

PACKET

OCT 19

2015



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

BOARD OF SELECTMEN
Monday, October 19, 2015
Wayland Town Building
Selectmen's Meeting Room

Proposed Agenda

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

- | | | |
|---------|------|---|
| 6:30 pm | 1.) | Open Meeting and Enter into Executive Session Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a) (3) to Discuss Strategy with Respect To Pending Litigation Between Moss and Borner v. Lingleys and the Town of Wayland Regarding "Crown Path;" and, Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(6), to Discuss the Exchange, Purchase, Lease or Value of Real Estate in regard to the Property at 87 Old Connecticut Path, Wayland, Commonly Known as Mainstone |
| 7:00 pm | 2.) | Call to Order by Chair <ul style="list-style-type: none">• Announcements; Review Agenda for the Public |
| 7:02 pm | 3.) | Public Comment |
| 7:10 pm | 4.) | Vote to Sign Special Town Meeting Warrant |
| 7:15 pm | 5.) | Discuss Resignation of Selectman with Town Counsel and Transition of Board Portfolio Assignments |
| 7:30 pm | 6.) | Discussion about Minuteman |
| 7:50 pm | 7.) | Interview and Potential Committee Appointment <ul style="list-style-type: none">• Randall Moore, Audit Committee |
| 8:00 pm | 8.) | Enter into Executive Session with Personnel Board Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3), to Discuss Strategy with Respect to Collective Bargaining Pertaining to the Police and Fire Unions |
| 8:20 pm | 9.) | Presentation and Potential Vote on FY17 Capital Projects |
| 8:50 pm | 10.) | Review Draft Motions for Special Town Meeting Warrant Articles |
| 9:05 pm | 11.) | Town Administrator Evaluation: Receive Individual Draft Comments |
| 9:15 pm | 12.) | Town Administrator Goals: Discussion and Potential Vote to Accept |

**BOARD OF SELECTMEN
Monday, October 19, 2015
Wayland Town Building
Selectmen's Meeting Room**

Proposed Agenda Page Two

- 9:30 pm 13.) Discussion and Potential Vote on Policies
- Sign Policy
- 9:40 pm 14.) Review and Approve Consent Calendar (See Separate Sheet)
- 9:45 pm 15.) Review Correspondence (See Separate Index Sheet)
- 9:55 pm 16.) Report of the Town Administrator
- 10:05 pm 17.) Selectmen's Reports and Concerns
- 10:15 pm 18.) Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
- 10:20 pm 19.) Adjourn

Board of Selectmen Portfolio Assignments for April 2015 through April 2016

Mary Antes - term expires 2018

Conservation Commission
Community Preservation Committee
Council on Aging, Senior Property Tax Relief Committee
Council on Aging/Community Center Project
Historical Commission
Historic District Commission
Housing: Housing Authority, Housing Partnership, Affordable Housing, 40B projects
WayCAM Public Access Corporation; Cable Television Advisory Committee
Wayland Real Asset Planning Committee
Technology Planning, Electronic Communication and Improvements to Town Website
Youth Advisory Committee

Tony Boschetto - term expires 2016

Audit Committee
Financial Reporting/Expense
Warrants
Minuteman Regional Vocational Technical School
OPEB Advisory Committee
Permanent Municipal Building Committee
Wastewater Management District Commission

Lea Anderson - term expires 2018

Board of Assessors; Overlay Estimate; Tax Classification/ Tax Rate Hearing
Board of Health
Emergency Preparedness
Planning Board and Zoning Board of Appeals
Public Safety Issues (Police, Fire, Including Ambulance, ALS Committee, Paramedic Services)
Surface Water Quality Committee
Technology Planning, Electronic Communication and Improvements to Town Website
Open Meeting Law/Town Clerk

Joe Nolan - term expires 2017

Board of Public Works; DPW facility Project
Library Board of Trustees
MetroWest 495 Partnership, MetroWest Regional Collaborative
Recreation Commission
Town Center, Town Green, Municipal Parcel
Transportation Issues (Rail Trail, Canoe Launch, Senior/Disabled Transit, TIP Projects/Funding)

Cherry Karlson - term expires 2017

Economic Development Committee
Energy Initiatives Advisory Committee
Finance Committee, Fiscal/Budget Strategy; Capital Planning
Personnel Board, Collective Bargaining, Negotiation Strategy; Health Insurance
River's Edge Project/Sudbury Agreement
Schools
Town Counsel and Legal Services

9. FY17 CAPITAL
PROJECTS

DATE: OCTOBER 19, 2015
TO: BOARD OF SELECTMEN
FROM: NAN BALMER, TOWN ADMINISTRATOR
RE: FY 17 CAPITAL PROJECTS

REQUESTED ACTION:

POTENTIAL VOTE TO APPROVE CAPITAL IMPROVEMENT PROJECTS FOR DEPARTMENTS UNDER THE JURISDICTION OF THE TOWN ADMINISTRATOR

Background:

Under the Town Code, the Finance Committee is responsible for preparing the annual Capital Improvement Plan. The Board of Selectmen "shall, no later than the 15th of January in each year, unless another date is agreed to, make both a capital and expense budget recommendation to the Finance Committee for the ensuing fiscal year for each Town board, officer and committee under its jurisdiction."

The Finance Committee's Capital Planning process is underway. The Conservation Administrator, Facilities Director and Fire Chief will present FY 17 capital project requests to the Selectmen on 10/19. Capital Projects for IT will be presented on 10/26.

Attached please find the following supporting documents prepared by the Finance Director:

1. A summary of all town and school FY 17 Capital requests totaling, as of 10/15/15, \$17,360,199. A Capital Improvement Form for each project can be found at: http://www.wayland.ma.us/Pages/WaylandMA_Finance/FY17CapitalProjects.pdf
2. Draft FY 17 – 21 Capital Plan
3. Adopted Capital Plan for FY 16 – 20 for comparison
4. Funds remaining available from prior year capital requests as of 9/30/15

FY17 CAPITAL BUDGET REQUESTS

FISCAL 2017 CAPITAL BUDGET REQUESTS-DRAFT

10-15-15

GENERAL FUND			
Department	Type	Description	Capital Budget
DPW	Infrastructure	Town wide road reconstruction	1,460,000.00
DPW	Infrastructure	Cemetery expansion	50,000.00
DPW	Infrastructure	Traffic calming	-
DPW	Equipment	Light Trucks-Replacement Schedule	90,000.00
DPW	Equipment	Light Trucks-John Deere Turf Tracker P 59	150,000.00
DPW	Equipment	Small Equipment-schedule	70,000.00
DPW	Equipment	Heavy Equipment-various	225,000.00
DPW	Equipment	Small Swap Loader L	220,000.00
DPW	Equipment	Transfer Station Trash Compactor	40,000.00
Conservation	Land	Land acquisition / open space-Standish Road	486,900.00
Conservation	Infrastructure	Rice road / Snake Brook dam repairs	50,000.00
Conservation	Building Repair	Shed and Office upgrades	35,000.00
JCC	Equipment	Radios REPEATER	25,000.00
Facilities	Building repair	Library Rotunda Window Replacement	85,000.00
Facilities	New construction	COA New Construction	5,600,000.00
Facilities	Building repair	Transfer Station Building Improvement	48,000.00
Facilities	Building repair	Demolition of old DPW Building	330,000.00
IT Dept.	Equipment	Town / School SAN upgrade	80,000.00
IT Dept.	Equipment	Firewall	50,000.00
IT Dept.	Equipment	Data Center Patch Management Software	40,000.00
Fire	Vehicle	Ladder and Fire Truck	950,000.00
Fire	Vehicle	Rescue Pump Truck	490,000.00
Fire	Vehicle	Fire Vehicle	55,000.00
Recreation	Land Imp	Capital field maintenance	75,000.00
Recreation	Land Imp	Artificial Turf Field Design	80,000.00
Recreation	Land Imp	Oxbow Meadows Site Construction	200,000.00
Recreation	Land Imp	Happy Hollow Playground	100,000.00
High School	Equipment	Security System	30,000.00
High School	Land Improvement	Stadium Repairs	150,000.00
School	Vehicle	Vehicle	30,000.00
Claypit School	Equipment	Furniture Replacement	25,000.00
Food Service	Equipment	Food Service Equipment	175,600.00
4 Locations	Equipment	Custodian Equipment	50,000.00
Happy Hollow	Building Repair	Floor Tile	65,000.00
Happy Hollow	Equipment	Furniture Replacement	25,000.00
Happy Hollow	Building Repair	Phone upgrade	50,000.00
Loker School	Building Repair	Tile Replacement	65,000.00
Loker School	Building Repair	Door and Windows	1,900,000.00
Loker School	Equipment	Furniture Replacement	35,000.00
Middle School	Building Repair	Tile Replacement	150,000.00
Middle School	Equipment	Furniture Replacement	35,000.00
Wayland Housing	Building repair	Cochituate Apartments Fire Suppression	524,699.00
Total General Fund			14,395,199.00
WATER FUND			
Department	Type	Description	Budget
Water Fund	Building repair	Pump station upgrade	525,000.00
Water Fund	Building repair	Reeves Hill water tank cleaning	-
Water Fund	Vehicles	Vehicles	-
Water Fund	Infrastructure	Happy Hollow Access Road	600,000.00
Water Fund	Infrastructure	Water main replacement projects	1,400,000.00
Water Fund	Equipment	Water meter radio	200,000.00
Water Fund	Equipment	Water Tank Cleaning	250,000.00
Water Fund	Equipment	Billing software	80,000.00
Water Fund	Equipment	Remote Meter Reading Pilot Study	180,000.00
Water Fund	Equipment	Replace filters media	-
Total Water Fund			3,235,000.00
Total Fiscal 2016 requested budget			17,630,199.00

* DEPARTMENTS UNDER SELECTMEN HIGHLIGHTED

DRAFT FY 17-21 CAPITAL PLAN

10-15-15

Department	Projected Description / Acquisition	Category	FY 17	FY 18	FY 19	FY 20	FY 21
DPW	Town wide road reconstruction	Infrastructure	1,460,000.00	1,606,000.00	1,766,600.00	1,943,260.00	2,137,586.00
DPW	Cemetery expansion	Infrastructure	50,000.00	-	-	-	-
DPW	Traffic calming	Infrastructure	-	-	-	-	-
DPW	Light Trucks-Replacement Schedule	Equipment	90,000.00	90,000.00	90,000.00	90,000.00	90,000.00
DPW	Light Trucks-John Deere Turf Tracker P 59	Equipment	150,000.00	-	-	-	-
DPW	Small Equipment-schedule	Equipment	70,000.00	70,000.00	70,000.00	70,000.00	70,000.00
DPW	Heavy Equipment-various	Equipment	225,000.00	225,000.00	225,000.00	225,000.00	225,000.00
DPW	Small Swap Loader L	Equipment	220,000.00	150,000.00	150,000.00	80,000.00	65,000.00
DPW	Transfer Station Trash Compactor	Equipment	40,000.00	-	40,000.00	-	40,000.00
			-	-	-	-	-
		Total	2,305,000.00	2,141,000.00	2,341,600.00	2,408,260.00	2,627,586.00
Conservation	Land acquisition / open space-Standish Road	Land	486,900.00	810,000.00	760,000.00	750,000.00	810,000.00
Conservation	Field Restoration	Land	-	-	-	-	-
Conservation	Rice road / Snake Brook dam repairs	Infrastructure	50,000.00	100,000.00	50,000.00	200,000.00	-
Conservation	Shed and Office upgrades	Building Repair	35,000.00	-	-	-	-
		Total	571,900.00	910,000.00	810,000.00	950,000.00	810,000.00
Police	Radios	Equipment	-	-	-	-	-
		Total	-	-	-	-	-
JCC Dept.	Repeater Replacement	Equipment	25,000.00	-	-	-	-
		Total	25,000.00	-	-	-	-
Planning	New Sidewalk	Infrastructure	-	400,000.00	-	890,300.00	-
		Total	-	400,000.00	-	890,300.00	-
Facilities	TB window replacement design	Building repair	-	100,000.00	-	-	-
Facilities	Library Rotunda Window Replacement	Building repair	85,000.00	-	-	-	-
Facilities	Town Building Renovations	Building repair	-	375,000.00	-	125,000.00	-
Facilities	Town Building New Windows	Building repair	-	-	1,185,000.00	-	-
Facilities	Demolition of old DPW Building	Building repair	330,000.00	-	-	-	-
Facilities	COA New Construction	New construction	5,600,000.00	-	-	-	-
Facilities	Vehicles - Motor pool	Vehicles	-	50,000.00	-	50,000.00	-
Facilities	Interior Renovation of Town Building	Building repair	-	-	-	-	-
Facilities	Transfer Station Building Improvement	Building repair	-	-	-	-	-
Facilities	TB mechanical / electrical improvement	Building repair	-	218,000.00	2,766,250.00	-	-
Facilities	New Library	New construction	-	12,800,000.00	-	-	-
Facilities	Transfer Station Building Improvement	Building repair	48,000.00	-	-	60,000.00	-
			-	-	-	-	-
		Total	6,063,000.00	13,543,000.00	3,951,250.00	235,000.00	-
IT Dept.	Document Management	Misc.	-	50,000.00	50,000.00	50,000.00	-
IT Dept.	Town / School SAN upgrade	Equipment	80,000.00	-	60,000.00	-	-
IT Dept.	Firewall	Equipment	50,000.00	-	-	-	-
IT Dept.	Data Center Patch Management Software	Equipment	40,000.00	-	-	-	-
IT Dept.	Library Wiring and Wireless system	Equipment	-	-	-	-	-
IT Dept.	Permitting and Building Software	Equipment	-	150,000.00	-	-	-
IT Dept.	District / MAN Switches	Equipment	-	-	25,000.00	-	-
IT Dept.	Town Hall Wireless	Equipment	-	-	10,000.00	-	-
		Total	170,000.00	200,000.00	145,000.00	50,000.00	-

