out. She will also inquire whether there is a list of well-qualified owner's project managers to choose from.

Mrs. Gennis noted a dilemma. The LPC's report is not due until September, but if the Trustees expect to ask the Town for money for site and design work in preparation for a construction grant application, that request should be made at this Fall's Town Meeting; the problem is that warrant articles for that meeting are due in August—before the LPC will report to Trustees. In the interests of keeping the grant opportunity alive, Trustees agreed to prepare a "placeholder" article for the Fall warrant in the amount of approximately \$150,000. Mrs. Gennis will ask the Town Counsel for help drafting the article. Mrs. Heller recommended that Mrs. Gennis inform the Board of Selectmen of this decision at her earliest convenience.

Mrs. Knight and Mrs. Gennis noted another issue. Whatever the decision about a Library construction project – whether at the current building or at another site or not at all – the Town might be best served if our building at 5 Concord Road had access to the Town's wastewater treatment plant. A wastewater connection could provide greater capacity than our aging septic system, and perhaps also free space for construction. Trustees might send a letter to the Board of Selectmen requesting connection to the Wastewater Management District to make the building more serviceable for all future uses.

Update on the Municipal Pad at Town Center

Mrs. Gennis reported that the group seeking to build a joint Council on Aging and Community Center facility on the Municipal Pad at Town Center anticipates asking the Town for funds at the Fall Town Meeting. The funds would be used to develop a set of full construction documents. Trustees understand that, as of early July, site investigations had not yet begun at the Town Center parcel.

Communications and Communications Planning

Mrs. Gennis drew Trustees' attention to two communications she had recently submitted to The Town Crier, one a letter and the other an article, informing the public of recent work undertaken by the Trustees and the Library Planning Committee to help decide whether to apply for a state library construction grant. Mrs. Gennis would like these pieces to have wider circulation, but at least one media outlet requires that such submissions be endorsed by the entire Board of Trustees. On a motion by Mrs. Woodruff seconded by Mr. Thompson, the Trustees voted unanimously to endorse the letter and the article and authorized Mrs. Gennis to distribute them to various outlets, including the Library's own website.

Mrs. Heller presented a draft Communications Plan for future communications about library construction projects in the event the LPC and the Trustees decide to propose such a project to the town. Trustees reviewed the draft, which includes both general public communications and board-to-board outreach; suggested other communications ideas (electronic newsletter; presence at the Landfill and Farmers' Market, Town Beach; etc.); and thanked Mrs. Heller, Mrs. Gennis, and Mrs. Cartwright for their forward-thinking work in developing this draft.

Mrs. Knight reported that the Library's new website had recently been "hacked," and users were directed to a different, commercial site. The website developers immediately repaired the breach and Mrs. Knight authorized temporary additional security for the site at a cost of \$100 for the first month.

She will evaluate the need for continuing this service going forward.

Long Range Plan

Discussion of progress on goals enumerated in the Library's 2013-2018 Long Range Plan was postponed to a later meeting due to lack of time.

The Meeting Was Adjourned at 9:47 a.m.

Documents for This Meeting

1. Agenda of Meeting Wednesday, July 8, 2015
2. Minutes of Meeting, Board of Library Trustees, June 8, 2015
3. Minutes of Meeting, Board of Library Trustees, June 17, 2015
4. Financial Report, "Summary Reports as of 2015.07.07"
5. Letter to the Editor of The Town Crier from Aida Gennis, given the headline "Planning for Future of Wayland Library," published June 6, 2015
6. Article for The Town Crier by Aida Gennis, given the headline "Update on Wayland Library Plans," published June 27, 2015
7. "Wayland Public Library Communications Plan," draft [undated]

Next Meeting

- Wednesday, June 22, 7:45 a.m., Raytheon Room, Wayland Free Public Library

Respectfully submitted by Nan Jahnke, Friend of Wayland Free Public Library

Municipal Affordable Housing Trust Fund (MAHTF)

Meeting Minutes—July 1, 2015

Wayland Town Building

Attendance: Mary Antes; Jacqueline Ducharme; Brian O’Herlihy; and Susan Weinstein

Absent: Stephen Greenbaum; Kevin Murphy

Materials Distributed:

- June 11, 2015 memo and template for “Analysis of Possible Strategic Initiatives”
- Draft of the June 3, 2015 minutes
- July 1, 2015 MAHTF agenda
- New Guidance for Housing Trusts, CPA towns
- Armine Roat’s resignation as the Housing Partnership representative to the MAHTF
- A Document listing Massachusetts communities that have an Affordable Housing Trust
- A listing of the Town Center condo sales
- 4 completed Analyses of Possible Strategic Initiatives
- The Wayland Community Fund pamphlet

Open Meeting: Mary Antes called the meeting to order at 7:42 PM at the Wayland Town Building

Public Comment: None

Notes:

1. The Trustees noted that Armine Roat resigned from the Wayland MAHTF committee. Mary Antes will inform the Board of Selectmen (BOS) the need to reappoint members, who have a one year appointment.
2. The Trustees reviewed the June minutes. Brian O’Herlihy moved that the minutes be approved as amended. Susan Weinstein seconded the motion. Motion approved 4-0.
3. Brian O’Herlihy provided the Treasurer’s report. The Town Center has sold 16 condos through July 1, 2015. The MAHTF has total assets as of July 1, 2015: \$675,267. Brian O’Herlihy will look into the 501c status on behalf of the MAHTF, and report to the Trustees at a future meeting.
4. The Trustees discussed various town’s MAHTF websites. Based on the reviews, the Trustees felt that a positive website contained, at the very least, some of the following components:
 - Linkages to resources and applications

MAHTF Minutes—July 1, 2015

- Agendas and minutes
- The Declaration of the Trust
- The MAHTF's by-laws
- The Housing Trust Action Plans
- Initiatives and goals
- A link to make donations

ACTION: Susan Weinstein will begin to explore the development of a spread sheet to track initiatives from other MAHTF committees

ACTION: Mary Antes will discuss with MaryAnn DiNapoli, Executive Assistant, the parameters in maintaining a website.

5. Mary Antes distributed the four completed analyses of possible strategic initiatives:

- Providing small grants to affordable homeowners/ renters
- Assistance with condo fees
- Identification of potential acquisition targets
- Identifying funding options and alternatives

The Trustees will review these documents for discussion in the MAHTF's August meeting. Some Trustees also agreed to review the following identified strategic plan items,

ACTION: Susan Weinstein will develop a list of available resources

ACTION: Brian O'Herlihy will create a list of affordable housing developers

ACTION: Mary Antes will discuss with Brian on monitoring affordable housing units

6. Mary Antes talked to Mike Patterson, who chairs the Wayland Community Fund. To date, the committee has not provided assistance with condo fees. Typically they have assisted with rent and utility bills. To be eligible for community funds, the applicant must be a Wayland resident for at least one year. The applicant may request assistance once a year, with a cap of \$1000 for an individual and \$2000 for a family.
7. Susan Weinstein moved to adjourn the meeting at approximately 8:55 PM. Brian O'Herlihy seconded the motion. Motion approved 4-0.

Respectfully submitted,

Jacqueline Ducharme



TOWN OF WAYLAND
41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778
PLANNING DEPARTMENT

SARKIS SARKISIAN
WAYLAND TOWN PLANNER
TEL: (508) 358-3615
FAX: (508) 358-4036

FINAL MEETING MINUTES

December 2, 2014

The Wayland Planning Board met on **Tuesday December 2, 2014 at 7:30pm** in the Wayland Town Building, 41 Cochituate Road, Wayland, MA relative to the following agenda items:

- 7:30 Review Agenda / Public Comment / Correspondence**
- 7:35 Enter into Executive Session pursuant to Mass General Laws Chapter 30A, Section 21 (a) (3), to discuss strategy with respect to pending litigation regarding the case of Alleged Constructive Approval by Wayland Planning Board relating to 150 Main Street. Docket No. 1449CU689**
- 8:05 Review Preliminary zoning articles list from Planning Board, Town Planner and Zoning Board of Appeals – create timeline**
- 8:55 Topics Not Reasonably Anticipated by the Chair 48 hours in advance.**
- 9:00 Approve Minutes 10/22/2014, 11/06/2014 and 11/15/2014**
- 9:15 Adjourn**

Attendance:

Ms. Colleen Sheehan, Chair	Mr. Kevin Murphy, Clerk
Mr. Andrew Reck, Vice Chair -departed at 8:30PM	Mr. Ira Montague, Member
Mr. Kent Greenawalt, Member - absent	Mr. Dan Hill, Associate Member – arrived 8:45pm

The Town Planner, Mr. Sarkis Sarkisian, was also present.