Department	Projected Description / Acquisition	Category	FY 17	FY 18	FY 19	FY 20	FY 21
			-	-	-	-	-
Fire	Ladder and Fire Truck	Vehicle	950,000.00	-	-	-	-
Fire	Rescue Pump Truck	Vehicle	490,000.00	-	-	550,000.00	-
Fire	Fire Vehicle	Vehicle	55,000.00	-	-	-	70,000.00
Fire	Fire Vehicle	Vehicle	-	-	-	-	75,000.00
Fire	Ambulance	Vehicle	-	295,000.00	-	-	-
Fire	Breathing Apparatus	Equipment	-	-	150,000.00	-	-
Fire	Other Equipment	Equipment	-	-	60,000.00	-	-
			-	-	-	-	-
		Total	1,495,000.00	295,000.00	210,000.00	550,000.00	145,000.00
Recreation	Capital field maintenance	Land Imp	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00
Recreation	Artificial Turf Field Design	Land Imp	80,000.00	-	-	-	-
Recreation	Onbow Meadows Site Construction	Land Imp	200,000.00	-	-	-	-
Recreation	Happy Hollow Playground	Land Imp	100,000.00	-	-	-	-
		Total	455,000.00	75,000.00	75,000.00	75,000.00	75,000.00
4 Locations	Phone upgrade	Building Repair	-	-	-	-	-
Happy Hollow	Boiler Replacement	Building Repair	-	200,000.00	-	-	-
Claypit School	Boiler Replacement	Building Repair	-	-	-	350,000.00	-
Claypit School	Phone upgrade	Building Repair	-	50,000.00	-	-	-
Middle School	Music Space / Café	Building Repair	-	120,000.00	-	-	-
Middle School	Phone upgrade	Building Repair	-	-	100,000.00	-	-
Middle School	Stage Lighting	Building Repair	-	-	115,000.00	-	-
Middle School	Gym Replacement	Building Repair	-	-	225,000.00	-	-
Loker School	Roof Replacement	Building Repair	-	-	130,000.00	-	-
Loker School	Roof Replacement / Air Handling Units	Building Repair	-	-	1,200,000.00	-	-
Loker School	Boiler Replacement	Building Repair	-	-	350,000.00	-	-
High School	Security System	Equipment	30,000.00	-	-	-	-
High School	Stadium Repairs	Land Improvement	150,000.00	1,000,000.00	-	-	-
High School	Turf Replacement	Land Improvement	-	800,000.00	-	-	-
High School	Resurface All Weather Track	Land Improvement	-	200,000.00	-	-	-
High School	Tennis Court Renovation	Land Improvement	-	150,000.00	150,000.00	-	-
School	Vehicle	Vehicle	30,000.00	-	-	-	35,000.00
Claypit School	Furniture Replacement	Equipment	25,000.00	-	-	-	-
Loker School	Parking equipment	Equipment	-	250,000.00	-	-	-
Food Service	Food Service Equipment	Equipment	175,600.00	166,500.00	164,000.00	-	-
4 Locations	Custodian Equipment	Equipment	50,000.00	30,000.00	-	20,000.00	-
Happy Hollow	Floor Tile	Building Repair	65,000.00	-	-	-	-
Happy Hollow	Furniture Replacement	Equipment	25,000.00	-	-	-	-
Happy Hollow	Phone upgrade	Building Repair	50,000.00	-	-	-	-
Loker School	Tile Replacement	Building Repair	65,000.00	50,000.00	-	-	-
Loker School	Door and Windows	Building Repair	1,900,000.00	-	-	-	-
Loker School	Furniture Replacement	Equipment	35,000.00	35,000.00	35,000.00	-	-
Middle School	Tile Replacement	Building Repair	150,000.00	150,000.00	75,000.00	-	-
Middle School	Furniture Replacement	Equipment	35,000.00	35,000.00	35,000.00	-	-
		Total School	2,785,600.00	3,236,500.00	2,579,000.00	370,000.00	35,000.00
		Town Town / School	13,870,500.00	20,800,500.00	10,111,850.00	5,528,560.00	3,692,586.00
Water Fund	Pump station upgrade	Building repair	525,000.00	-	-	-	-
Water Fund	Reeves Hill water tank cleaning	Building repair	-	-	-	-	-
Water Fund	Vehicles	Vehicles	-	75,000.00	80,000.00	80,000.00	-
Water Fund	Happy Hollow Access Road	Infrastructure	600,000.00	700,000.00	700,000.00	700,000.00	-
Water Fund	Water main replacement projects	Infrastructure	1,400,000.00	1,400,000.00	1,400,000.00	1,400,000.00	1,400,000.00
Water Fund	Water meter radio	Equipment	200,000.00	-	-	-	-
Water Fund	Water Tank Cleaning	Equipment	250,000.00	-	-	-	-
Water Fund	Billing software	Equipment	80,000.00	-	-	-	-
Water Fund	Remote Meter Reading Pilot Study	Equipment	180,000.00	-	-	-	-
Water Fund	Replace filters media	Equipment	-	-	1,000,000.00	-	-
		Total Water	3,235,000.00	2,175,000.00	3,180,000.00	2,180,000.00	1,400,000.00
Wayland Housing	Cochituate Apartments Fire Suppression	Building repair	524,699.00	-	-	-	-
		Total All	17,630,199.00	22,975,500.00	13,291,850.00	7,708,560.00	5,092,586.00

ADOPTED 5 YEAR CAPITAL PLAN FY 16-20

Department	Projected Description / Acquisition	Category	FY 16	FY 17	FY 18	FY 19	FY 20
DPW	Town wide road reconstruction	Infrastructure	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00
DPW	Cemetery expansion	Infrastructure	50,000.00	50,000.00	-	-	-
DPW	Culvert repairs-Transfer Station	Infrastructure	100,000.00	-	-	-	-
DPW	Traffic calming	Infrastructure	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
DPW	Speed bumps - Glezen East	Infrastructure	25,000.00	-	-	-	-
DPW	Light Trucks-Replacement Schedule	Equipment	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00
DPW	Light Trucks	Equipment	90,000.00	-	-	75,000.00	75,000.00
DPW	Small Equipment-P 34 Chipper	Equipment	60,000.00	-	-	-	-
DPW	Small Equipment-schedule	Equipment	70,000.00	70,000.00	70,000.00	70,000.00	70,000.00
DPW	Heavy Equipment-various	Equipment	80,000.00	240,000.00	150,000.00	150,000.00	80,000.00
DPW	John Deere Gator	Equipment	32,000.00	-	-	-	-
Conservation	Land acquisition / open space	Land	625,000.00	500,000.00	500,000.00	750,000.00	750,000.00
Conservation	Land acquisition / open space	Land	59,500.00	-	-	-	-
Conservation	Field Restoration	Land	40,000.00	60,000.00	-	64,000.00	60,000.00
Conservation	Rice road / Snake Brook dam repairs	Infrastructure	-	100,000.00	50,000.00	200,000.00	0
Conservation	Equipment	Equipment	-	-	45,000.00	-	-
Police	Radios	Equipment	-	30,000.00	-	-	-
JCC Dept.	Repeater Replacement	Equipment	-	75,000.00	-	-	-
Facilities	TB exterior painting & repairs	Building repair	60,000.00	-	-	-	-
Facilities	TB window replacement design	Building repair	-	1,285,000.00	-	-	-
Facilities	Rotunda Window Replacement	Building repair	72,000.00	-	-	-	-
Facilities	Public Safety Building Sewer Pump Station	Building repair	50,000.00	-	-	-	-
Facilities	Library oil tank removal	Building repair	25,000.00	-	-	-	-
Facilities	Station 2 Septic and Paving	Building repair	35,000.00	-	-	-	-
Facilities	New CDA - Design and Construction	New construction	-	4,500,000.00	-	-	-
Facilities	Vehicles - Motor pool	Vehicleless	75,000.00	-	50,000.00	-	-
Facilities	Interior Renovation of Town Building	Building repair	-	-	375,000.00	-	125,000.00
Facilities	Transfer Station Building Improvement	Building repair	-	-	-	-	100,000.00
Facilities	TB mechanical / electrical improvement	Building repair	-	-	218,000.00	2,766,250.00	-
Facilities	Station 2 Interior Renovations	Building repair	-	-	25,000.00	-	-
Facilities	New Library	New construction	-	-	12,800,000.00	-	-
IT Dept.	Document Management	Misc.	-	50,000.00	50,000.00	50,000.00	50,000.00
IT Dept.	MUNIS Utility Software in Treasury Dept	Equipment	-	-	-	-	-
IT Dept.	MUNIS TAX Software in Treasury Dept	Equipment	-	-	-	-	-
IT Dept.	Library Data Center / Computers	Equipment	26,000.00	-	-	-	-
IT Dept.	Public Safety Building PSB Center	Equipment	30,000.00	-	-	-	-
IT Dept.	Town / School SAN upgrade	Equipment	100,000.00	-	60,000.00	-	60,000.00
IT Dept.	Library Wiring and Wireless system	Equipment	-	50,000.00	-	-	-
IT Dept.	Permitting and Building Software	Equipment	-	-	150,000.00	-	-
IT Dept.	District / MAN Switches	Equipment	-	-	-	25,000.00	-
IT Dept.	Town Hall Wireless	Equipment	-	-	-	10,000.00	-

Department	Projected Description / Acquisition	Category	FY 16	FY 17	FY 18	FY 19	FY 20
Building Dept.	Vehicle	Vehicle	-	-	-	-	-
Fire	Breathing apparatus bottles (48 units)	Equipment	48,000.00	-	-	-	-
Fire	Duty Officers Vehicle	Vehicle	55,000.00	-	-	-	-
Fire	Ladder and Fire Truck	Vehicle	-	1,035,000.00	-	-	-
Fire	Station 2 Fire Truck	Vehicle	-	-	395,000.00	-	-
Fire	Fire Chief Vehicle	Vehicle	-	-	-	60,000.00	-
Fire	Ambulance	Vehicle	-	-	-	-	294,000.00
Recreation	Capital field maintenance	Land Imp	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00
Recreation	Hannah Williams Park Improvement	Land Imp	-	-	-	-	-
Recreation	Dudley Wooks Trail Improvement	Land Imp	129,760.00	-	-	-	-
Recreation	Nike Field	Land Imp	20,000.00	-	-	-	-
Recreation	DPW Site Truf Design	Land Imp	150,000.00	-	-	-	-
Recreation	Greenways (municipal portion) design	Infrastructure	-	-	-	-	-
4 Locations	Phone upgrade	Building Repair	120,000.00	140,000.00	-	-	-
Claypit School	Door and Windows	Building Repair	250,000.00	-	-	-	-
Claypit School	Furniture Replacement	Equipment	35,000.00	25,000.00	-	-	-
Happy Hollow	Floor Tile	Building Repair	62,100.00	64,275.00	-	-	-
Happy Hollow	Renovation of Art Room and Café	Building Repair	195,000.00	-	-	-	-
Happy Hollow	Paving and Top Coat	Land Imp	52,000.00	-	-	-	-
Happy Hollow	Furniture Replacement	Equipment	35,000.00	25,000.00	-	-	-
Loker School	Tile Replacement	Building Repair	130,000.00	115,000.00	-	-	-
Loker School	Door and Windows	Building Repair	1,460,000.00	-	-	-	-
Loker School	Furniture Replacement	Equipment	35,000.00	35,000.00	35,000.00	35,000.00	-
Middle School	Window Replacement	Building Repair	250,000.00	-	-	-	-
Middle School	Furniture Replacement	Equipment	25,000.00	35,000.00	35,000.00	35,000.00	-
Water Fund	Pump station upgrade	Building repair	50,000.00	50,000.00	-	-	-
Water Fund	Reeves Hill water tank cleaning	Building repair	-	40,000.00	-	-	-
Water Fund	Vehicles	Vehicles	60,000.00	75,000.00	75,000.00	80,000.00	80,000.00
Water Fund	Water main replacement projects	Infrastructure	700,000.00	700,000.00	700,000.00	700,000.00	700,000.00
Water Fund	Access road HH	Infrastructure	350,000.00	-	-	-	-
Water Fund	Water meter radio	Equipment	-	800,000.00	-	-	-
Water Fund	Billing software	Equipment	-	80,000.00	-	-	-
Water Fund	Meter replacements	Equipment	200,000.00	200,000.00	-	-	-
Water Fund	Replace filters media	Equipment	-	-	-	1,000,000.00	-
Sub-total			6,621,376.00	10,954,292.00	16,308,018.00	6,595,269.00	2,969,020.00
Wayland Housing	Cochituate Village Apt Sprinkler System	Building repair	620,000.00	0	0	0	0
Total			7,241,376.00	10,954,292.00	16,308,018.00	6,595,269.00	2,969,020.00