7:30PM Open and Public Comment:

C. Sheehan opened the meeting, reviewed the agenda and informed those in attendance that the meeting is being taped.

Correspondence / Planner Update:

S. Sarkisian provided the Board with a letter from Gretchen Shuler which included a form for site plan approval extension requests.

S. Sarkisian also provided the Board with a letter from Scott Mechanic regarding the Specimen Tree Overly Protection by-law.

Public Comment:

Molly Upton, Bayfield Rd. Interested in hearing Town Counsel's opinion regarding public ways and set-backs (and as these would apply to 150 Main Street).

M. Lanza, Town Counsel, responded by noting the 'way' would have to qualify as a 'street' in order for setbacks to apply. 'Public' or 'private' is not relevant. 'Hammond Way' is a private way not open to public use and thus it does not meet the Town's definition of a 'Street' and thus, setbacks do not apply. Note however, that this status can change over time.

Motion: Enter into Executive Session for the purpose of discussing pending litigation relating to 150 Main St. LLC's claim of constructive approval of its site plan modification.

Move: I. Montague

Second: A. Reck

Vote: 4-0

C. Sheehan declared that (i) a public discussion of the matter would have a detrimental effect on the Board's litigating position relating to this matter, (ii) the Board would be in executive session for approximately 50 minutes and (iii) Board members, Town Planner and Town Counsel would be in attendance.

A separate set of minutes will be released when the litigation is complete.

8:27PM – Motion: Exit Executive Session

Move: I. Montague

Second: K. Murphy

Vote: 4-0

8:30 PM Review Preliminary Zoning Articles From Planning Board, Town Planner and Zoning Board of Appeals:

S. Sarkisian introduced and reviewed each article that could be submitted. Tonight, the board will select the subset of articles that will be presented to Board of Selectman (BoS) as potential articles. Based on feedback and further review, the Board will then vote articles to be formally submitted during the public hearing for the warrant articles. S. Sarkisian noted that there are still some funds in his budget for professional services and he will propose to the BoS that these funds be used to hire Kopelman and Paige to assist in the warrant article review. In particular, should the Board decide to proceed with the 'STOP' article, an opinion regarding enforceability will likely be needed.

The Board discussed the following potential articles (descriptions below are not official article titles but and are for identification purposes only).

- A. Home Occupation
- B. Sidewalk construction / reconstruction
- C. Landscape buffers for parking areas
- D. Signage
- E. Floor Area Ratio
- F. Teardowns – nonconforming lots – standards and qualifications
- G. Measurement of building height
- H. Specimen Tree Overlay Protection District (STOP)
- I. Bus Parking Zones

The Board determined that draft articles labeled A, B, C, F and H would be submitted to the BoS. C. Sheehan noted that the Board would only proceed with the STOP article if an enforceability opinion is received prior to formal submission. S. Sarkisian noted that there may also be an administrative article to accept certain streets in Town.

9:25PM Topics Not Anticipated:

Land Use Review of Solar Panel Project

The middle school roof cannot handle additional panels. A new proposal to install panels in the parking lots (above parking spaces) is forthcoming from the Energy Committee. This will be a \$3.5mm project (paid by Ameresco) that is expected to save \$130-150k per year. Jay Abelli, Building Commissioner, has determined that this is an accessory use for the schools (they are using the power) so no Planning Board approval is needed. However, they will likely present to the Board to collect our input as this will likely require Town Meeting approval.

Rail Trail Update

Likely to get approval to hire Steer Engineering (Billy Young) to inspect the bridge over the Sudbury river.

Town Center Update

Twenty Wayland is planning to submit plans for vacant building site on north side of 'Main Street'. The building will be a one-story building that will comply with the MUOD approval. However, structural elements will be made strong enough to support a second floor development if approval for expansion is received in the future.

104 Plain Road

This is a 4+ acre lot on Plain Road. Mike and Sandy Staiti (Keystone Development) plan to purchase the lot and create a two-lot conservation cluster which will include preserving the existing house. This proposal has support from the neighbors and will include a donation of land to the town.

9:50PM Approve Minutes 11/06/2014 and 11/15/2014:

Motion: Approve minutes for November 6, 2014 as amended

Move: I. Montague

Second: K. Murphy

Vote: 3-0

Motion: Approve minutes for November 15, 2014 as amended

Move: K. Murphy

Second: I. Montague

Vote: 3-0

9:50PM Adjourn

Move: K. Murphy

Second: I. Montague

Vote: 3-0

Respectfully submitted,

Kevin Murphy, Clerk

Date



TOWN OF WAYLAND
41 COCHITUATE ROAD
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APPROVED MEETING MINUTES

January 6, 2015

The Wayland Planning Board met on **Tuesday January 6, 2015 at 7:30pm** in the Wayland Town Building, 41 Cochituate Road, Wayland, MA relative to the following agenda items:

- 7:30 Review Agenda / Public Comment**
- 7:35 Public hearing on Zoning Articles**
- 8:50 Municipal Space Capital Planning Committee proposal**
- 9:00 ANR Plan - 40 Claypit Road**
- 9:05 ANR Plan – Covered Bridge**
- 9:10 Review Building 2B Elevations for Town Center Site Plan Approval**
- 9:30 Adjourn**

Attendance:

Ms. Colleen Sheehan, Chair
Mr. Andrew Reck, Vice Chair
Mr. Kent Greenawalt, Member

Mr. Kevin Murphy, Clerk
Mr. Ira Montague, Member
Mr. Dan Hill, Associate Member

The Town Planner, Mr. Sarkis Sarkisian, was also present. Ms. Patricia Cantor, Kopeleman and Paige, acting as counsel for the Town accompanied the Town Planner in the discussion of Warrant Articles. Minutes taken by K. Murphy

7:30PM Open and Public Comment:

C. Sheehan opened the meeting, reviewed the agenda and informed those in attendance that the meeting is being taped.

Correspondence / Planner Update:

S. Sarkisian informed the Board that the inspection of the Rail Trail bridge over the Sudbury river was complete. Results were very good and a report is forthcoming.

S. Sarkisian also noted that the Board was asked to co-sponsor a warrant article for completing the sidewalk from the Town Center Historic District to Wayland Commons.

Public Comment:

Linda Segal, Aqueduct Rd. stated that the posted agenda is not identical to the agenda given to the Board. S. Sarkisian researched the matter and noted that the two agendas are different. Only items on the posted agenda will be discussed during the meeting.

M. Lowery, Lake Shore Drive, noted that the bridge over the Sudbury river leaches tar/oil during the summer and asked that steps be taken to protect the water when the rail trail is constructed.

7:47 PM Public Hearing Zoning Articles :

A. Reck read the Public Notice for the Warrant Article Hearing

S. Sarkisian introduced P. Kantor from Kopelman and Paige who will be assisting the Board in preparing Warrant Articles.

Article 1: Sidewalks

S. Sarkisian introduced the article by noting that the current bylaw is not clear in indicating how, where and if sidewalks are required for new construction. This revision clarifies sidewalk requirements as to location and construction criteria.

Discussion points included:

Q: Does the Board have agreement from the Board of Public Works (BOPW) as to the recommended location for sidewalks?

A: No, but standard practice in the State of Massachusetts is to locate sidewalks within the right-of-way (ROW).

Q: Has Wayland adopted a policy regarding location of sidewalks within the ROW or on private land?

A: No, no policy has been set (but should be). The proposed article requires locating within ROW with the ability to waive this requirement as needed.

M. Lowery, Lake Shore Drive, stated that Town Meeting presentation for this article will be sloppy if the BOPW has not been consulted.

A, Lewis, Claypit Road, stated that the Board cannot require a private developer to locate sidewalks within the ROW as a developer does not control the ROW.

N. Liefer, E. Plain St, provided the Board with comments from G. Dresens, Main St. who stated that the removal of the four foot buffer requirement will create a visual problem as well as a safety concern.

Ms. Liefer also noted that she is not comfortable with Board's ability to grant waivers.