OPEN CAPITAL PROJECTS - 10 - 15 15

PROJECT #	DESCRIPTION	DEPARTMENT	CURRENT BALANCE
TOWN PROJECTS			
40141103	ASSESSOR EQUIPMENT	ASSESSING	29,246.20
40155203	IT CAPITAL ATM 2014	TOWN IT	49,282.20
40155104	IT CAPITAL SP TM 2013	TOWN IT	63,596.92
40171404	DAM REPAIR SP TM 2013	CONSERVATION	25,000.00
40171403	DAM REPAIRS	CONSERVATION	91,054.00
40175003	PLANNING	PLANNING	36,680.92
40171405	CONSERVATION ATM 2014	CONSERVATION	28,908.00
40192103	TOWN BUILDING REPAIRS	FACILITIES	23,198.44
40192203	FY 13 BUILDING REPAIRS	FACILITIES	63,913.90
40192703	TOWN BUILDING REPAIRS ATM 2014	FACILITIES	60,011.50
40193003	STATION 2 REPAIR ATM 2014	FACILITIES	33,720.06
40193103	ENERGY UPGRADES ATM 2014	FACILITIES	(3,215.79)
40221803	FIRE BRUSH TRUCK ATM 2015	FIRE	42,831.60
40227103	STATION 2 REPAIR	FACILITIES	4,284.00
40422803	H-19 DUMP TRUCK ATM 2014	DPW	728.92
40423503	BOBCAT ATM 2014	DPW	572.44
40423803	HIGHWAY VEHICLES	DPW	5,807.58
40423903	HIGHWAY SIDEWALKS	DPW	29,276.60
40424203	NEW DPW FACILITY STUDY	FACILITIES	7,131.00
40424205	NEW DPW BUILDING STM 2013	FACILITIES	2,487,530.90
40424303	HGWY ROADWORK DESIGN (27/30)	DPW	54,685.84
40424403	HGWY TRAFFIC CALMING	DPW	165.08
40424503	DRAINAGE IMPROVEMENTS	DPW	90,066.93
40424903	ROAD CONSTRUCTION ATM 2014	DPW	55,595.38
40425003	PARKLAND / CHARLES ATM 2014	DPW	59,608.20
40425103	CULVERT REPAIRS ATM 2014	DPW	100,000.00
40425700	FY 16 DPW P-37 CHIPPER	DPW	5,014.00
40494403	TF STATION CAPPING	DPW	331.41
40494803	CEMETERY EXPANSION ATM 2014	DPW	94,734.85
40650503	FIELD IMPROVEMENTS ATM 2014	DPW	55,229.86
40650600	FY 16 RECREATION FIELD MAINT	RECREATION	67,137.00
40651703	BEACH HOUSE	RECREATION	6,211.05
40651903	CEMETERY SITE IMPROVEMENTS	RECREATION	24,763.22
40652303	BEACH IMPROVEMENTS	RECREATION	656.78
40651304	RECREATION FIELD IMP 2013	RECREATION	78,844.33

SCHOOL PROJECTS

3709	CLAYPIT FLOOR TILE ATM 2014	FACILITIES	1,174.00
3710	CLAYPIT DOORS / WINDOWS ATM 2014	FACILITIES	18,937.27
3711	HAPPY HOLLOW ART ROOM ATM 2014	FACILITIES	20,000.00
3712	HAPPY HOLLOW FLOOR TILE ATM 2014	FACILITIES	2,970.86
3714	MIDDLE SCHOOL WINDOWS ATM 2014	FACILITIES	250,000.00
3715	MIDDLE SCHOOL AIR COND ATM 2014	FACILITIES	70,000.00
3716	LOKER SECURITY ATM 2014	FACILITIES	6,556.97
3717	LOKER KITCHEN ATM 2014	FACILITIES	211,000.00
3754	FY14 BUILDING REPAIRS SP TM 2013	FACILITIES	80,163.00
3763	FY13 CAPITAL EQUIPMENT-OTHER	FACILITIES	128.70
3764	FY14 CAPITAL EQUIPMENT SP TM 2013	FACILITIES	1,176.53
3765	CLAYPIT FURNITURE AMT 2014	FACILITIES	4,363.12
3766	HAPPY HOLLOW FURNITURE 2014	FACILITIES	5,086.47
3768	MIDDLE SCHOOL FURNITURE 2014	FACILITIES	400.00
3781	FY 16 CLAYPIT DOOR AND WINDOW	FACILITIES	690,000.00
3789	FY 16 LOKER TILE REPLACEMENT	FACILITIES	54,752.00
3792	FY 16 MIDDLE SCHOOL WINDOWS	FACILITIES	24,862.00
3705	HIGH SCH RENOVATIONS/PLANNING	FACILITIES	2,798,212.00

WATER PROJECTS

42450003	PUMP STATION ATM 2014	WATER DEPART.	114,487.36
42450103	WATER VEHICLE ATM 2014	WATER DEPART.	13,330.00
42452903	PEMBERTON RD UPGRADE	WATER DEPART.	59,988.00
42452604	WATER MAIN REPLACE SP TM 2013	WATER DEPART.	2,781.56
42452304	WATER VEHICLES SP TM 2013	WATER DEPART.	2,009.00
42452904	HAPPY HOLLOW ROAD SP TM 2013	WATER DEPART.	19,300.00

MOVER:

MOTION – STM – NOVEMBER 9, 2015

ARTICLE 1: PAY PREVIOUS FISCAL YEAR UNPAID BILLS

I move you, sir:

MOVED: that the Town pay the bills of Fiscal Year 2015 for Unemployment – Commonwealth of Massachusetts in the amount of \$4,920, and for Seton Company in the amount of \$129, and for Eppley Court Reporting LLC in the amount of \$259, and that the Fiscal Year 2016 appropriation for said expense be used to pay said bills.

MOVER:

MOTION – STM – NOVEMBER 9, 2015

ARTICLE 2: CURRENT YEAR TRANSFERS

I move you, sir:

MOVED: that the following sums be appropriated to be expended by the following boards and committees in Fiscal Year 2016 for the following purposes:

<u>Purpose</u>	<u>Amount</u>	<u>Board or Committee</u>
WATER ENTERPRISE FUND	\$ 346,725	Board of Public Works
TOWN INFORMATION TECHNOLOGY	\$70,000	Board of Selectmen
TOTAL CURRENT YEAR TRANSFERS	<u>\$416,715;</u>	

and that said appropriations for the Water Enterprise Fund be provided by transferring \$346,725 from Fiscal Year 2016 Water Enterprise Revenues; and said appropriation for Town Information Technology be provided by transferring \$70,000 from the General Fund – Unreserved Fund Balance.

MOVER:

MOTION – STM – NOVEMBER 9, 2015

ARTICLE 3: ACQUIRE MUNICIPAL PARCEL IN TOWN CENTER

I move you, sir:

MOVED: That the Town:

- 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 and the building and other structures thereon located on and 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 No. 616 of 2015, subject to such terms and conditions as the Board of Selectmen may deem acceptable to minimize the Town’s liability for preexisting hazardous waste, hazardous materials or contaminants on or in the soil or groundwater of said parcels of land or in said building or other structures;
- b.) appropriate \$1.00 to be expended by the Board of Selectmen for the acquisition or lease of said parcels of land and structures; and
- c.) that said appropriation shall be provided by transferring \$1.00 from the General Fund – Unreserved Fund Balance.

MOVER:

MOTION – STM – NOVEMBER 9, 2015

**ARTICLE 5: ACCEPTANCE OF MASSACHUSETTS GENERAL LAWS
CHAPTER 71, SECTION 71E**

I move you, sir:

MOVED: that the Town accept the provisions of Massachusetts General Laws Chapter 71, Section 71E, to permit the establishment and maintenance of revolving funds as authorized by said section.

MOVER:

MOTION – STM – NOVEMBER 9, 2015

**ARTICLE 6: APPROPRIATE FUNDS FOR LIBRARY PLANNING
AND DESIGN**

I move you, sir:

MOVED: that the Town appropriate \$150,000 to be expended under the direction of the Board of Library Trustees for a study in accordance with the guidelines of the Massachusetts Public Library Construction Program to examine the feasibility of (a) expanding and renovating the current library building and of (b) building a new library on a different site; and that said appropriation be provided by transferring \$150,000 from the General Fund – Unreserved Fund Balance.

MOVER:

MOTION – STM – NOVEMBER 9, 2015

ARTICLE 7: APPROPRIATE FUNDS TO UPDATE THE OPEN SPACE AND RECREATION PLAN

I move you, sir:

MOVED: that the Town appropriate \$30,000 to update the 1995 Open Space and Recreation Plan; and provide for said appropriation by transferring \$30,000 from funds in the Community Preservation reserved for open space.

MOVER:

MOTION – STM – NOVEMBER 9, 2015

**ARTICLE 8: SEEK SPECIAL LEGISLATION FOR MASSACHUSETTS
GENERAL LAWS CHAPTER 44, SECTION 53 E ½
MUNICIPAL REVOLVING FUND**

I move you, sir:

MOVED: that the Town authorize the Board of Selectmen to petition the General Court of the Commonwealth of Massachusetts to enact a special act to increase the allowable annual expenditure limit on the Recreation Department's Revolving Fund established pursuant to Massachusetts General Laws Chapter 44, Section 53 E ½ from 1% to 5% of the amount raised by taxation by the Town in the most recent fiscal year for which a tax rate has been certified by the Commissioner of the Department of Revenue.

MOVER:

MOTION – STM – NOVEMBER 9, 2015

ARTICLE 9: AMEND FY2016 BUDGET FUNDING SOURCES

I move you, sir:

MOVED: that the Town amend its vote under Article 5 of the Warrant for the 2015 Annual Town Meeting relative to the Fiscal Year 2016 Omnibus Operating Budget by decreasing the amount to be raised by taxation by \$2,000,000 and increasing the amount to be transferred from the unreserved fund balance of the General Fund by \$2,000,000, without making any changes to the amounts appropriated under said Article.

MOVER:

MOTION – STM – NOVEMBER 9, 2015

ARTICLE 10: AUTHORIZE PROCUREMENT AND APPROPRIATE FUNDS FOR ENERGY RESILIENCY PROJECT AT THE MIDDLE SCHOOL

I move you, sir:

MOVED: that the Town appropriate \$29,403 to be expended under the direction of the Town Administrator for the purpose of providing at 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, 2014; and that said appropriation be provided by transferring \$29,403 from the General Fund – Unreserved Fund Balance.

MOVER:

MOTION – STM – NOVEMBER 9, 2015

ARTICLE 11: AMENDMENT TO MINUTEMAN REGIONAL AGREEMENT

I move you, sir:

MOVED: that the Town accept and approve the “Amendment to Minuteman Regional Agreement regarding the Withdrawal of the Town of Wayland from the Minuteman Regional School District” which was approved by the Minuteman Regional School Committee on July 7, 2015, and which has been submitted to the Board of Selectmen consistent with the current Minuteman Regional Agreement reserving all of the Town’s rights regarding withdrawal from said Regional School District.

MOVER:

MOTION – STM – NOVEMBER 9, 2015

ARTICLE 12: RESOLUTION REGARDING SURFACE OF RAIL-TRAIL IN WAYLAND

I move you, sir:

MOVED: that the Town adopt a resolution clarifying that the sum of money not exceeding \$445,000 appropriated under Article 24 of the Warrant for the 2015 Annual Town Meeting may be used to construct a hard surface of asphalt or a stabilized surface on the rail-trail along the old Massachusetts Central Railroad line in Wayland.

13 TOWN ADMINISTRATOR
GOALS

DATE: OCTOBER 19, 2015
TO: BOARD OF SELECTMEN
FROM: NAN BALMER, TOWN ADMINISTRATOOR
RE: TOWN GOALS, OBJECTIVES AND TOWN ADMINISTRATOR'S PRIORITY ACTIONS

REQUESTED ACTION:

VOTE TO ACCEPT TOWN GOALS OBJECTIVES AND TOWN ADMINISTRATOR'S PRIORITY ACTIONS

Background:

At three prior meetings, the Board provided guidance to the Town Administrator on goals objectives and actions. As requested, the "Action" steps now include more specificity through a descriptive section labeled "Detail". Changes to the document are shown in red. The new draft highlights the vital role of the Assistant Town Administrator in managing town operations to achieve town goals and objectives.

STATEMENT OF GOALS, OBJECTIVES AND ACTIONS

OCTOBER 19, 2015

TOWN ADMINISTRATOR'S VISION OF THE ROLE OF TOWN ADMINISTRATOR IN WAYLAND TOWN GOVERNMENT

- The Town Administrator provides administrative leadership under the policy direction of the Board of Selectmen to Wayland town government, within the bounds of local and state law, Board policy, and the International City Managers Code of Ethics. The Town Administrator has a duty to remain apolitical, act under the direction of the Board of Selectmen as a whole, and act in the best interests of the whole town.
- The Town Administrator's chief role is to provide all available facts and information to the Board of Selectmen that is relevant to Board decisions and assists the Board, through the Board Chair, in managing effective decision-making processes. **The Town Administrator, as requested, will develop policy recommendations to the Board.**
- The Town Administrator supports the work of town boards and committees, respecting their diverse responsibilities and independent authority as legally elected entities, standing committees, and advisory committees.
- The Town Administrator is responsive to inquiries from the public and promotes a culture of respect for the public within the organization.
- The Town Administrator and Assistant Town Administrator and Department Heads, manage the operations of the town within the authority and policies set by appointed and elected bodies, while promoting an organizational culture of teamwork, communication, mutual respect and accountability.

GOALS, OBJECTIVES, AND ACTIONS

GOAL 1: SUSTAIN AND IMPROVE THE QUALITY OF LIFE IN WAYLAND

OBJECTIVE A: Provide well designed market rate and affordable rental housing at Rivers Edge at reasonable cost to the town.