Ms. Liefer also noted that CVS should pay for sidewalks at 150 Main St. and that she doesn't think they will pay if the sidewalks are located in the ROW.

C. Sheehan noted that construction specifications for concrete need to be more flexible.

A. Lewis, Claypit Hill Rd., noted that sidewalks in a ROW can be problematic if the road is widened.

G. Shuler, Old Ct. Path, stated that P. Kantor shouldn't attend meetings until the warrant articles are finalized. She also noted that construction standards should reflect BOPW standards.

M. Lowery noted that he had just forwarded an electronic copy of BOPW regulations to the Town Planner.

K. Isaacson, Lake Shore Drive, stated that he was concerned about the removal of sidewalk buffers.

Article 2: Landscaping Requirements for Parking Lots

S. Sarkisian introduced the article by noting that the current bylaw does not contain buffer requirements and instead contains language pertaining to screening. The proposed bylaw would introduce a ten foot buffer requirement for parking lots that abut residential zones.

During the discussion, several edits were discussed. These included:

- Specifying more clearly where the buffer would be required
- Construction criteria for items to be located within the buffer such as fencing or plantings

The Board also discussed the possibility that these new requirements might be too onerous for the Wayland business community. It was agreed that input from EDC and businesses in Town would be advisable prior to proceeding with this article.

Article 3: Specimen Tree Overlay Protection (STOP)

S. Sarkisian noted that this is the article that was originally drafted in response to aggressive pruning and cutting by NSTAR along power lines.

The Board had previously expressed concern that the article, if passed, would not be enforceable given the easement rights afforded to the power utility. P. Kantor addressed these by noting that she was unable to find any precedent for such an article in a search of all zoning bylaws in the state. She also noted that other attorneys who practice in this area were consulted and they raised additional concerns regarding enforcement and monitoring. She also questioned if this is a zoning bylaw or a general bylaw.

M. Lowery, BOPW, noted that there are references in the article to the Tree Warden along with new responsibilities assigned to that position. He expressed concern that the BOPW had not been consulted regarding these new responsibilities and stated that BOPW employees are permitted under state law to conduct activities contemplated by the bylaw.

Article 4: Home Occupation

S. Sarkisian noted that this article was introduced in response to a request from the ZBA. The proposed article removes some redundant language, adds language addressing alterations made to support activities carried out for gain and adds a new traffic clause.

G. Shuler noted that the traffic concerns raised are actually addressed in section 901.1.2.4

The Board then discussed if a by-law amendment or a legal opinion regarding the implementation of the existing bylaw would be the preferred way to address concerns raised by the ZBA.

Article 5: Non-conforming lots and structures

S. Sarkisian noted that the intent of this article is to provide clearer language regarding what constitutes an increase in the non-conforming nature of a dwelling.

Several methods of measuring the change in a structure were discussed along with a review of the threshold currently contained in the ZBL.

Also discussed were instances where damage to a structure is potentially encouraged by an owner through neglect in order to seek relief under 401.1.5. It was agreed that further discussion regarding this item is required.

Article 6: Amend Article 12 – Refuse Disposal District

S. Sarkisian noted that this article replaces “Board of Health” with “Board of Public Works”. The change was requested by Jay Abelli, Building Commissioner, because the Board of Health no longer oversees the Refuse Disposal District and the Board of Public Works does.

A. Lewis, Claypit Rd., noted that MA State Law requires that the Board of Health perform the duties in Article 12.

T. Klem, Chair of the Board of Health, noted that they were not aware of the proposed changes and confirmed that the BOH is currently performing the duties required in Article 12.

Action: The Board determined that the best course of action for all of the potential warrant articles is to defer submitting them to a future Town Meeting and continue to research issues raised during the hearing and refine the proposed articles.

Motion: Close Public Hearing
Move: I. Montague
Second: A. Reck
Vote: 5-0

10:50PM Next Meeting Date and Agenda:

The next meeting of the Planning Board will be on January 12, 2015. The agenda is expected to include ANRs not reviewed this evening, the Municipal Space Capital Planning Committee (which will be known as the Town Land and Building Capital Committee) and the sidewalk construction article.

10:55PM Adjourn

Move: I. Montague
Second: K. Greenawalt
Vote: 5-0

Respectfully submitted,

Kevin Murphy, Clerk

Date



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APPROVED MEETING MINUTES

March 3, 2015

The Wayland Planning Board met on **Tuesday March 3, 2015 at 7:30pm** in the Wayland Town Building, 41 Cochituate Road, Wayland, MA relative to the following agenda items:

- 7:30 Review Agenda / Public Comment / Correspondence / Town Planner Update**
- 7:35 The Wayland Planning Board will hold a public hearing on Tuesday evening, March 3, 2015 at 7:35pm, in the Wayland Town Building, 41 Cochituate Road for a modification and clarification of the Planning Board Special Permit Decisions dated December 22, 2006 and July 12, 2012 for 229 Rice Road for the "Covered Bridge Project". The applicant is specifically requesting a determination of (i) the number of required Inclusionary Affordable Housing Units required and (ii) the number of Market Rate units permitted. The public is invited to attend and offer comments regarding this application.**
- 8:15 Warrant Articles 2015 Recommendation of report to Town Meeting**
- 8:30 Preliminary Subdivision Plan for 33 Shaw Drive. Proposed one-lot subdivision.**
- 9:00 Wayland Department of Public Works Facility – Extension of Time request.**
- 9:05 Approve Minutes for November 2014, December 2014, January 2015 and February 2015**
- 9:30 Adjourn**

Attendance:

Ms. Colleen Sheehan, Chair	Mr. Kevin Murphy, Clerk
Mr. Andrew Reck, Vice Chair	Mr. Ira Montague, Member
Mr. Kent Greenawalt, Member - absent	Mr. Dan Hill, Associate Member

The Town Planner, Mr. Sarkis Sarkisian, was also present.

7:30PM Open and Public Comment:

C. Sheehan opened the meeting, reviewed the agenda and informed those in attendance that the meeting is being taped.

Public Comment: None

Correspondence / Planner Update:

S. Sarkisian informed the Board that the Kathryn Barton housing project is about to proceed with construction after a long delay. The new owner of the project plans to get started this spring. The Town will need to provide additional data supporting local preference need to allow Wayland employees to use the local preference requirement for procuring finished units.

7:40PM Public Hearing – Covered Bridge:

A. Reck read the public notice.

S. Sarkisian distributed a letter from the Applicant and a letter prepared by Dan Hill, Associate Member. In previous amendments to the Covered Bridge Special Permit, the number of lots and market rate units were amended. The Applicant has now requested the Board to confirm the number of affordable units required based on the current, approved layout. The issue requiring clarification is if the number of affordable units are to be included in the total number of units when calculating the number of required affordable units. In other words is the applicable calculation as follows: $\text{round}(\# \text{ of market rate units} \times 16.67\%) = \text{required affordable units}$ OR is the calculation: $\text{round}(((\# \text{ of market rate units plus } \# \text{ of affordable units}) \times 16.67\%)) = \text{required affordable units}$. S. Sarkisian noted that there is some ambiguity in the Bylaw that should be clarified.

This is an issue for Covered Bridge because locating the units offsite would allow the 3 units required not impact the density of units on the Covered Bridge development. Bringing them back on-site could now be construed as violating the maximum number of units allowed in the Wayland ZBL.

D. Hill added that in his opinion, the By-Law is clear in that it is based on the total number of units approved. In other words, if the approval provided for 14 units, then 14 units times 16.67% becomes the affordable requirement. He also expressed concern that if the Board were to approve 14 market rate units and then 3 affordable units then the total could exceed the permitted number units in the overall plan.

Ben Stevens, Developer: Noted that the bylaw is not 100% clear as it simply states that 16.67% of the units should be affordable and this could be interpreted as supporting both calculations noted above. However, his concern is that by adding the number of affordable units in the total base of units used to calculate the affordable requirement is somewhat punitive as it would have the effect of compounding the number of affordable units required.

Mark Lanza, Town Council commented that the by-law could be interpreted both ways and that it should be clarified at a future town meeting. He noted further however, that language in the by-law noting that the objective is to encourage affordable housing and this objective should be used to resolve ambiguities allows the Board to interpret the by-law in a way that supports the development of affordable units.