ACTION: *Conduct a procurement process to select a developer for the River's Edge Project which complies with the law and includes an effective deliberation process.*

DETAIL: Prior to Town Meeting, the Town Administrator will work directly with the River's Edge Advisory Committee and legal counsel to present a well-supported recommendation to the Board of Selectmen on the selection of a developer for the River's Edge project.

OBJECTIVE B: Maximize the effectiveness of town boards and committees that are planning for the future development of the town.

ACTION: *Provide adequate staff resources and monitor on a monthly basis the work of the WRAP Committee and all other committees working on the future development of the town and provide ongoing communication to the Board of Selectmen.*

DETAIL: The Assistant Town Administrator will lead the Land Use Team, comprising 11 Department Heads and the Town Administrator. These professionals meet monthly to coordinate efforts to plan public projects, identify and trouble – shoot emerging issues and reasonably enforce local land use regulation. The Town Planner will take primary staff responsibility for the WRAP Committee.

ACTION: *Identify and complete tasks to establish an understanding of roles and responsibilities of the Town and Town Center property owners regarding the use and maintenance of the Town Green.*

DETAIL: The Town Administrator, will develop, working with the owner of the Municipal Parcel, new owner of Town Center, the Town Planner the Recreation Director and their respective boards a plan for the future use by the town of the Town Green and present it to the Selectmen for consideration by June 30, 2015.

GOAL 2: ASSURE THAT LOCAL GOVERNMENT RESOURCES ARE USED RESPONSIBLY AND EFFICIENTLY

OBJECTIVE A: Create a cohesive financial management group that is in compliance with MA General Law and serves the needs of the town.

ACTION: *Apply to the Division of Local Services for a grant or technical support for a financial management study which will evaluate and map out the functionality of each of the town's financial management structure and provide recommendations.*

ACTION: *Select an investment management model, and monitor OPEB fund performance.*

DETAIL: The Assistant Town Administrator will lead the Finance Team including the Finance Director, Treasurer Collector, School Business Manager, Director of Assessing and Town Administrator to coordinate efforts to improve the operation of the finance functions of the town and trouble-shoot emerging issues. By June 30, 2015, individual members of the team will complete finance projects related to cash management procedures, upgrade of the MUNIS

accounting system, payroll processing and required reporting, investment of OPEB funds and an outside study of the the town's financial management structure and procedures.

OBJECTIVE B: Provide excellent information technology for the town and schools.

ACTION: Complete the IT planning study, and work with the Superintendent of Schools, implement the study recommendations.

ACTION: Develop and manage a town wide document management system.

DETAIL: The Town Administrator will work through the Financial Analyst and with the School Superintendent / School IT Director to implement the recommendations of the IT study and create a town –wide document management system.

OBJECTIVE C: Continuously improve the effectiveness of town services to the public.

ACTION: Develop an action plan including measurable objectives for all departments. Institute a performance evaluation program for regular personnel.

DETAIL: By June 30, 2015, the Town Administrator will work with all department heads to evaluate individual performance and set departmental action steps and measures of service.

ACTION: Identify the resources and organizational approaches to managing the roles and relationships for assets that are jointly managed by the Schools, Board of Public Works and Recreation Commission.

DETAIL: By June 30, 2015, the Assistant Town Administrator will convene the parties to identify the resources necessary to manage town and school recreational assets and develop a draft memorandum of agreement that reflects the authority, interests and resources of the parties.

GOAL 3: IMPROVE THE RESPONSIVENESS OF WAYLAND TOWN GOVERNMENT

OBJECTIVE A: Create public awareness about the actions of the Board of Selectmen and the activities of town departments.

ACTION: Provide residents with information about local government through a quarterly newsletter and periodic programs broadcast on WayCam.

ACTION: Identify resources and effective work group organization to redesign and update town website.

DETAIL: By June 30, 2015, the Town Administrator, with the support of administrative staff, will develop new ways to communicate to the public the actions of the Selectmen, town boards and committees and departments. Means of communication may involve printed electronic newsletters, improvements to the website, use of social media and use of public and government access TV.

OBJECTIVE B: Provide efficient permitting processes that are user friendly for the public.

ACTION: *Through a team approach with the permitting departments, identify and develop ways to insure the permitting process is coordinated among departments and user friendly for the applicants.*

DETAIL: By June 30, 2015, the Finance / Research Analyst will work with the permitting offices to develop and implement a common written understanding of improved work flow among the departments and will complete an evaluation of the feasibility of using software to electronically manage permit processing, document management and customer service.

OBJECTIVE C: Create a culture of open government within all town departments.

ACTION: *Plan and institute a program to increase compliance with the open meeting, public records and ethics laws including training for staff and volunteers, adoption of board of selectmen policies and / or town by-laws and systematic communication with appointed and elected bodies.*

DETAIL: By June 30, 2015, the Town Administrator will work with the Town Clerk and administrative staff to develop and implement a written program to maintain compliance with open meeting and public records statutes.

Accepted by Board of Selectmen on ----, 2015

SIGNS - PUBLIC DISPLAY and USE OF TOWN SIGN BOARDS

The Town has made available frames to display four, 4 feet by 8 feet sign boards to publicize events benefiting or open to the general public. The frames are located on Route 20 at the Weston town line, Route 20 at the intersection of Routes 27 and 126, the intersection of Old Connecticut Path and Routes 126 and 27, and the Cochituate Fire Station at the corner of East Plain Street. The following procedures govern the use of these sign boards.

1. Sign boards may be reserved by calling or writing the Department of Public Works.
2. Due to the demand for these signboards, priority is given as follows:
 - Town Meeting and all elections, Special Town Meeting, and Candidates' Night take precedence over all organizations
 - Requests from Town departments
 - Wayland civic, nonprofit, and Town-wide organizations
 - Church groups
3. Signs must be painted attractively with waterproof paint on 4 x 8 foot wood boards or an aluminum composite panel no thicker than 3/8 inch.
4. Signs must be delivered to the Wayland DPW garage prior to 6:30 a.m. on the Monday on which they are to be displayed.
5. The usual period of display will be one week, from Monday to Monday. Signs must be picked up at the Wayland DPW garage as soon as possible after they have been taken down.
6. The Town is not responsible for loss or damage to the signs.

When the Town signboards have already been reserved, town-wide civic and nonprofit organizations may request in writing permission from the Board of Selectmen to display sandwich board signs adjacent to the Town signboards. Sandwich-board signs must be smaller than the Town signs. They must be placed so as not to obscure the Town signs and secured in such a way that they are not displaced by wind. They may be displayed for a period of one week and must be removed promptly after the advertised event.

Approved October 20, 2003; revised December 14, 2009; restated on October 13, 2010

Balmer, Nan

Subject: FW: Sign Policy

From: Mike Lowery [mailto:lowery.mike@gmail.com]
Sent: Monday, October 05, 2015 1:37 PM
To: Balmer, Nan
Subject: Re: Sign Policy

Nan,

Thanks, I've forwarded a copy to Stubby so that if DPW needs any logistics changes they can speak up.

Two thoughts for the Selectmen's consideration:

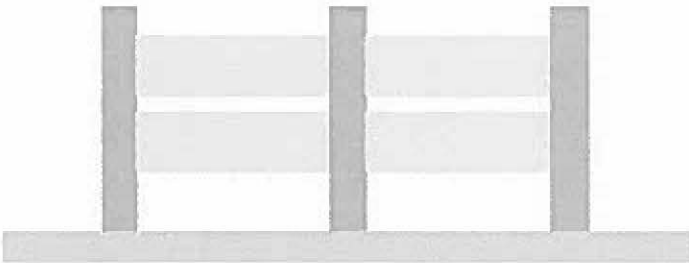
1. "Town-wide organizations" - the Selectmen may wish to say "Town-wide, *non-political* organizations"
2. "Sandwich board signs" - the Selectmen may wish to reserve the right to limit the number of such signs which will be permitted in a given week.

There are a few things that go without saying - but which in this day an age may need to be said...
- No flashing or illuminated signs or sandwich boards.

Mike's alternative -

Sandwich board signs are effective, simple, but not visually appealing. Having two types of signs tells us that there are often multiple and competing, worthy down events. For the future we might want to consider an alternative use of the place where the frames are now.

We could have three square rough granite posts, 4' -6' apart with drop-in slots for 4'w x 2'h or 6'w x 2'h high signboards. This would give us FOUR spaces of EQUAL size. Unused spaces in any one week could have standard signs - artistic or about Wayland. Placing and removing the signs might be the responsibility of the organization. See image below but imagine 3 granite posts in line:



Another alternative: Stubby has seen LCD illuminated signs which can be managed remotely. Although I'm a gear-head, the aesthetics scare me & it might send a chill down the Planning Board - as these LED displays mature and get cheaper we may see more pleasing versions than that *look like* nice wooden painted signs...

Thanks for letting me put in my 2 cents.
Mike Lowery



**TOWN ADMINISTRATOR'S REPORT
WEEK ENDING OCTOBER 16, 2015**

TOUR OF MAINSTONE FARMS

Mr. Hamlen will host a tour of Mainstone Farm for the Board of Selectmen on Wednesday October 28th at 9 AM. I will send directions. There may be limited ability to park so car-pooling may be a good idea.

MUNICIPAL PARCEL

At Annual Town Meeting some legal and policy questions were asked about whether the town should acquire the municipal parcel by long term lease or purchase. In preparation for Town meeting, please let me know if the Board would like a written opinion on questions from Town Counsel.

IT

The Board received correspondence from Mark Hayes with his opinions about town / school IT security. Although marked "confidential" by Mr. Hayes, this correspondence is a public record under state law and are provided to you in the attached under Board policy and practice.

Accompanying Mr. Hayes' correspondence (attached) are IT status reports from Elizabeth Doucette that are responsive to Mr. Hayes' concerns. A full presentation on the information technology study will be provided by Craig Fuinley of McGladrey Associates.

LITIGATION

The Town Clerk received and the following are available for public review in the Town Administrator's Office:

1. A complaint, R. Lappi et al v. Town of Wayland.
2. A summons to the Conservation Commission, "Kenneth Todd Nelson v Town of Wayland Conservation Commission.

Such matters are referred to Town Counsel and, as appropriate, the town's insurance carrier.

MODERATOR

The moderator asked that you be provided the attached letter to the editor regarding town meeting.

DPW DIRECTOR'S REPORT

Attached.

MINUTES

Draft minutes for September 8, September 21, and September 28 are attached for your review and comment.

WAYLAND RANKED SAFEST IN MASSACHUSETTS

Please see attached.

To the Editor,

In one month, Monday November 9th, Wayland will be holding a Special Town Meeting. My understanding is that there are currently 13 articles proposed for the warrant. Given that number and the nature of some of the issues, it will be a challenge to complete in one night, the norm for Special Meetings.

This will put a premium on preparation. That is preparation both by those presenting articles and those who will debate and vote on them. Time and again we have looked at ways to make town meeting more efficient while still giving every article its due consideration. Time and again we have seen that nothing will make better use of time than preparation by all involved. There is no substitute.

Over the next month please go on the internet and look at the articles that may be coming up. When the warrant is released, make a point to read it carefully. Unlike the Annual Meeting you can be at least familiar with all of the articles. If you have question on any articles of particular interest, contact the Board or official sponsoring the article. Ask questions and attend meetings if need be in order to inform yourself.

I am asking Boards and Committee to be particularly solicitous of citizen questions in preparation for the meeting. If any Boards or Committees have articles that do not have controversy, can we present them under the abbreviated procedure allowed under the Moderator's Rules.

I have not changed the rules for speaker's time limits, but am asking all presenters and key opponents if they could keep their remarks below the allowed 10 minutes. Remember, if you want the full time to oppose an article you must give notice to the Moderator before the meeting.

On October 28th I will be hosting the Moderator's forum. This is an opportunity for any individuals, Boards or Committees who may be supporting or opposing an article to have a preliminary and informal airing. If there are any planned amendments that would also provide a pre-meeting public forum.

With a little effort on everyone's part, we can have a meeting where all those involved can have an opportunity to speak as they need to and every article is fully heard. At the same time we can respect the time commitments of our fellow citizens and work through the business before us.

I look forward to seeing you on Monday the 9th and hope that we can have the finest Special Town Meeting ever.

Sincerely,

Dennis Berry
15 George Street
Moderator

DPW Director's Report

October 20, 2015

Water Division

- Continued to publicize existing water ban to encourage conservation

Treatment

- Calibrated stage 100 & stage 200 pH analyzers
- Vac truck out spots in sandbed to see if can get better flow through - Jack O'Connell (Tata & Howard) on site
- Finish DMR reports - mail out
- Repaired several broken fiber strands in multiple filter tubes

Distribution

- Replaced a Fire Hydrant and Gate Valve on Sylvan Way
- Replaced a Fire Hydrant and Gate Valve on Lundy Lane
- Assisted with the location and shut down of a hit water service at 138 Rice Road
- Prepped water infrastructure for grinding and re-paving on White Road and Rich Valley Road
- Repaired a water main break on White Road
- Resolved an issue at 163 Cochituate Road involving Air in the water service

Highway Division

- Responded to 25 Service Requests
- Addressed 11 pothole issues throughout Town
- Performed 7 manhole / catch basin repairs
- Replaced / installed 6 road signs throughout the Town
- Replaced 20 planks on Sherman's Bridge
- Started Road Construction on White, Rich Valley, Haywood, and Sylvan Roads.