D. Hill cautioned the Board by noting that any decision granted this evening could be precedent setting and that the Board should be aware of the risk that another developer could look at this ruling as a way to demand a higher number of total units than would otherwise be permitted.

Public Comment: Bob Moore, 225 Rice Road, noted that he had previously spoke in favor of locating the affordable units on site. However, he has since changed his position as he feels that Rice Road is very isolated location and including the units elsewhere in Town may allow them to be better included in Town life. The Board noted that this issue had been discussed extensively and it was determined that locating the units on-site is preferable.

The Board discussed the pros/cons of allowing the 3 units on-site along with the 14 market rate units and noted that the spirit of the Conservation Cluster by-law is to give zoning relief for certain development attributes that are attractive to the Town (i.e., open space) and giving an additional density allowance to support the construction of 3 affordable units on-site to comply with the Inclusionary by-law is consistent with this approach.

Given that the request is an amendment to a Special Permit, the Board also discussed including these additional conditions:

1. Move the unit on Lot 2.1 to Lot 6.
2. The final design of the affordable unit must be approved by the Planning Board or its designee.
3. Lot 1.A will be reconfigured and the final design will be approved by the Planning Board or its designee.
4. Lot 2.A will be combined with open space.

C. Sheehan also requested that it be noted in the approval that the language in the by-law is ambiguous.

Motion: Approve amendment to the Special Permit Approval for Covered Bridge to allow 14 market rate units and 3 affordable units subject to all existing conditions and those noted above.

Move: I. Montague

Second: A. Reck

Vote: 4-1(D. Hill against)

Motion: Close Public Hearing

Move: A. Reck

Second: I. Montague

Vote: 5-0

8:25PM Vote Planning Board Support for Certain Town Warrant Articles:

Motion: The Planning Board supports articles 14, 17, 24, 26, 27, 28 and 33

Move: K. Murphy

Second: I. Montague

Vote: 5-0

Note: Planning Board to discuss other articles at a future meeting.

8:40PM 33 Shaw Drive:

A. Reck read the Public Notice

S. Sarkisian reviewed the preliminary design for a one-lot subdivision. The purpose of the proposal is to allow two homes to be constructed on the lot for 33 Shaw Drive whereas one home is located there currently. The layout presented was designed to satisfy sub-division rules and regulations specifically as they apply to road frontage. S. Sarkisian noted that there are still a number of design issues to be resolved as well as potential sub-division applications for adjacent parcels. The meeting this evening is a simple presentation and the meeting will be continued. S. Sarkisian noted that that the proposal would be inconsistent with surrounding properties and expressed concern regarding a potential domino effect. He added that while the proposal does meet subdivision requirements, the Board does have the ability to deny preliminary sub-division applications if they "do not make sound planning sense".

Applicant: David Storer, 33 Shaw Drive

Legal Rep: Brian Levy

Engineer: Kevin O'Leary, Jillson Co.

B. Levy added additional detail by noting that some discussions with owners of adjacent properties had taken place but that no agreement is in sight. He also noted the property owner and applicant has plans to move from Wayland because of a new job and may not be able to enter into extended negotiations. Levy also noted that the Board cannot require that the road be configured to allow for an adjacent property.

The applicant agreed to grant an extension of the application to April 1st to permit the Board to schedule a site visit prior to making a determination.

Kevin O'Leary, Jillson Co.

Reviewed the technical details of the layout noting frontage and distance from adjacent intersections. He also presented a response to a memo prepared by the Town Planner outlining design concerns.

Public Comment:

Martha Lock, 32 Shaw Drive (directly across for 33 Shaw Drive) expressed concern that a seasonal stream that runs along her property and ponds along the Shaw Drive would be negatively impacted by the development.

Steven Glovsky, 36 Shaw Drive, outlined numerous concerns including potential wetlands, aesthetic impact on both the neighborhood as well as direct sight lines from his house. He pointed out that the proposed development is inconsistent with the layout of the neighborhood. He urged the Board to reject the proposal.

Mary Beth Hagen, 8 Yeager Way. Explained that she is a 20 year resident and noted that the street has experienced persistent flooding that is likely to be exacerbated by the drainage design for the proposed development.

David Gaffney, 8 Yeager Way. Also noted concerns that drainage and water-flow could negatively affect properties on Yeager Way.

Evan McCarthy – Representative for Richard Cormier and Allan Litchfield (purchasers of 41 Shaw Drive), noted that moving the drainage easement (proposed on the plan) will require Town Meeting approval. He expressed concern that a forthcoming plan for 41 Shaw Drive would be identical to the proposal for 33 Shaw Drive and the new roadways would be too close.

David Storer, 33 Shaw Drive, inquired if the proposal for 41 Shaw Drive would require approvals? E. McCarthy noted that road setbacks waivers would be required.

In concluding preliminary discussion, numerous concerns were expressed regarding wetland delineations, drainage, reconstruction of existing drainage pipe as well as the appropriateness of a one-lot subdivision road.

Meeting was continued to March 24th (No vote needed).

9:50PM DPW Extension

Motion: Extend DPW approval to August 1, 2015

Move: I. Montague

Second: K. Murphy

Vote: 4-0

9:55PM Approve Minutes:

Motion: Approve minutes for December 2, 2014 as amended

Move: A. Reck

Second: I. Montague

Vote: 4-0

Motion: Approve minutes for January 6, 2014 as amended

Move: A. Reck

Second: I. Montague

Vote: 4-0

Motion: Approve minutes for January 12, 2014 as amended

Move: A. Reck

Second: I. Montague

Vote: 4-0

Motion: Approve minutes for February 3, 2015 as amended

Move: A. Reck

Second: I. Montague

Vote: 4-0

Motion: Approve minutes for February 18, 2015 as amended

Move: A. Reck

Second: I. Montague

Vote: 4-0

10:25PM Affordable Housing Appointments:

C. Sheehan appointed to Definition of Goals Committee

D. Hill appointed to Monitoring and Assessing Capital Needs Committee

K. Murphy appointed committee for Exploring Potential New Zoning Applications

10:26PM Adjourn

Move: I. Montague

Second: A. Reck

Vote: 4-0

Respectfully submitted,

Kevin Murphy, Clerk

Date



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APPROVED MEETING MINUTES

March 24, 2015

The Wayland Planning Board met on **Tuesday March 24, 2015 at 7:30pm** in the Wayland Town Building, 41 Cochituate Road, Wayland, MA relative to the following agenda items:

- 7:30 Review Agenda / Public Comment / Correspondence / Town Planner Update**
- 7:45 Preliminary Subdivision Plan for 33 Shaw Drive – Proposed one-lot subdivision. Vote to continue to April 28, 2015**
- 7:50 Warrant Articles 2015 Recommendations and prepare reports for Town Meeting**
- 8:35 Approve Minutes for January, February and March 2015**
- 8:45 Adjourn**

Attendance:

Ms. Colleen Sheehan, Chair	Mr. Kevin Murphy, Clerk
Mr. Andrew Reck, Vice Chair	Mr. Ira Montague, Member
Mr. Kent Greenawalt, Member - absent	Mr. Dan Hill, Associate Member

The Town Planner, Mr. Sarkis Sarkisian, was also present.

7:30PM Open and Public Comment:

C. Sheehan opened the meeting, reviewed the agenda and informed those in attendance that the meeting is being taped.

Public Comment: None. S. Sarkisian distributed a letter from Steven Glovsky re: 33 Shaw Drive.

Correspondence / Planner Update:

Willowbrook: Certain affordable units in the complex have failed to pay condo fees and the Condo association is taking legal action. The Planning Board is named as a co-defendant in the filing because of the deed rider on the affordable units. The Board does not need to take any action at this time.

D. Hill expressed interest in filling the seat vacated by K. Greenawalt. S. Sarkisian to follow-up with position for the position and arranging a joint hearing with BoS.

8:00PM 33 Shaw Drive:

Motion: Continue to April 28, 2015 at 7:35pm in the Town Building.

Move: A. Reck
Second: I. Montague
Vote: 4-0

8:15PM Warrant Articles:

The Board reviewed the attached document 'Town Meeting 2015'. References below to Article numbers correspond to those on the attachment. Only articles relating to planning/zoning/land use are addressed.