Vehicle Maintenance:

- H-5 Front brake pads, rear brake pads and rotors, repaired plow frame, changed all fluids
- H-8 Replaced door striker, muffler clamp and flange and replaced flail mower bearings
- H-9 Replaced Flail mower bearings and roller bearings and seals, condenser fan and a/c control unit
- H-12 - Replaced two hydraulic lines on the backhoe dipper
- P-37 ,P-49, P-20 - Prepared the super z mowers for fall clean up
- P-54 - Removed and replaced rear differential and changed all fluids
- P-55 Replaced the rear upper window and rubber grommets for windows, replaced the bucket teeth and grease fittings
- P-58 Dealer engine repair
- P-75 - Prepared the Leaf Loader for fall clean-up
- W-2 In warranty repair: diesel exhaust fluid hose
- W-3 In warranty repair: exhaust gas temperature sensor
- W-9 Repaired coolant leak on engine

Park Division

- Responded to 19 Service Requests
- Began Slice Seeding al fields
- Began laying out and conditioning baseball fields
- Performed 10 burial interments
- Addressed 13 tree-related issues throughout Town
- Assisted the Recreation Department with Touch-A-Truck

Transfer Station Division

- In FY2016, 1997 Full Stickers have been sold as of October 14. Of those, 1342 were paid by check (67%), 581 were paid by credit card on-site (29%), and 74 were purchased online (4%). Sales in FY16 are currently up 2% - at this point in FY2015, 1971 Full Stickers had been sold.
- In FY2016, 176 Recycle Only Stickers have been sold as of October 14. Of those, 144 were paid by check (81%) and 32 (19%) were paid by credit card. Sales in FY16 are currently on pace with FY15 - at this point in FY2015, 177 Recycle Only Stickers had been sold.

Balmer, Nan

Subject: FW: NEWS: Wayland receives an important award today!

From: Irving, Robert
Sent: Tuesday, October 13, 2015 8:36 AM
To: Swanick, Patrick
Subject: FW: NEWS: Wayland receives an important award today!

From: Elli Bishop [<mailto:elli@safewise.com>]
Sent: Monday, October 12, 2015 11:22 AM
To: Irving, Robert
Subject: NEWS: Wayland receives an important award today!

Congratulations, Wayland! You are one of the safest cities in Massachusetts according to the 2015 Safest Cities in Massachusetts Report!

Click here to see your ranking: <http://www.safewise.com/blog/safest-cities-massachusetts-2015/>

We will send you a press release with more information, and a badge for you to share on your website and with your community. Please email me to claim those and I will send them right away.

We have created a formal, printable badge for you to frame as well. If you are interested in receiving that, it's free of charge!

Thank you,



The 50 Safest Cities in Massachusetts — 2015

[Rebecca Edwards+](#) Oct 9, 2015

Known as a key player in the birth of the country and a great place to enjoy a fresh lobster dinner, Massachusetts is a beautiful state rich in both history and culture. From miles of shoreline to stunning fall foliage, the Bay State is a fantastic place to visit and an even better place to live.

Massachusetts residents are full of pride for their hometowns, their local high school football teams, and the principles upon which America was founded. Strong values and a willingness to pitch in and make a difference helped 36 of these 50 safest cities land a spot on our list for the second year in a row.

How We Chose the Safest Cities in Massachusetts

We looked at the most recent FBI Crime Report statistics from 2013 to determine Massachusetts's 50 safest cities. We eliminated cities with a population below 8,000 residents and any city that did not submit a complete crime report to the FBI.

If your city made list, share the news by embedding the "**Massachusetts Safest Cities**" badge on your site. [Click here to get the code](#), then just copy and paste.

Next, we assessed each remaining city based on the number of reported property crimes (arson, burglary, motor vehicle theft, and larceny-theft) and violent crimes (robbery, murder, aggravated assault, and rape). Finally, to level the playing field for all cities, we determined the chance of these crimes happening out of 1,000 people in each city.

Of the 50 cities that made our list, 49 reported no incidents of murder in 2013, and 40 percent reported fewer than 10 total violent crimes. In addition, 78 percent of the cities on our list had no reports of arson, and 33 cities reported fewer than five incidents of motor vehicle theft.

These 50 cities boast proactive public safety programs and shrewd security initiatives that help their residents feel safe and secure. If you call the Bay State home or if you're considering a move, make sure to look over the cities whose safety records stood out enough to make our list. No matter where you call home, it's always prudent to know the most current and effective ways to keep your home and loved ones safe. Bookmark our [Massachusetts Safety Directory](#) to connect to up-to-date, comprehensive information about safety and security in the Bay State.

1. Wayland

The Wayland Fire Department initiated a program to eliminate one significant obstacle that stands between them and helping residents — locked doors. The [lock box program](#) allows emergency personnel to enter a home or business without having to kick down the door. Not only does this save money for residents and businesses, it also saves precious minutes that can be the difference for a successful rescue.

Violent Crimes per 1,000: 0.37

Property Crimes per 1,000: 3.13



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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 September 8, 2015

Attendance: Lea T. Anderson, Mary M. Antes, Cherry C. Karlson

Absent: Tony V. Boschetto, Joseph F. Nolan

Also Present: Town Administrator Nan Balmer

A1. Open Meeting and Enter into Joint Executive Session Meeting with the Board of Public Works Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to Discuss Strategy with Respect to a Pending Action regarding Bernstein et al v. Wayland Planning Board et al

At 6:00 p.m., C. Karlson moved, seconded by M. Antes, that the Board of Selectmen enter into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3), to discuss strategy with respect to a pending action regarding Bernstein et al v. Wayland Planning Board et al because a public discussion of the matter may have a detrimental effect on the bargaining or litigating position of the Town. Roll call vote: YEA: L. Anderson, M. Antes, C. Karlson. NAY: none. ABSENT: T. Boschetto, J. Nolan. ABSTAIN: none. Adopted 3-0. Chair C. Karlson invites attendance by Town Administrator Nan Balmer, Assistant Town Administrator/Human Resources Director John Senchyshyn, members of the Board of Public Works (Chris Brown, Mike Lowery, Woody Baston), Public Works Director Stephen Kadlik, Fire Chief David Houghton, Police Lieutenant Patrick Swanick, Town Planner Sarkis Sarkisian, Town Counsel Mark J. Lanza, Executive Assistant Dan Cabral, and Executive Assistant MaryAnn DiNapoli. The Board will reconvene in open session in approximately thirty minutes.

The Board returned to open session at 6:04 p.m.

A1. Open Meeting and Enter into Joint Executive Session Meeting with the Board of Public Works Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to Discuss Strategy with Respect to a Pending Action regarding Bernstein et al v. Wayland Planning Board et al

At 6:05 p.m., C. Karlson moved, seconded by M. Antes, that the Board of Selectmen enter into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3), to discuss strategy with respect to a pending action regarding Bernstein et al v. Wayland Planning Board et al because a public discussion of the matter may have a detrimental effect on the bargaining or litigating position of the Town. Roll call vote: YEA: L. Anderson, M. Antes, C. Karlson. NAY: none. ABSENT: T. Boschetto, J. Nolan. ABSTAIN: none. Adopted 3-0. Chair C. Karlson invites attendance by Kevin Dandrade, Traffic Engineer for TEC, Town Administrator Nan Balmer, Assistant Town Administrator/Human Resources Director John Senchyshyn, members of the Board of Public Works (Chris Brown, Mike Lowery, Woody Baston), Public Works Director Stephen Kadlik, Fire Chief David Houghton, Police Lieutenant Patrick Swanick, Town Planner Sarkis Sarkisian, Town Counsel Mark J. Lanza, DPW Executive Assistant Dan Cabral, and Executive Assistant MaryAnn DiNapoli. The Board will reconvene in open session in approximately twenty minutes.

The Board returned to open session at 6:34 p.m.

A2. Attend the Finance Committee Special Town Meeting Warrant Article Hearing At 6:40 p.m., the Board attended the Finance Committee Special Town Meeting Warrant Article Hearing.

A3. Reconvene and Call to Order by Chair Chair C. Karlson called the open meeting of the Board of Selectmen to order at 7:10 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.

A5. Potential Vote Regarding Traffic Signage at Route 27 and Glezen Lane This agenda item was postponed to a later meeting.

A6. Consideration and Potential Vote to Approve Alteration of Premises Application, China Rose LLC, 15 East Plain Street Chair C. Karlson opened the hearing at 7:30 p.m. on the approval of the alteration of premises application for the China Rose LLC and reviewed the hearing procedures. The Board was joined by owner Jeff Mei, who explained that he needs more space at the bar. He said his plan is to expand from 20 seats to 40 seats in the bar, with no changes to the exterior. The Board asked about the impact of karaoke and the closing of J. J. McKays on his bar business; he said the request was not a result of those events. M. Antes asked if food is served at the bar; J. Mei said yes. L. Anderson noted that the abutters had been notified and the Police Chief had no issues with the alteration. C. Karlson opened the hearing to the public.

Joop Rijk, 17 Center Street, said that an earlier proposal for a bar on that site was rejected; he expressed concern that it is becoming primarily a bar and not a restaurant. He asked if the hours would be extended. J. Mei reviewed the hours of operation: 11:30 am to 10:00 pm on weekdays, and 11:30 am to 11:00 pm on weekends. He noted there have been no problems at his restaurant. Mike Smith, 20 Leary Street, said J. Mei runs a good business, but he is concerned about patrons who smoke on the sidewalk, and the signage. C. Karlson said she will follow up with the Planning Board regarding the signage. Pauline Ahearne, 29 East Plain Street, said she does not want the restaurant to transition to a bar. She said the landscaping needs to be maintained and the lighting is disturbing to the neighborhood. J. Mei said such complaints should be directed to the landlord. C. Karlson said there may be Planning Board requirements in regard to the landscaping. M. Smith asked if there is a criteria used when a business is expanded, and C. Karlson said the business is not expanding, it is only changing the interior seating. J. Rijk said he sent a complaint letter to the Building Commissioner a year ago about the level of noise from the air system on roof and the overgrowth of the trees. C. Karlson noted that those are also issues for the landlord.

The Board expressed concern about the number of issues being raised, and asked for more time to get information on the impact of the plantings, the signage, and whether permission could be rescinded if needed. J. Mei agreed to grant the Board an extension of the hearing until Monday, October 5, 2015.

A4. Public Comment Judy Currier, 22 Algonquin Path, noted a news article in Wayland Patch that claimed there were 74 gas leaks in Wayland. She cited incidents in her neighborhood and said it is a potential disaster.

A8. Joint Meeting with the Personnel Board and the School Committee to Hear an Analysis and a Presentation from Cook & Company, and to Discuss the Option for Providing Health Insurance to Employees and Retirees through the Group Insurance Commission The Board joined the Personnel Board and the School Committee in the School Committee Room. John Senchyshyn, Assistant Town Administrator/HR Director, recapped the discussion on August 3, 2015, between the School Committee, Board of Selectmen, and Personnel Board regarding health insurance and the possibility of changing health insurance providers from West Suburban Health Group (WSHG) to the Group Insurance Commission (GIC). J. Senchyshyn was authorized by the Board of Selectmen to contract the services of Cook &

Company to study the town's options. Sue Shilue, President of Cook & Company, made a presentation to the three boards in terms of what can be expected if the town makes the switch to the GIC. She noted that the company works with many municipalities for this purpose, including the towns of Natick, Westwood, Walpole, and Ashland, and is made up of both labor and management representation. She said the town would give up control of bargaining the health plans in terms of insurance carriers and benefit designs, such as co-pays and deductibles. She said there are two ways to enter the GIC and she explained the differences. If Wayland makes the decision to enter into the GIC effective July 1, 2016, GIC must be notified by December 1, 2015. She said an initial agreement could be for three or six years; after that, subsequent agreements can be no less than two years. If the town opts out of the GIC, there is a three-year waiting period to re-enter. She said there are eleven active health plans and three Medicare plans that are offered by GIC, and she described the plans in terms of rate increases and deductibles. The WSHG may eliminate the Rate Saver Plans and current benchmark plans, and may in the future only offer the same benefits that the GIC offers. J. Senchyshyn confirmed that the Rate Saver Plans will, at some point, no longer be offered by the WSHG.

S. Shilue highlighted the differences in the benefits in the Harvard Pilgrim Rate Saver Plans. She noted that the potential savings for Wayland, should the town migrate to the GIC, would range from \$730,000 to \$1.3M. If the town stays with WSHG, the savings would be about \$590,000. She explained that individuals and families will be affected in different ways depending on the plan chosen; thus, employees should be educated in terms of their options. Participants discussed pediatric plan options, out-of-pocket maximums, towns that have moved out of the GIC, specific utilization history, the GIC deficit in terms of impacting rates going forward, and the difference in the individual Deltas vs. family Deltas. It was noted that although it is a Board of Selectmen decision whether to stay with WSHG or move to the GIC, they will receive input from the School Committee, the Finance Committee, and the Personnel Board.

A9. Presentation from Special Counsel; Meet with Representatives of the School Committee to Discuss School Revolving Funds; Potential Vote to Co-Sponsor Article to Adopt Massachusetts General Laws 71, Section 71E The Board joined the School Committee and Attorney James Toomey of Murphy, Hesse, Toomey & Lehan, in the School Committee Room to review the letter from J. Toomey regarding statutory authority for certain revolving accounts. J. Toomey provided a brief summary in terms of his legal opinion regarding statutory authority of these ten revolving accounts and, based on his meeting with the state Department of Elementary and Secondary Education (DESE) and the Bureau of Accounts, he reviewed his recommended actions to ensure that these accounts are maintained in compliance with the law as interpreted by the Bureau. J. Toomey noted that, as an exception to the general rule, money deposited into these revolving accounts can be spent without Town Meeting appropriation and without being added to the budget. He commented that Massachusetts General Laws Chapter 71, Section 71E, provides for accounts such as Adult Education and Building Use. These accounts must have Town Meeting acceptance of this statute. However, funds that fall under Chapter 71, Sections 26A to 26F, can be held in the revolving accounts without Town Meeting acceptance. Section 47 did allow fees to be maintained for athletic activities, and was expanded over the years to include fees that were not allowed by Section 71. He said Section 26B covered extended day programs. He noted that Pegasus could be classified as a summer school program and is a Section 71E account, or it could fall under Section 47 as an activity account. After consulting with the DESE and the Bureau of Accounts, J. Toomey agreed with their findings that Pegasus be classified under Section 71E. In addition, it was recommended that the Professional Development and Curriculum funds should be identified by a more general statute, as they are considered departmental revolving funds and should be set up yearly at Annual Town Meeting. He said there is a maximum amount based on the tax levy that can be maintained in a single department, and a staff member must be designated to expend these funds. A number of these accounts need to be approved by DESE and by the Board of Selectmen so that the programs can be offered in the Town of Wayland. Recognizing that this is a process, DESE noted that the

past acceptance and use of funds is acceptable to them, and the funds can be maintained until the proper administrative steps are taken.

Donna Bouchard, School Committee, noted that J. Toomey did not include Chapter 44, Section 53, in his written opinion. She asked J. Toomey who was present at the meeting with the DESE and Bureau of Accounts, and J. Toomey gave an account of what was discussed at this meeting, as well as the timing available to rectify these accounts. Ellen Grieco, Chair, School Committee, clarified that the four accounts that have not completed the administrative tasks in terms of statutory authority are Building Use, Pegasus (possibly), and Professional Development and Curriculum. J. Toomey further stated that if these accounts were not reserved, they would go into the General Fund. The Bureau of Accounts would follow its normal procedure and allow the town to complete the formalities for this year. If action is not taken now by the town at Town Meeting, it is questionable how the Bureau would respond in June of next year. A discussion ensued in terms of the scope of J. Toomey's work regarding the statutory reference of these accounts. J. Toomey recommended that the town bylaws be checked in terms of the warrant article language. He confirmed that the word "maintenance" is appropriate warrant article language.

The Board of Selectmen left at 9:25 p.m. and returned to the Selectmen's Meeting Room. L. Anderson moved, seconded by M. Antes, to co-sponsor a Special Town Meeting article to accept the provisions of Massachusetts General Laws 71, Section 71E, to permit the maintenance of school revolving funds. YEA: L. Anderson, M. Antes, C. Karlson. NAY: none. ABSENT: T. Boschetto, J. Nolan. ABSTAIN: none. Adopted 3-0. C. Karlson noted the interest of the Board of Selectmen, citing that the Town Counsel is paid jointly by the town and the school.

A4. Public Comment Linda Segal, 9 Aqueduct Road, requested that the Board ask Ben Gould of CMG Environmental to meet with the Board before the Special Town Meeting warrant goes to print.

A10. 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 At 9:34 p.m., C. Karlson moved, seconded by M. Antes, that the Board of Selectmen enter into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(6), to discuss strategy with respect to the disposition of the Wayland/Sudbury Septage Facility because a public discussion of the purchase, exchange, lease or value of real property in regard to the Wayland/Sudbury Septage Facility may have a detrimental effect on the negotiating position of the Town. Roll call vote: YEA: L. Anderson, M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. Chair C. Karlson invites attendance by Town Administrator Nan Balmer and Assistant Town Administrator/Human Resources Director John Senchshyn. The Board will reconvene in open session in approximately fifteen minutes.

The Board returned to open session at 9:46 p.m.

A7. Review and Approve Plans for Pop-Up Park at Town Center M. Antes reviewed her plans for a "Pop Up Park" event at the municipal pad at Town Center on October 17, and described the types of activities being planned. M. Antes moved, seconded by L. Anderson, to send a letter to Frank Dougherty of Twenty Wayland LLC requesting permission to use the municipal pad property for a pop-up park event on October 17 from 4:00 to 6:00 p.m. YEA: L. Anderson, M. Antes, C. Karlson. NAY: none. ABSENT: T. Boschetto, J. Nolan. ABSTAIN: none. Adopted 3-0.

A11. Board Policy Discussion The Board reviewed Board policies. It was agreed to make edits to the policy on "Public Hearings" and review again at a future meeting, and to postpone the discussion on the Alcohol Licenses until Selectman T. Boschetto is present. L. Anderson moved, seconded by M. Antes, to

approve the Board Policies, "Opportunities for Public Comment on Regulations and Fees," "Communications with the Board of Selectmen," and to postpone "Acknowledgement of Correspondence from the Public" with corrections. YEA: L. Anderson, M. Antes, C. Karlson. NAY: none. ABSENT: T. Boschetto, J. Nolan. ABSTAIN: none. Adopted 3-0.

A12. Discuss Goals The Board postponed this agenda item until a later meeting when the full Board is present.

A13. Special Town Meeting: Assign Board Member Roles The Board reviewed the Special Town Meeting articles and assigned Board member roles.

A14. Review and Approve Consent Calendar (See Separate Sheet) M. Antes moved, seconded by L. Anderson, to approve the consent calendar. YEA: L. Anderson, M. Antes, C. Karlson,. NAY: none. ABSENT: T. Boschetto, J. Nolan. ABSTAIN: none. Adopted 3-0.

A15. Review Correspondence (See Separate Index Sheet) The Board reviewed the week's correspondence.

A16. Report of the Town Administrator N. Balmer updated the Board on the need for an Order of Taking for the 44 Main Street property in order to finalize the Route 27/Route 30 project; she said the ANR should be signed in two months, and no town meeting action is needed until the 2016 Annual Town Meeting. She said Brendon Homes will begin its required landscaping in the next two weeks, and she provided an update on the Bike Trail. The Board discussed the request from Lexington to meet with the Board regarding withdrawal from Minuteman.

A17. Selectmen's Reports and Concerns M. Antes said the Wayland Dads and the Wayland Children and Parents Association are coordinating collection efforts to support Cradles to Crayons at a Beach Party on September 12 and the Art Fair on September 19. L. Anderson noted the Massachusetts Municipal Association Fall Legislative breakfast in Concord on October 16. C. Karlson said the RFP for the Rivers Edge project went out last week, and she is working on the issue of structured tax payments for the solar structures.

A18. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any The Chair said, "I know of none."

A19. Adjourn There being no further business before the Board, L. Anderson moved, seconded by M. Antes, to adjourn the meeting of the Board of Selectmen at 10:40 p.m. YEA: L. Anderson, M. Antes, C. Karlson. NAY: none. ABSENT: T. Boschetto, J. Nolan. ABSTAIN: none. Adopted 3-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of September 8, 2015

1. Memorandum of 9/8/15 from Board of Selectmen to Boards of Selectmen of Minuteman Member Towns re: Request to Place Warrant Article on Fall or Spring Town Meeting Warrants to Permit the Withdrawal of the Town of Wayland from the Minuteman Regional Vocational Technical School
2. Letter of 9/8/15 from Mary Antes, for the Board of Selectmen, to Frank Dougherty, KGI Properties, LLC, re: Pop Up Park

Items Included as Part of Agenda Packet for Discussion During the September 8, 2015 Board of Selectmen's Meeting

1. List of Articles Received for November 9, 2015 Special Town Meeting and Text of Articles
2. Memorandum of 9/8/15 to Board of Selectmen re: Application of China Rose for Alteration of Premises, Application and Backup Information
3. Draft Promotional Piece, Pop Up Park Event, October 17, 2015
4. Memorandum of 9/8/15 from John Senchyshyn, Assistant Town Administrator/HR Director, to Board of Selectmen, School Committee and Personnel Board re: Analysis and Discussion of Potential Options regarding Providing Health Insurance
5. Memorandum of 9/8/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: School Revolving Funds
6. Memorandum of 9/4/15 to Board of Selectmen re: Revised Liquor License Policy
7. Memorandum of 9/8/ 15 from Nan Balmer, Town Administrator to Board of Selectmen re: Board Policies
8. Memorandum of 9/8/ 15 from Nan Balmer, Town Administrator to Board of Selectmen re: Town Goals: Town Administrator's Priority Objectives and Actions
9. Article List for November 2015 Special Town Meeting with Draft Selectmen Assignees
10. Town Administrator's Report for the Week Ending September 4, 2015



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BOARD OF SELECTMEN

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

DRAFT

Board of Selectmen
Meeting Minutes
September 21, 2015

Attendance: Mary M. Antes, Tony V. Boschetto (arrived 6:40 p.m.), Cherry C. Karlson, Joseph F. Nolan

Absent: Lea T. Anderson

Also Present: Town Administrator Nan Balmer

A1. Open Meeting and 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 to Discuss the Exchange, Lease or Value of Real Estate in regard to the Municipal Parcel at Town Center At 6:32 p.m., C. Karlson moved, seconded by M. Antes, that the Board of Selectmen 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 to discuss the exchange, lease or value of real estate in regard to the Municipal Parcel at Town Center because a public discussion of the matter may have a detrimental effect on the negotiating position of the Town. Roll call vote: YEA: M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: L. Anderson, 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, Town Counsel Mark Lanza, and Executive Assistant MaryAnn DiNapoli. The Board will reconvene in open session in approximately thirty minutes.

The Board returned to open session at 7:02 p.m.

A2. Call to Order by Chair Chair C. Karlson called the open meeting of the Board of Selectmen to order at 7:03 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. C. Karlson said that permission was received to hold the "Pop-Up Park" event at the municipal pad in Town Center on October 17.

A3. Public Comment Linda Segal, 9 Aqueduct Road, encouraged the Board to take the time necessary to ensure that the warrant is fully prepared. Jay Sherry, 18 Pine Needle Road, urged the Board to support the Special Town Meeting warrant article, "OPEB Trust Fund Legislation and Governance." He also expressed concern about the potential of the town joining and then withdrawing from the GIC (Group Insurance Commission), noting that if the town withdraws, employees and retirees would pay no more than 25% of their healthcare premiums. He requested that a consultant review the exit costs of withdrawal from the GIC.

A4. Discuss and Potential Vote to Authorize Expenditure not to exceed \$9,000 for Site Evaluation Survey regarding Conservation Guidelines for Municipal Pad The Board was joined by Bill Sterling, Chair of the Council on Aging/Community Center Advisory Committee, and Ben Keefe, Public Buildings Director. B. Keefe said that CMG Environmental Inc. has proposed reviewing three different theoretical models provided by the committee to evaluate how the models are affected by the requirements of the Conservation Commission. B. Keefe said it is based on the land, not the building structures. He said the work will be done by the end of October so the town will have the information before Special Town Meeting.

B. Keefe noted that the evaluation of the structural integrity of the existing building is an additional task. M. Antes moved, seconded by J. Nolan, to authorize the expenditure of funds not to exceed \$9,000.00 in conjunction with the Council on Aging/Community Center Advisory Committee feasibility study for a Site Evaluation Survey conducted by CMG Environmental Inc. regarding conservation guidelines for the "Municipal Pad." YEA: M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSENT: L. Anderson. ABSTAIN: none. Adopted 4-0.

A14. Review and Approve Consent Calendar (See Separate Sheet) M. Antes moved, seconded by J. Nolan, to approve the consent calendar. YEA: M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSENT: L. Anderson. ABSTAIN: none. Adopted 4-0.

A7. Committee Matters M. Antes moved, seconded by J. Nolan, to dissolve the Cable Advisory Committee. YEA: M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSENT: L. Anderson. ABSTAIN: none. Adopted 4-0. M. Antes moved, seconded by J. Nolan, to revise the charge of the Senior Tax Relief Committee to extend appointments to staggered three-year terms, and to extend the terms of Linwood Bradford and Pauline DiCesare to three-year terms that will expire on June 30, 2018, and to extend the terms of Joan Bradford and Rebecca MacGregor to two-year terms that will expire on June 30, 2017. YEA: M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSENT: L. Anderson. ABSTAIN: none. Adopted 4-0.

A5. Joint Meeting with the School Committee to Interview and Potential Appointment to the Youth Advisory Committee of One Candidate to Represent the School Committee for a Term to Expire on June 30, 2017, and One Candidate to Represent the Board of Selectmen for a Term to Expire on June 30, 2016 The Board was joined by the School Committee to interview five candidates for potential appointment to the Youth Advisory Committee. Malcolm Astley, Elisa Elkin Cleary, Stefanie Janoff, Rebecca Lloyd, and Brenda Ross reviewed their backgrounds and their interest in serving on the committee. The School Committee members returned to their meeting and advised they will return with their decision later in the evening.

A6. Interviews and Potential Committee Appointments Carol Glick appeared before the Board to interview for appointment to the Council on Aging/Community Center Advisory Committee. She reviewed her background as an attorney in elder law, her service on the Council on Aging, and her membership on the Board of Bay Path Elder Services. J. Nolan moved, seconded by M. Antes, to appoint Carol Glick to the Council on Aging/Community Center Advisory Committee for a term to expire at the 2016 Annual Town Meeting. YEA: M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSENT: L. Anderson. ABSTAIN: none. Adopted 4-0.

Randall Moore was not available and will be re-scheduled at a later meeting.