Article Number	Name (Abbrev)	PB Comment	Action
13	Transfer Housing Funds to MAHTF	Previously approved by Board	None
14	Implement Solar Energy PILOT	Passing over	None
15	Fund Glezen Lane Traffic Control	Board only supports traffic mitigate in SP, which has been fully funded.	Motion: Do not support. Move: K. Murphy Second: I. Montague Vote: 4-0
16	Land/Easement acquisition for Route 30/27 intersection	Previously approved by Board	None
19	Amend Ch 193 – Stormwater	Pass over	None
21	Transfer Dudley Woods Parcels	Previously approved	None
22	Design and construct trails at Dudley Woods	The Board supported the article but noted some concern re: cost.	Motion: PB Recommend Approval Move: A. Reck Second: I. Montague Vote: 2-2
23	Acquire open space at Sage Hill	Previously approved	None
24	Fund construction of Rail Trail	Previously approved	None
25	Acquire muni parcel in Town Center	Previously approved	None
26	Appropriate funds for feasibility study for COA/Community Center	Board supported the article but noted concern re: nascent facilities and space planning initiative.	Motion: PB Recommend Approval Move: K. Murphy Second: A. Reck Vote: 3-1
30	Appropriate funds for land stewardship – conservation land	Previously approved	None
33	Acquire 246 Stonebridge	Pass over	None

34	Fund stabilization of Stone's Bridge	Pass over	None
35	Fund design of grass field at Oxbow Meadows	Board noted this article is consistent with Rec Dept plan and original design for Oxbow Meadows.	Motion: PB Recommend Approval Move: K. Murphy Second: I. Montague Vote: 4-0

C. Sheehan to be available during Town Meeting to speak to all articles if needed.

10:00PM Approve Minutes:

Motion: Approve minutes for March 3, 2015 as amended

Move: A. Reck

Second: I. Montague

Vote: 4-0

10:20PM Adjourn

Move: A. Reck

Second: K. Murphy

Vote: 4-0

Respectfully submitted,

Kevin Murphy, Clerk

Date



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APPROVED MEETING MINUTES

April 28, 2015

The Wayland Planning Board met on **Tuesday April 28, 2015 at 7:30pm** in the Wayland Town Building, 41 Cochituate Road, Wayland, MA relative to the following agenda items:

- 7:30 Review Agenda / Public Comment / Correspondence / Town Planner Update**
- 7:35 Preliminary Subdivision Plan for 33 Shaw Drive. Proposed one-lot subdivision.**
- 8:00 Patriot Way – Public hearing for a proposed Definitive Subdivision for Patriot Way (at 41 Shaw Drive) to subdivide land into two buildable lots each over 60,000 square feet with 210' of frontage for the construction of single family homes.**
- 8:50 Approve Minutes for November 2014, December 2014, January 2015 and February 2015**
- 9:00 Adjourn**

Attendance:

Ms. Colleen Sheehan, Chair - Absent
Mr. Andrew Reck, Vice Chair
Mr. Dan Hill, Associate Member

Mr. Kevin Murphy, Clerk
Mr. Ira Montague, Member

The Town Planner, Mr. Sarkis Sarkisian, was also present.

7:30PM Open and Public Comment:

A. Reck opened the meeting, reviewed the agenda and informed those in attendance that the meeting is being taped.

Public Comment:

Spencer Circle: Several (5) residents appeared to request that the Board recommend that the Town accept Spencer Circle as a town street. The development was essentially completed 15 years ago. Mr. Gordon Shultz spoke for the group which consisted of: Gordon and Evelyn Shultz, Stephanie Brandaleone, Chris Davies, Paul Chaet and Richard and Claire Stoddart – all of whom are residents of Spencer Circle.

S. Sarkisian explained that the street had not been put forth for acceptance due to multiple delays and disagreements with the developer regarding landscaping (trees) and drainage. However, in his opinion, this road is now at a state where the town should accept it and it will be included in our next TM article for accepting roads.

The developer (Gately) claimed that the only item not completed at this point is shrubbery for screening utility boxes.

Evelyn Shultz, 6 Spencer Circle. Residents shouldn't have to suffer if the town has made a mistake.

7:50PM Preliminary Subdivision Plan for 33 Shaw Drive. Proposed one-lot subdivision:

S. Sarkisian distributed the staff report on the preliminary plan, comments from the Conservation Committee and additional information regarding the measurement of the offset from the adjacent street (a subdivision requirement). The staff report recommends that the proposals for 33 Shaw Drive and 41 Shaw Drive be combined into a single conservation cluster development. The potential for two subdivision roads in close proximity may also create adverse conditions.

One item of disagreement is the distance offset from the adjacent street. S. Sarkisian's view is that there is insufficient distance between the subdivision road and the adjacent street. The applicant noted that there are several ways this measurement can be taken (and in their view, the subdivision rules and regulations are unclear). Using what they believe to be a standard approach (centerline to centerline) there is adequate distance. Sarkisian and the town surveyor used a ROW-to-ROW method which resulted in a smaller distance.

Dan Hill, Associate Member. Asked if sight distances were a function of average road speed.

Ann Hersten, 8 Fox Hollow. Wanted to know if the definitive plan will show the location of houses and distances from adjacent houses.

David Jabse, 8 Yeager Way. Was curious to know ConCom's view.

Craig Bolivar, 28 Woodridge Road. Neighborhood quality and integrity is lost when we allow properties to be carved up.

Stuart Smith, 9 Pinebrook Road. Lollipop layouts destroy property values and neighborhoods.

Luke Shadler, 22 Shaw Drive. Recommended that the Board consider both plans for both 33 and 41 Shaw drive together.

During additional discussion members of the Board expressed reservations regarding the proposal for technical reasons (distances), inconsistency with ambient development styles and detrimental impacts on the immediate neighborhood.

Motion: Deny approval for Preliminary Subdivision for 33 Shaw Drive

Move: K. Murphy

Second: I. Montague

Vote: 3-0

8:30PM Patriot Way proposed definitive subdivision:

A. Reck read the Public Notice into the record.

Attorney Ed McCarthy, representative for the developer (Oxbow Development Corp.) requested a continuance of the hearing to May 26th.

Motion: Continue hearing to May 26 at 7:30pm in the Town Building.

Move: I. Montague

Second: K. Murphy

Vote: 3-0

8:40PM Town Planner Update

S. Sarkisian informed the Board that work is getting started on the Town Green at Town Center. The current plan for the Town Green will be presented to the BoS on May 11 and will hopefully be approved then.

Rail trail construction is also moving forward and Larry Kiernan and Sarkis will be meeting with Mass Historic in the coming weeks.

The Board then had a brief discussion regarding the conservation cluster bylaw and decided to include it as an agenda item for a future meeting.

9:05PM Adjourn

Move: I. Montague
Second: K. Murphy
Vote: 3-0

Respectfully submitted,

Kevin Murphy, Clerk

Date

WAYLAND BOARD OF PUBLIC WORKS

Wayland DPW Facility

July 15, 2015

7:00 PM

MEETING MINUTES

Present: C. Brown (Chair), M. Lowery (Vice Chair), W. Baston, M. Wegerbauer, S. Kadlik (Director)

Absent: J. Mishara

Meeting opened at 7:00 PM

(Brown announced that the meeting is being recorded)

Brown opened the meeting with a review of the agenda.

Brown asked for public comment – there was none.

Wayland Arts Fair: Use of Town Building Parking Lot September 9, 2015

Brown made a motion to allow the Wayland Arts Fair to use the parking lot of the Town Building on September 9, 2015.

Baston 2nd, all in favor.

Items Included as Part of Agenda Packet for Discussion

- 2015-07-13 Letter from Town Administrator Nan Balmer to Board of Selectmen re: Request for Parking at Town Building for Wayland Arts Fair
- Wayland Arts Fair Plan Draft
- 2015-04-08 – Letter of Agreement between Wayland Recreation Department and Arts Wayland

Review and Approve Minutes (Delivered in Advance of the Meeting)

Baston noted that on Page 7, Loker Conservation Area was specifically cited as a potential location for a soccer field.

Lowery made a motion to accept the 6/23/15 minutes as amended.

Baston 2nd, all in favor.

Items Included as Part of Agenda Packet for Discussion

- Board of Public Works 6/23/2015 Meeting Minutes Draft

5 Paths Intersection: Review of TEC Scope of Services & Fee Proposal

Kadlik described the details of the TEC Scope of Services and Fee Proposal to the Board. Kadlik noted the planned changes to the pedestrian crossings at the intersection.