A8. Meet with Special Town Meeting Petitioners The Board was joined by petitioner Alice Boelter, lead petitioner for the article, "Amend Chapter 36 of Current By-Laws (36-1)." She said the article is an amended version of the petitioners' article that was submitted to the 2015 Annual Town Meeting, and it seeks to have the Annual Town Meeting scheduled later in the spring. The Board was then joined by petitioner Duane Galbi, lead petitioner for the article, "Permanent Municipal Building Committee Involvement in Stone's Bridge Restoration." He said his only interest is having the bridge restored correctly, and he would like the Permanent Municipal Building Committee to take on a consulting role. Elisa Scola, Chair of the Historical Commission, said she has no objection; she noted that it is a preservation project and must meet certain standards. It was the consensus of the Board to vote, at its next meeting, that the Permanent Municipal Building Committee oversee the Stone's Bridge project. D. Galbi assured the Board that he will pass over the article at Special Town Meeting, and confirmed that the Finance Committee can make note of such in their

comments for the warrant.

A9. Discussion and Vote Positions on Special Town Meeting Articles The Board deferred action on the article, "Amend FY2016 Budget Funding Sources," until more information was received. J. Nolan moved, seconded by M. Antes, to support the Special Town Meeting article, "Pay Previous Fiscal Year Unpaid Bills." YEA: M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSENT: L. Anderson. ABSTAIN: none. Adopted 4-0. The Board discussed the article, "Amendment to Minuteman Regional Agreement." J. Nolan asked for a clarification of the costs should the town withdraw. T. Boschetto said the cost is not substantially different, but more importantly, if the town does not withdraw in a timely manner, it will be obligated to pay almost \$1 million in capital costs. He reviewed the cost analysis of the tuition and the debt assessment. C. Karlson advised the Board that a vote on the article was not on the agenda, and must be postponed until the next meeting. N. Balmer reviewed the article, "OPEB Trust Fund Legislation and Governance." She said Town Counsel and Special Town Counsel have more information regarding the town's authority to establish a Trust, and suggested that further discussion of the article be rescheduled to the next meeting.

A10. Joint meeting with Representatives of the Personnel Board, Finance Committee, and School Committee to Discuss and Recommend a Move to the Group Insurance Commission and Vote to Elect to Change Health Insurance Under Massachusetts General Laws Chapter 32B, Sections 21-23 T. Boschetto recused himself from debating or deliberating on this issue, as he is a member of the health insurance plan, and left the room at 9:18 p.m.

The Board was joined by John Senchyshyn (Assistant Town Administrator/Human Resources Director), David Watkins (Finance Committee), Barb Fletcher (School Committee), and Jessica Green (Personnel Board). J. Senchyshyn reviewed the potential move to the Group Insurance Commission (GIC), and said he had asked the School Committee and the Finance Committee for its positions on the health insurance proposals. D. Watkins said the Finance Committee would like to see the Board maximize the savings to the town. B. Fletcher said the School Committee favors moving to GIC, due to the savings and uncertainties of the West Suburban Health Group (WSHG). She said the Wayland Teachers Association knows it cannot negotiate, and asked that employees be educated, and that mitigation funds be used to help support the transition. J. Green said that on balance, there are more advantages than drawbacks. She said the town will lose its voice, but the structure of the WSHG is unstable. J. Senchyshyn said the WSHG will meet on September 24 to make a decision on adopting plans that mirror the GIC plans; he said the WSHG will eliminate rate saver plans over time. J. Nolan said he like to get the vote counts from the Finance Committee, the School Committee, and the Personnel Board. J. Senchyshyn said four towns have left the WSHG, and other towns are considering it. C. Karlson said there are many elements to the vote with a tight timeframe. J. Senchyshyn explained the disparity in the WSHG and GIC rates; he said the contribution rates will not change by going to GIC. J. Nolan expressed concern about the issue raised at public comment, that upon withdrawal from the GIC, employees and retirees would pay no more than 25% of their healthcare premiums. J. Senchyshyn said he was not familiar with that provision and would get an opinion from labor counsel. M. Antes asked if it was possible to move to MIIA; J. Senchyshyn said that return the issue to collective bargaining. The Board took questions from the public. Ed Palmer, DPW worker, asked if the Board was going to vote tonight, and how the vote would affect the contribution rate. J. Senchyshyn said the potential vote is to move forward with Sections 21-23, which only begins the process, and the GIC does not get involved in the contribution rate. Marian Gibbons noted there may be higher deductibles, depending on the plan, and asked the Board to step back and educate the staff. Andy Holland, Fire Captain, asked if J. Senchyshyn has made a recommendation to the Board; he said he has not. Sean Gibbons, police officer, noted that the GIC can choose to discontinue a plan, such as Harvard Pilgrim. M. Gibbons asked about self-insurance. J. Senchyshyn said there is an economy of scale to health insurance that makes self-insurance unaffordable. S. Gibbons asked how many contracts MIIA has, and how long the town has to decide. J.

Senchyshyn said he did not have the information on MIIA. C. Karlson said the town was planning for the future, and after the WSHG meeting this week, will have more information.

J. Nolan said he was not prepared to vote, and that he did not feel he had enough information. M. Antes suggested having more time to educate employees. C. Karlson said implementation can be delayed, but noted the fiscal pressure of town meeting, as the town has an option to save money it should not ignore. C. Karlson suggested communicating with the unions, checking on MIIA, and reviewing the status of the WSHG. Board members discussed the impact of delaying the vote and the advisability of making the decision without the full Board. J. Senchyshyn noted that whatever plans the employees have today, they will not have them two years, no matter what system the town joins. J. Nolan asked that other boards review the matter again and vote their recommendations.

T. Boschetto returned to the meeting at 9:45 p.m.

A9. Discussion and Vote Positions on Special Town Meeting Articles The Board reviewed the article on current year transfers; N. Balmer said the IT budget is still under review and is not included in the article. M. Antes moved, seconded by J. Nolan, to support the Special Town Meeting article, "Current Year Transfers." YEA: M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSENT: L. Anderson. ABSTAIN: none. Adopted 4-0. The Board was not ready to vote on the article, "OPEB Trust Fund Legislation and Governance." J. Nolan moved, seconded by M. Antes, to support the Special Town Meeting article, "Authorize Procurement and Appropriate Funds for Energy Resiliency Project at the Middle School," as revised by removing sections (a) and (d). T. Boschetto questioned what happened to the original appropriation; C. Karlson said no funds were appropriated at the Annual Town Meeting. YEA: M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: L. Anderson. ABSTAIN: T. Boschetto. Adopted 3-0-1. J. Nolan moved, seconded by M. Antes, to support the Special Town Meeting article, "Acceptance of Chapter 71 Section 71E Current Year Transfers." YEA: M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: L. Anderson. ABSTAIN: T. Boschetto. Adopted 3-0-1.

J. Nolan reviewed the article, "Seek Special Legislation for Chapter 44 Section 53E ½ Municipal Revolving Fund." He said the Recreation Commission would like to raise the cap to five percent, and will not agree to pay salaries out of the revolving fund. He said it is possible that the surplus funds could be put into a stabilization fund, noting that a town meeting vote would still be necessary to invest in a capital project. A partial enterprise fund; i.e., for the beach, is also possible. He said he would not support the article as it stands. The remaining articles, "Resolution Regarding Surface of Rail-Trail in Wayland," "Appropriate Funds to Update the Open Space and Recreation Plan," "Amend Chapter 36 of Current Bylaws (36-1)," and "Permanent Municipal Building Committee Involvement in Stone's Bridge Restoration" were deferred to the next meeting.

A11. Minuteman Review The Board discussed its response to the request of the Town of Lexington to meet with them regarding the proposed withdrawal from the Minuteman district. T. Boschetto said he will work with N. Balmer to arrange meetings with their counterparts in Lexington. The Board reviewed and edited the letter to member towns about Wayland's withdrawal. T. Boschetto moved, seconded by J. Nolan, that the Town Administrator work with the Chair of the Board of Selectmen to amend the proposed letter as written and send it to corresponding representatives from the member towns of the Minuteman Regional School. YEA: M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSENT: L. Anderson. ABSTAIN: none. Adopted 4-0.

A12. Review and Comment on Town Administrator Goals The Board reviewed the goals of the Town Administrator. C. Karlson suggested that they be revised to show what can realistically be accomplished in one year. She said she felt it was missing a more global description of the role of Town Administrator. J.

Nolan said the primary role of Town Administrator is to advise the Board of Selectmen and to administer the daily operations of the town. T. Boschetto said that the goals seemed to be more under the purview of the Board; he said the Board has directional goals that drive the Town Administrator's goals. N. Balmer said it would be helpful to hear the Board's priorities. J. Nolan suggested that one goal would be the need for investment and management of IT. C. Karlson suggested the inclusion of personnel issues, such as making the staff feel more valued. T. Boschetto asked if she had consulted with department heads. She said yes, but did not intend to create an action plan. The Board suggested that the goals of the Board of Selectmen and the goals of the Town Administrator be clarified.

A13. Discussion and Potential Vote on Public Hearing and Alcohol Policies The Board reviewed and made edits to the policies on Public Hearings and the Provision and Consumption of Alcoholic Beverages.

A15. Review Correspondence (See Separate Index Sheet) The Board postponed this agenda item until the next meeting.

A16. Report of the Town Administrator N. Balmer said the Council on Aging/Community Center public forum will be held on November 5, 2015.

A17. Selectmen's Reports and Concerns T. Boschetto moved, seconded by M. Antes, to appoint Brenda Ross as its first choice, and Elisa Elkin Cleary as its second choice, to the Youth Advisory Committee to represent the Board of Selectmen for a term to expire on June 30, 2016. YEA: M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSENT: L. Anderson. ABSTAIN: none. Adopted 4-0. C. Karlson said she is working on the process for the evaluation of the Town Administrator, and the compilation of the outstanding executive session minutes. M. Antes presented the payment in lieu of taxes from the Housing Authority.

A18. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
The Chair said, "I know of none."

A19. Adjourn There being no further business before the Board, T. Boschetto moved, seconded by J. Nolan, to adjourn the meeting of the Board of Selectmen at 11:30 p.m. YEA: M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSENT: L. Anderson. ABSTAIN: none. Adopted 4-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of September 21, 2015

1. Letter of 9/10/15 from CMG Environmental Inc. to Board of Selectmen re: Engineering Services for Site Redevelopment, "Municipal Parcel" Portion of Wayland Town Center
2. Chart, 9/21/15, of Minuteman Costs/Tuition and Debt Assessment prepared by T. Boschetto

Items Included as Part of Agenda Packet for Discussion During the September 21, 2015 Board of Selectmen's Meeting

1. Memorandum of 9/21/15 from Ben Keefe, Public Buildings Director, to Nan Balmer, Town Administrator, re: Update from Public Building Director
2. Memorandum of 9/18/15 to Board of Selectmen re: Appointment to the Youth Advisory Committee
3. Memorandum of 9/18/15 to Board of Selectmen re: Appointments to the Council on Aging/Community Center Advisory Committee and the Audit Committee
4. Memorandum of 9/18/15 to Board of Selectmen re: Committee Matters
5. Memorandum of 9/21/15 from Nan Balmer, Town Administrator, to Board of Selectmen re: Special Town Meeting Articles

6. Memorandum of 9/21/15 from John Senchyshyn, Asst Town Administrator/HR Director, to Board of Selectmen re: Discussion and Potential Vote to Accept M.G.L. Sections 21-23
7. Memorandum of 9/21/15 from Nan Balmer, Town Administrator, to Board of Selectmen re: Minuteman
8. Memorandum of 9/81/15 from Nan Balmer, Town Administrator, to Board of Selectmen re: Town Goals, Town Administrator's Priority Objectives and Actions
9. Memorandum of 9/21/15 from Nan Balmer, Town Administrator, to Board of Selectmen re: Public Hearing Policy
10. Memorandum of 9/21/15 from Nan Balmer, Town Administrator, to Board of Selectmen re: Revised Liquor License Policy
11. Town Administrator's Report for the Week Ending September 18, 2015



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BOARD OF SELECTMEN

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

DRAFT

Board of Selectmen Meeting Minutes September 28, 2015

Attendance: Mary M. Antes, Cherry C. Karlson, Joseph F. Nolan

Absent: Lea T. Anderson, 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 7:02 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. M. Antes announced that WaylandCares will sponsor an Internet Safety Talk at the Wayland High School on September 29, and the Friends of the Council on Aging are holding their annual Lobster Fest on Sunday, October 4. C. Karlson noted that Sherman's Bridge was closed today for repairs.

A2. Public Comment There was no public comment.

A3. Vote to Assign Permanent Municipal Building Committee the Historic Preservation Project to Stabilize Arches of Stone's Bridge The Board was joined by Facilities Director Ben Keefe. C. Karlson advised the Board that the lead petitioner for the Special Town Meeting article, "Permanent Municipal Building Committee Involvement in Stone's Bridge Restoration," will pass over the article if the Board assigns the stabilization of the Stone's Bridge arches to the committee. B. Keefe said the members had no objections, although they considered it outside of their normal purview. C. Karlson noted that two members of the Historical Commission will be appointed to the Permanent Municipal Building Committee for the duration of the project. J. Nolan moved, seconded by M. Antes, to assign to the Permanent Municipal Building Committee the Historic Preservation project to stabilize the arches of Stone's Bridge. YEA: M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: L. Anderson, T. Boschetto. ABSTAIN: none. Adopted 3-0. C. Karlson noted for the record that the upcoming resignation of Permanent Municipal Building Committee members is unrelated to this project. M. Antes asked when the new DPW facility will be considered complete; B. Keefe said the goal is to finalize the project by the end of the year.