Brown asked Kadlik for an estimate on the cost of construction of the intersection.

Kadlik estimated that the construction would cost approximately \$200,000, with the exact figure to be provided by TEC in an office estimate.

The Board discussed funding options for the intersection.

Kadlik noted that he believes funding for the initial design could be paid from the operating budget.

*Items Included as Part of Agenda Packet for Discussion
- 2015-06-30 TEC Scope of Services & Fee Proposal*

Public Water Rate Hearing

Lowery described the nature of the water rate hearing, noting that the intention of the hearing is to gather public input on water rates, not to establish rates.

Duane Galbi of 190 Stonebridge Road asked if there is a comparison available of water rates in other towns.

Lowery noted that variables make a direct comparison difficult.

Galbi added that he had compared Wayland's water rates to the Town of Sudbury, and noted that he believes Sudbury bills water at only one tier rate.

Don Millette, DPW Water Superintendent, noted that Sudbury has seven tiers in its water rate structure.

Wegerbauer noted that rates in other towns do not necessarily account for necessary infrastructure improvements.

Lowery noted that Framingham bills water usage in five tier rates, with a specific tier established to bill irrigation at the highest rate.

Lowery noted that water rates are set based upon the need of the water division, and are not based on a comparison to other towns.

Galbi asked the Board if the cost to provide water increases with volume.

Lowery noted that increased usage may require more pumping equipment or the potential installation of an additional well.

Brown added that restrictions placed upon the Town by the State limit the amount of water pumped.

Brown declared the public water rate hearing closed at 7:25PM.

Public Comment

Anette Lewis of 33 Claypit Hill Road requested the Board to consider holding future meetings at the Town Building.

Lewis suggested that the meeting location continue to be placed on the Town Building meeting list, even if occurring at the DPW Facility.

Discussion of Stonebridge Road Traffic Calming

Brown read the opinions of the Police and Fire Chiefs relating to the installation of speed bumps on Stonebridge Road.

Kadlik noted that, in his opinion, the installation of speed bumps on Stonebridge would be extremely unsafe, particularly in winter weather.

Brown noted that flashing signage or radar signs are also optional traffic calming measures.

Kadlik provided the Board with a quotation for the purchase of electronic speed limit signs.

Wegerbauer suggested that input from residents as to the potential location of the installation of a flashing sign, as well as a sign-off from residents prior to the sign's purchase, be obtained.

Baston discussed with the Board the potential for implementing a 3-way stop at the intersection of Stonebridge and Oak Hill as a potential traffic calming measure.

Kadlik noted that stop signs are not considered viable means of traffic calming.

The Board discussed the requirements for the installation of stop signs at an intersection.

Lowery discussed the history of tickets issued on Stonebridge, noting that 44 warnings and 4 tickets have been issue in the last year, adding that he would prefer to see increased ticketing.

Brown noted that given the interest in this topic, he envisioned gathering information on possible traffic calming measures, and potentially taking a vote at the next meeting.

Brown noted that traffic calming options include the installation of static signs, flashing signs, radar signs, and speed bumps.

Lowery added that he is opposed to spending the Town's funds to place speed bumps on a connector road, and expressed his desire to see increased enforcement prior to the implementation of traffic calming measures.

Baston suggested that a series of traffic calming steps be developed, beginning with the implementation of static signs and increased enforcement prior to installing a flashing sign.

Brown noted that the Board should bring any individual ideas for a traffic calming proposal to the next meeting for discussion and review.

Items Included as Part of Agenda Packet for Discussion

- 2015-07-08 Email from Fire Chief David Houghton

- 2015-07-01 Email from Police Chief Robert Irving

Items Distributed for Information and Use by the Board of Public Works

- 2015-07-13 Quote from Signal Services, Inc. for the Purchase of Electronic Speed Signs

Review of Woodcock & Associates Proposal (Don Millette in attendance)

Millette noted that Woodcock & Associates would review the financials of the water division in conjunction with Tata & Howard's review and update of the Water Division Capital Efficiency Plan.

The Board discussed recent water main replacement projects that have been completed.

Millette described the leak detection program conducted by the town, noting that unaccounted for water is currently at 15%, with the goal to reduce it to below 10%.

Brown noted that a professional report would be advantageous to have when seeking necessary funding at Town Meeting.

Baston asked where funding for water infrastructure upgrades would be sourced from.

Lowery noted that the funds would be sourced from the Water Enterprise Fund, either through raising rates or long-term bonding.

Baston asked how long water main replacements conducted now will last.

Millette discussed different measures to ensure pipes' longevity, and noted that they are expected to last 50 to 100 years.

Brown questioned Task 2 of the proposal (Establish a Public Advisory Committee), noting that he would prefer the funding and time dedicated to 'Task 2' be directed elsewhere.

Wegerbauer noted that, in his opinion, refunding administrative fees would be the best method to control the Water Fund balance.

Brown noted that Task 5 of the proposal (Perform Data Analysis and Detailed Rate Study) is listed as 'TBD', is that the results of the previous tasks in the proposal would determine the necessity of the rate study.

Brown noted that he feels that it is the sense of the Board that it does not want to change rates, but may adjust the administrative fee.

Wegerbauer made a motion that the existing water rate remain in effect for the coming year, but the administrative fee may be adjusted to accommodate a to be determined targeted fund balance.

Lowery noted that, in his opinion, since rate-setting is not on the agenda, a vote should take place at a later date.

Brown noted that the rate hearing could be continued to the next meeting if the Board desires.

The Board discussed the scheduling of a vote to establish water rates.

Brown expressed his desire to delay voting on rates until the next meeting.

Wegerbauer's motion received no 2nd – motion falls flat.

Lowery made a motion that the water rate hearing be continued to the next meeting, where Further discussion will and a vote on the establishment of water rates will occur.

Brown requested that a public notice of the meeting be placed in the newspaper.

Baston 2nd, all in favor.

Brown made a motion to approve the Woodcock & Associates Proposal, with 'Task 2' be redirected from establishing a public advisory committee to instead be used for public information gathering and education.

Lowery 2nd, all in favor.

*Items Included as Part of Agenda Packet for Discussion
- Woodcock & Associates Scope of Work for Planning and Financial Consulting Services*

Special Town Meeting Article Consideration

Brown discussed an email received from Town Administrator Nan Balmer, noting that the Board of Selectmen had requested that articles for Special Town Meeting be limited to only those that cannot be delayed until Annual Town Meeting.

Brown noted that the Board had previously identified five potential articles for Special Town Meeting, and noted that the Town Administrator had requested that the Board prioritize the articles.

Millette noted that the potential article to amend the water ban bylaw essentially needs to be worded as dictated by the State.

Brown asked if it is essential for the water ban bylaw to be brought to Special Town Meeting and not Annual Town Meeting.

Millette noted that the State will require the ban be implemented automatically every year from May through September.

The Board determined that the amended water ban bylaw should be presented for review by Town Counsel.

The Board determined that the temporary sign bylaw can be delayed until Annual Town Meeting.

The Board determined that an article securing funding to replace the totaled Water Division truck should be presented at Special Town Meeting.

The Board discussed the 5 Paths intersection study, and determined that a Town Meeting article is not needed to fund the study.

Brown asked Kadlik if a sufficient estimate on Route 30 / School / East Plain intersection has been obtained to bring an article forward.

Kadlik replied that a Town Meeting article is not needed to fund the design.

Brown concluded that the only two articles to be brought forward for Special Town Meeting consideration are the articles regarding the revised water ban bylaw and the Water Division vehicle replacement.

Wegerbauer made a motion to approve the design expenditure with TEC for the design of the 5 Paths Intersection in the amount of \$19,800.

Lowery 2nd, all in favor.

Wegerbauer made a motion to approve the design expenditure with TEC for the design of the Route 30 / School / East Plain intersection in the amount of \$13,500.

Lowery 2nd, all in favor.

*Items Included as Part of Agenda Packet for Discussion
- DPW 5-Year Capital Plan*

Capital Planning

Brown noted that Fiscal Year 2017 CIP's need to be submitted to the Finance Committee no later than September 15.

Lowery expressed his opinion that submitting CIP's so early is unreasonable due to changes.

Kadlik discussed a change made to the DPW Five-Year Capital Plan combining the \$200,000 requested for water meter replacement with the \$800,000 for water meter radio read equipment.

Lowery noted that traditionally there has not been any opposition to meter replacement funding, but expressed his concern about combining that with the controversial remote read meter program.

Brown agreed with Lowery's assertion that keeping the articles separate may be the best strategy for Town Meeting.

Brown discussed the list of open capital accounts, and requested that a review of open capital items be placed on the next agenda.

Lowery noted that the 15-year vehicle plan should be updated to reflected the anticipated increased life expectancy associated with the new facility.

Baston asked if snow melting equipment should be added to the capital plan.

Kadlik replied that the acquisition of a snow-melter is under consideration.

DPW Director's Report

Kadlik discussed the contents of the DPW Director's Report provided to the Board.

Kadlik discussed the status of installing block on Pelham Island Road in the area of Heard Pond, noting that the block has been delivered but not yet installed.

Kadlik discussed the status of Sherman's Bridge, noting the MassDOT had agreed to fund \$150,000 of the material cost, but MassDOT rescinded their offer for funding as a result of concerns raised by residents to MassDOT.

Kadlik discussed a recent meeting with the Conservation Commission concerning Sherman's Bridge.

Lowery suggested that Town Counsel be consulted to determine if the Conservation Commission has jurisdiction over the repair of the bridge decking.

Kadlik noted that, in his opinion, there is no longer anything to adhere the decking of the bridge to, and that any further issues with the bridge decking will result in its closure.

Brown asked if a Capital Article for the repair of the bridge should be considered for Annual Town Meeting.

The sense of the Board was that a capital item of \$200,000 should be considered for Annual Town Meeting.

Wegerbauer noted that, in his opinion, the Town should not take on the liability of rebuilding the bridge if it is not done to State safety standards.

Lowery asked Kadlik about the status of the Happy Hollow Wells.

Kadlik noted that the transformer has been installed and that an issue with a faulty valve was identified and corrected.

Brown asked Kadlik about a recent issue regarding the owner of a plot in Lakeview Cemetery.

Kadlik described the nature of work that the DPW has been conducting in to bring plots into compliance as outlined in the Town Cemetery Rules and Regulations as part of their regular maintenance schedule.

Kadlik noted that the plot owner expressed her displeasure with the removal of the out-of-compliance items, and proceeded to reinstall non-compliant material on the plot.

Lowery noted that if violations continue, the DPW has the authority to escort her off the grounds, as the violation is clear.

Lowery suggested that a certified letter be sent to the plot owner noting the aspects of the plot that are out of compliance.

Lowery noted that he had made a request to Lisa Eggleston be contacted regarding the placement of sentinel wells.

Kadlik noted that he had received a response from Eggleston noting that she does not have any input to offer regarding their placement.

Wegerbauer requested that Kadlik explore potential user improvements that could be made to the Transfer Station that could be paid out of the Revolving Fund.

Wegerbauer suggested that the Board set a target for the Transfer Station fund in the future.

Kadlik noted that the market for recycling has decreased dramatically, resulting in an increased removal cost incurred by the town.

Kadlik added that the current recycling contract with Casella Recycling is currently being negotiated by the Town's Procurement Officer.

Lowery asked about the status of drainage mapping.

Kadlik noted that the Vac Truck has recently been used at the DPW Facility as well as the library.

Kadlik described the recent work done pertaining to the library drainage.

Lowery asked what the process is to gain approval from the Conservation Commission to conduct the necessary repairs.

Kadlik noted that the project engineers are responsible for drafting a notice of intent with the Conservation Commission.

*Items Included as Part of Agenda Packet for Discussion
- 2015-07-15 DPW Director's Report*

Board Members' Reports, Concerns, and Updates

Wegerbauer asked about the status of the well irrigation at the Wayland Country Club.

Kadlik distributed a letter sent out by the Board of Health concerning the issue.

Lowery noted that the Historical Commission asked the DPW if they could remove material in the area of Stone's Bridge, and that given the current shortage of labor and the lack of storage space for the material, the DPW cannot accommodate the request at this time.

Baston noted that the Community Preservation Commission would like to know what the Board would like to do with Stone's Bridge by September.

Lowery suggested that perhaps the Conservation Commission should be the owner of the land, as they have completed the purchase of the adjacent lot.

Lowery discussed upcoming DPW personnel staffing issues, specifically the hiring of two Water Division employees, the potential hiring of a Town Engineer, and the replacement of senior personnel who will be leaving soon.

Baston asked about the status of punch-list items in the DPW Facility.

Kadlik responded that they continue to meet and address punch-list items as they become evident.

Brown asked Kadlik about the source of paint spilled at Cochituate Field.

Kadlik noted that the DPW was alerted to the paint by the Police Department, and its source is unknown.

*Items Distributed for Information and Use by the Board of Public Works
- 2015-07-15 Letter to Wayland Country Club from Wayland Board of Health re: Irrigation Well Status*

Topics Not Reasonably Anticipated by the Chair 48 Hours Prior to Posting

Brown noted that he was invited to attend the Board of Selectmen Executive Session concerning the status of the Glezen Lane Traffic Settlement, and that the Board has been advised by Town Counsel to determine what it would cost to obtain a preliminary design of the intersection.

Kadlik noted that a preliminary estimate has already been obtained and has been forwarded to the Town Administrator.

Brown requested that the estimate be sent to him as well.

Wegerbauer made a motion to adjourn.

Baston 2nd, all in favor.

Meeting adjourned at 9:59 PM.

River's Edge Advisory Committee (REAC)

Minutes of Meeting held on August 3, 2015

The following members were present: Jerome Heller (Chair), Rebecca Stanizzi, Daniel Hill, Bill Steinberg, Bill Sterling, Robert Morrison, and Christine DiBona.

The meeting was called to order at approximately 7:40PM.

No public comment.

- The Committee reviewed the minutes of the meeting held July 8. The minutes were approved as amended on motion made by Bill Steinberg, seconded by Becky Stanizzi.
- BOS review of RFP on July 27 was approved by a 4-0 vote. Anticipated release date is September 1.
- The Committee reviewed and approved the A&K invoice dated July 10, 2015 in the amount of \$5567.12 for services in June. Motion to approve made by Becky Stanizzi, seconded by Bill Steinberg. Payment was approved by 7-0 vote.
- Becky alerted the Committee to the request by BOH that six of the groundwater well locations at the former septage site be re-tested for metal levels. Two of the wells had previously tested high (thought to be in error), and testing all six adds only negligible expense in order to yield current readings. Cost estimated to be \$2800 and all testing will be done before RFP release date. Motion to approve made by Jerry Heller, seconded by Bill Steinberg. Testing was approved by a 7-0 vote.
- Discussed marketing strategies: press release will be targeted to all RE trade journals and other relevant media outlets. Becky presented a draft press release which Committee members will review independently prior to next meeting. Motion to accept draft was made by Dan Hill, seconded by Bill Sterling. Draft was accepted by a 7-0 vote.
- Becky also drafted an initial list of potential bidders to whom outreach efforts should be targeted. She will create a Google Doc and circulate to Committee members so that additional bidders and contact information

can be added. Dan Hill suggested the spreadsheet be expanded to include law firms, engineering firms, brokers and other consultants who might be helpful if alerted to RFP release. Dan also pointed out that CHPA (Citizens Housing & Planning Association) maintains a directory of developers and consultants actively operating in Massachusetts.

- Becky has received a draft of the property appraisal recently conducted. She will review and officially present appraisal at next meeting.
- It was suggested that the Committee meet again on Wednesday, August 12 at 7:30 for continued discussion of RFP marketing efforts and appraisal review.
- The meeting adjourned at approximately 8:35 P.M.

Respectfully submitted by Christine DiBona

Attachment: Anderson & Krieger invoice dated 7/10/15 (3 pages)

NAME OF BOARD/COMM: Surface Water Quality Committee

FILED BY: Bob Goldsmith, Co-chairman

DATE OF MEETING: Tuesday July 21, 2015

TIME OF MEETING: 7:30 PM

PLACE OF MEETING: Wayland Town Building

ATTENDING: Bob Goldsmith, Tom Largy, Mike Lowery and Toni Moores, Tonya Largy
(for public comment time)

MINUTES

1. The meeting came to order at 7:30 PM
2. Minutes of the May 19, 2015 meeting were approved 4-0
3. In public comment period, Tonya Largy described invertebrates found in the material from the detritus removed from Mill Pond. No historical artifacts were found. Her report is attached.
4. Dudley Pond (Mike reporting)
 - a. E. Coli levels are low, below the threshold requiring reporting. Mike showed a graph of results.
 - b. An initial Happy Hollow well sample showed a Fluoridone level in one well of 1 ppb. This was a spurious result and SEPRO re-analysis showed no detectable levels (< 1 ppb) in the two wells.
 - c. Milfoil hand pulling has produced about 11,000 plants, two years after Triclopyr herbicide spot treatment. This is somewhat better than expected, perhaps due to a late spring.
 - d. Tapegrass, a native species, continues to be a problem. Treatment is confined to removing floating matter.
5. Heard Pond (Tom reporting)
 - a. Inspection and harvesting by Lycott/ACT shows the continuing presence of water chestnuts. This perhaps is due to long viability of seeds (15+ yrs.) or perhaps less than complete removal in prior years. In any case, harvesting can be expected to continue indefinitely. The mass to be removed is low and harvesting can be performed annually at modest cost.
 - b. Tom will try to get continued funding for this work from the Nyanza grant that has funded the last three years efforts.
6. Lake Cochituate. (Mike reporting)
 - a. DCR will be hand pulling in all three ponds this year.
7. Mill Pond (Tom reporting).
 - a. The original plan was to hydrorake in the northern portion of the pond. The presence of muck made this impractical, and the program was changed to remove leaf debris in the lower portion.
 - b. A survey this morning showed the pond to be clear with a rocky bottom in the lower portion. Bass and sunfish were observed to be spawning on the bottom.

- c. DPW needs to clean up the shore area where work was performed.
 - d. Tom agreed to write an article about the cleanup for The Crier.
8. Other
- a. Toni has drafted a septic system maintenance document to be sent to residents. Committee members are to discuss at the next meeting.
 - b. Next meeting date will be August 18th.
9. Invoices approved by 4-0 vote: (a) Lycott/ACT for \$11,115 for Mill Pond Work. The remaining holdback will be paid once a final report is submitted; (b) Allison Leclair (SP?) for \$1,575 for milfoil harvesting at Dudley Pond; (c) Aquatic Vision LLC for \$1,920 for same; (d) Andy Freedman for \$240 for support work at Mill Pond.
10. Adjourned by a roll call vote of 4-0 at about 9:00 PM.

Hello Bob,

Here is the information you requested for the minutes of tonight's meeting.

After the hydroraking project was completed, I examined the sediment removing from the Mill Pond and deposited in the designated area. I was interested in seeing if any 17 century artifacts were taken up from the time of Thomas Cakebread's mill built in 1639. Instead of historical artifacts, I found biological specimens.

Three species of molluscs were collected from the sediment pile. These were freshwater mussels, gastropods (snails), and small fingernail clams. The mussels were empty shells, but some of the snails and fingernail clams were alive when they were taken up with the sediments.

I plan to consult a malacologist (a person who studies molluscs) and obtain identifications of these three species and then write a report after doing a bit more research for the Surface Water Quality Committee, the Wayland Conservation Commission, and possibly for the Town Crier.

If you have any questions, please let me know.

Thanks for letting me share this interesting information with the committee tonight.

Tonya



Charles D. Baker, Governor
 Karyn E. Polito, Lieutenant Governor
 Stephanie Pollack, Secretary & CEO
 Thomas J. Tinlin, Acting Administrator



August 4, 2015

Ms. Beth R. Klein
 Town Clerk
 41 Cochituate Rd
 Wayland, MA 01778

Dear Ms. Klein:

Attached is your Special Speed Regulation No.7938 dated August 4, 2015 for the town way noted on the Regulation. The Town may now proceed with putting up the respective speed signs pertaining to this Regulation.

Please notify this office by letter of the date these signs are in place. Any existing speed signs that do not conform with this Regulation should be removed.

RECEIVED
 TOWN OF WAYLAND
 TOWN CLERK
 2015 AUG - 7 AM 11: 38

Sincerely,

for Neil E. Boudreau
 State Traffic Engineer

RFW/
 Cc: Chief of Police
 District 3 Traffic



MASSACHUSETTS DEPARTMENT OF TRANSPORTATION

**TOWN OF WAYLAND
SPECIAL SPEED REGULATION # 7938**

Highway Location: WAYLAND
Authority In Control: TOWN OF WAYLAND
Name of Highways: PELHAM ISLAND ROAD

In accordance with M.G.L. c. 90, § 18, the following Special Speed Regulation is
Hereby Adopted
by the Board of Selectmen
of the Town of Wayland

That the following speed limits are established at which motor vehicles may be operated
in the areas described:

PELHAM ISLAND ROAD - EASTBOUND

Beginning at the Sudbury/Wayland Town line, thence easterly on Pelham Island Road
1.87 miles at 25 miles per hour ending at the junction of Route 20 (Boston Post
Road); the total distance being 1.87 miles.

PELHAM ISLAND ROAD - WESTBOUND

Beginning at the junction of Route 20 (Boston Post Road), thence westerly on Pelham
Island Road
1.87 miles at 25 miles per hour ending at the Wayland/Sudbury Town line; the
total distance being 1.87 miles.

RECEIVED
TOWN OF WAYLAND
TOWN CLERK
2015 AUG -7 AM 11:38

Operation of a motor vehicle at a rate of speed in excess of these limits shall be prima facie evidence that such speed is greater than is reasonable and proper.

The provisions of this regulation shall not, however, abrogate M.G.L. c. 90, § 14

Date of Passage:

Clayton K...

Dea T. Anderson

[Signature]

BOARD OF SELECTMEN

Attest *Beth R. K...*

TOWN CLERK

MASSACHUSETTS DEPARTMENT OF TRANSPORTATION
SPECIAL SPEED REGULATION NO. 7938

The Massachusetts Department of Transportation does hereby certify that this regulation is consistent with the public interest.

Standard signs must be erected at the beginning of each zone.

REGISTRY OF MOTOR VEHICLES
DIVISION

BY: *[Signature]*

Registrar

HIGHWAY DIVISION

BY: *[Signature]*

State Traffic Engineer

DATE: . APPROVED AUG 04 2015

Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

John K. McCarthy
Executive Director

August 6, 2015

Dr. Edward A. Bouquillon, Superintendent
Minuteman Regional Vocational Technical School District
758 Marrett Road
Lexington, MA 02421

Re: Minuteman Regional Vocational Technical School District, Minuteman Vocational
Technical Regional High School

Dear Dr. Bouquillon:

I am pleased to report that the Board of the Massachusetts School Building Authority (the "MSBA") has voted to approve the Minuteman Regional Vocational Technical School District (the "District"), as part of its invitation for Feasibility Study, to proceed into schematic design to replace the existing Minuteman Vocational Technical Regional High School on the existing site (the "Proposed Project").

It is my understanding that the District anticipates seeking community approval for this Proposed Project in the spring of 2016. Therefore, it is critical that the District, in conjunction with its Owner's Project Manager and Designer, submit a schedule to the MSBA as soon as possible, which should include: the work plan to complete all of the required documentation for presentation to the MSBA's Board of Directors at a future Board meeting; the date of the Town Meeting(s) at which the Proposed Project will be considered; and the anticipated design and construction schedule.

We will be contacting you soon to discuss these next steps in more detail, but in the meantime, I wanted to share with you the Board's vote to approve the Minuteman Regional Vocational Technical School District to proceed into schematic design to replace the existing Minuteman Vocational Technical Regional High School on the existing site

I look forward to continuing to work with you as the MSBA's grant program progresses. As always, feel free to contact me or my staff at (617) 720-4466 should you have any questions.

Page 2
August 6, 2015
Minuteman Preferred Schematic Board Action Letter

Sincerely,


John K. McCarthy
Executive Director

Cc: Legislative Delegation
Jeff Stulin, Chair, Minuteman Regional Vocational Technical School Committee
Kevin Mahoney, Assistant Superintendent for Finance, Minuteman Regional Vocational
Technical School District
Mary Ann Williams, Owner's Project Manager, Skanska USA Building, Inc.
Joe Milani, Designer, Kaestle Boos Associates, Inc.
Larry Trim, Designer, Kaestle Boos Associates, Inc.
File: 10.2 Letters (Region 4)