A4. Vote to Authorize \$1,280 Expenditure for a Structural Review of the Building on the Municipal Pad B. Keefe reviewed the need for a structural analysis of the current building on the municipal pad at Town Center, noting that the work needs to be done whether the article goes forward now or at the 2016 Annual Town Meeting. The remaining discussion on this item was postponed until later in the meeting.

A8. Vote to Approve Amended Policies on Public Hearings and Alcoholic Beverage Licensing M. Antes moved, seconded by J. Nolan, to approve the revised Board of Selectmen policy on Public Hearings. YEA: M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: L. Anderson, T. Boschetto. ABSTAIN: none. Adopted 3-0. The Board made revisions to the Alcoholic Beverages Licensing policy, and asked for clarification regarding the sale of bottled wine in private homes.

A10. Review and Approve Consent Calendar (See Separate Sheet) M. Antes moved, seconded by J. Nolan, to approve consent calendar items 1, 2 and 3. YEA: M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: L. Anderson, T. Boschetto. ABSTAIN: none. Adopted 3-0. M. Antes moved, seconded by J. Nolan, to approve the minutes of August 31, 2015, and September 11, 2015, as amended. YEA: M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: L. Anderson, T. Boschetto. ABSTAIN: none. Adopted 3-0. The approval of the minutes of August 24, 2015, was deferred to the next meeting.

A11. Review Correspondence (See Separate Index Sheet) The Board reviewed the correspondence for the weeks of September 21 and September 28, 2015.

A5. Discussion and Potential Vote on Positions on Special Town Meeting Warrant Articles The Board was joined by Ben Keefe, Facilities Director, and Town Counsel Mark Lanza, to review Special Town Meeting articles. B. Keefe reviewed his conversation with Andy Irwin regarding conservation issues at the municipal parcel in Town Center. He said that the Phase I study answered the state Department of Environmental Protection concerns, but did not address the Toxic Substance Control Act of the EPA. Upon review, he said the town Environmental Consultant, Ben Gould, advised that he is 95% sure that the land can be used for all municipal uses, including daycare, residential and gardening, and the Council on Aging/ Community Center Advisory Committee accepted his report and recommendation. B. Keefe noted that the issue is not about safety, but the potential liability for cleanup. J. Nolan asked if the issue would still exist if the town leased the property; B. Keefe said he would find out. The Board discussed the immediate need for Special Environmental Counsel, and N. Balmer said that because there was no procurement requirement, it can be done quickly. M. Lanza said there are provisions that could be added to either a lease or a Purchase and Sales Agreement to protect the town in the future, and he cited the Dow property. He said there are also laws that protect municipalities. C. Karlson asked if language could be added to the current article, "Acquire Municipal Parcel in Town Center," that would address indemnification; M. Lanza said yes.

Marylynn Gentry, member of the Council on Aging/ Community Center Advisory Committee, said the "Pop-Up Park" event is scheduled for October 17, and they need to confirm that the article is going forward. Jean Milburn, member of the Council on Aging/ Community Center Advisory Committee, said she believes there is enough time to resolve this issue before Special Town Meeting, and at the worst case, the article can be passed over. C. Karlson said there were four issues to address: obtaining a deed restriction from Raytheon, funding to move forward with the Conservation Commission permitting, funding for a structural review of the building on the property, and funding for a Special Environmental Counsel to address the liability issue. It was the consensus of the Board that, pending these issues, the question of moving forward with the article to Special Town Meeting be deferred to the October 5 meeting.

A4. Vote to Authorize \$1,280 Expenditure for a Structural Review of the Building on the Municipal Pad The Board continued the conversation regarding a structural review of the building on the municipal pad. J. Nolan moved, seconded by M. Antes, to approve a \$1,280 expenditure for the structural review of the building at the municipal pad. YEA: M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: L. Anderson, T. Boschetto. ABSTAIN: none. Adopted 3-0.

J. Nolan moved, seconded by M. Antes, to authorize the Town Administrator to engage an Environmental Counsel to explore the issue of environmental liability, either by lease or fee, of the municipal parcel. YEA: M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: L. Anderson, T. Boschetto. ABSTAIN: none. Adopted 3-0. It was the consensus of the Board that the "Pop-Up Park" event should go forward on October 17.

A5. Discussion and Potential Vote on Positions on Special Town Meeting Warrant Articles The Board was joined by Library Director Ann Knight and Board of Library Trustees Chair Aida Gennis, who reviewed the work of the Library Planning Committee and their final report. A. Gennis said that the Board of Library Trustees are pursuing a state construction grant to pay 45% of construction costs, and they are requesting \$150,000 to hire professionals to review building sites, identify two site candidates for further investigation, determine which site to examine further, and obtain schematic designs and an independent cost estimate. J. Nolan thanked the committee for its work, noting that there are limited opportunities to access state funds. J. Nolan moved, seconded by M. Antes, to support the Special Town Meeting article, "Appropriate Funds for Library Planning and Design." YEA: M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: L. Anderson, T. Boschetto. ABSTAIN: none. Adopted 3-0.

J. Nolan moved, seconded by M. Antes, to support the petitioners' Special Town Meeting article, "Amend Chapter 36 of Current Bylaws (36-1)." YEA: none. NAY: M. Antes, C. Karlson, J. Nolan. ABSENT: L. Anderson, T. Boschetto. ABSTAIN: none. Motion fails, 0-3. M. Antes moved, seconded by J. Nolan, to support the Special Town Meeting article, "Appropriate Funds to Update the Open Space and Recreation Plan." YEA: M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: L. Anderson, T. Boschetto. ABSTAIN: none. Adopted 3-0. M. Antes moved, seconded by J. Nolan, to support the Special Town Meeting article, "Amend FY2016 Budget Funding Sources." YEA: M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: L. Anderson, T. Boschetto. ABSTAIN: none. Adopted 3-0.

M. Lanza reviewed the background to create an OPEB trust fund separate from the general fund. He advised the Board that the current article submitted by the OPEB Advisory Committee does not accomplish the legal mechanism necessary to put a Trust in place with a Board of Trustees, and he recommended that a Special Act be drafted that repeals the Special Act of 2010 and replaces it with a new one. The Board noted there was not enough time to get a new article ready for the Special Town Meeting, and agreed to pursue the matter at the 2016 Annual Town Meeting. J. Nolan moved, seconded by M. Antes, to withdraw the article "OPEB Trust Fund Legislation and Governance" from Special Town Meeting, with the understanding that work will continue to include the article in the 2016 Annual Town Meeting. YEA: M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: L. Anderson, T. Boschetto. ABSTAIN: none.

J. Nolan moved, seconded by M. Antes, to support the Special Town Meeting article, "Amendment to Minuteman Regional Agreement." YEA: M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: L. Anderson, T. Boschetto. ABSTAIN: none.

The Board considered the article proposed by the Recreation Commission, "Seek Special Legislation for Chapter 44 Section 53 E ½ Municipal Revolving Fund." J. Nolan reviewed the background of article, noting that in 2012, recreation came up against the one percent cap, and removed salaries from its budget. He said that their current revenues exceed expenditures, and there is a substantial surplus. The parties created a working group which was not able to come to an agreement, and he feels the article is not ready for Special Town Meeting and he will not support it. He advised that it would be more prudent to construct a budget for the next year, and bring the matter to the 2016 Annual Town Meeting. N. Balmer distributed copies of the Finance Committee comments on the article. C. Karlson asked if the Recreation Commission has formulated a five-year plan to bring down the fund balance. N. Balmer said yes, the Recreation plan reduces the balance by capital expenditures. She said there is also a plan submitted by the Finance Director that reduces the balance by including salaries, but Recreation Commission will not agree to it. C. Karlson noted that capital improvements need approval by town meeting. It was the consensus of the Board to advise the Recreation Commission that the Board of Selectmen is inclined to withdraw the article.

The Board did not address the article, "Permanent Municipal Building Committee Involvement in Stone's Bridge Restoration," as the petitioner has said he will pass over the article.

A7. Special Town Meeting 2015 Articles: Discussion and Potential Vote to Withdraw Articles and Determine Order of Articles for Special Town Meeting The Board reviewed a draft order of articles for Special Town Meeting. M. Antes moved, seconded by J. Nolan, to approve the order of articles as presented, subject to being re-ordered at the next meeting if any articles are withdrawn. YEA: M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: L. Anderson, T. Boschetto. ABSTAIN: none.

A6. Discussion and Potential Vote to Extend Charge of the OPEB Advisory Committee C. Karlson said the OPEB Advisory Committee has advised the Board that it will complete its work at its meeting on September 29, 2015, and will not need to have the charge extended.

A9. Prepare for Meeting with Wayland Real Asset Planning (WRAP) Committee: Project Town Needs for New/Renovated Facilities and Land C. Karlson said the Wayland Real Asset Planning (WRAP) Committee is meeting on Wednesday night, and has invited boards to make five minute presentations if they have any input. C. Karlson said she will be attending, and asked for Board comments. The Board suggested raising the issues of the municipal parcel, the need for a Council on Aging/Community Center/Recreation Center, the town building, and affordable housing. M. Antes noted that residents have asked to purchase small pieces of town land that abut their property. She said the sale of surplus/small parcels are a potential source of revenue and can be better maintained by the property owners.

A5. Discussion and Potential Vote on Positions on Special Town Meeting Warrant Articles The Board was joined by Gretchen Schuler, Chair, Community Preservation Committee, to discuss the rail-trail article. G. Schuler reviewed the work being considered. She said the asphalt or stabilizing surface will be used for two miles, from Weston to Russell's; additional funds will be needed to continue the trail for one more mile across the river. She said she considers the upgrade in materials to be worthwhile, as Eversource will maintain the under-surface in perpetuity, and the DCR (Department of Conservation and Recreation) will maintain the top surface. She said the DCR supports the project because Wayland will be the first to use the surfacing, and they want to encourage all communities to follow. She also noted that the Conservation Commission wants two Orders of Condition, which will hold up the project and add to the cost. M. Antes asked if there was sufficient funding to complete the project, and G. Schuler said there may be a request for an additional \$100,000 from Community Preservation funds at the 2016 Annual Town Meeting. J. Nolan moved, seconded by M. Antes, to support the Special Town Meeting article, "Resolution Regarding Surface of Rail-Trail in Wayland." YEA: M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: L. Anderson, T. Boschetto. ABSTAIN: none.

M. Antes noted that the Board had voted against supporting the article, "Amend Chapter 36 of Current Bylaws (36-1)," while Selectman T. Boschetto had spoken in favor of it at the 2015 Annual Town Meeting. The Board agreed to determine whether T. Boschetto was comfortable speaking on the issue at the Special Town Meeting.

A12. Report of the Town Administrator N. Balmer said that Minuteman will host an information session for public officials on October 2. She said that she and T. Boschetto are meeting with the Lexington Town Administrator to discuss Minuteman on October 15. She reviewed the response of the Attorney General regarding the bylaw changes from the 2015 Annual Town Meeting. She said revisions to the private hydrant bylaw will be prepared for the 2016 Annual Town Meeting, the Board of Assessors voted to release \$300,454 from the overlay reserve account, and Wayland Beautification has asked to disband. M. Antes asked if the DPW would take on the work of Beautification; N. Balmer said she will consult with them. In regard to the ongoing IT study, she said the consultants have determined that increased storage is not an emergency at this point.

A13. Selectmen's Reports and Concerns M. Antes asked that the Town Clerk follow up with the Massachusetts Municipal Association regarding the public records proposal. She asked if there was any resolution to the issue of gas leaks in town, and reported on the MetroWest Regional Collaborative meeting last week. J. Nolan reported on the meeting of MetroWest Regional Transportation Authority Advisory Board; of which he is the Chair. He said they will be building an LNG (liquefied natural gas) station in Framingham and the town should consider future use. C. Karlson reported on the OPEB Advisory Committee meeting, and the Community Preservation Committee meeting regarding the purchase of 87 Old Connecticut Path, known as Mainstone.

A14. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
The Chair said, "I know of none."

A15. Adjourn There being no further business before the Board, M. Antes moved, seconded by J. Nolan, to adjourn the meeting of the Board of Selectmen at 10:00 p.m. YEA: M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: L. Anderson, T. Boschetto. ABSTAIN: none. Adopted 3-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of September 28, 2015

1. Chart, Proposed Order of Articles for November Special Town Meeting, with Assignees
2. Email of 9/28/15 from Town Counsel Mark J. Lanza to Nan Balmer, Town Administrator re: OPEB
3. Draft Finance Committee Comments, "Acceptance of Massachusetts General Laws Chapter 71, Section 71E," and "Seek Special Legislation for Massachusetts General Laws Chapter 44, Section 53 E ½ Municipal Revolving Fund"
4. Memorandum of 9/28/15 from Nan Balmer, Town Administrator to Finance Committee, Finance Director, and Board of Selectmen re: Information Technology- Current Year Transfer Request- Revision
5. Outstanding Appellate Tax Board Cases as of September 21, 2015, and Board of Assessors Review of Overlay Surplus, as of June 30, 2015, and as of September 21, 2015
6. Town Meeting Warrant Article for Library Planning and Design Funds, and Library Planning Report
7. Finance Committee Draft Comments on Special Town Meeting Article, "Seek Special Legislation for Chapter 44 Section 53 E ½ Municipal Revolving Fund"

Items Included as Part of Agenda Packet for Discussion During the September 28, 2015 Board of Selectmen's Meeting

1. Memorandum of 9/28/15 from Nan Balmer, Town Administrator, re: Assign Permanent Municipal Building Committee Historic Preservation Project to Stabilize Arches of Stone's Bridge
2. Memorandum of 9/28/15 from Nan Balmer, Town Administrator, re: Structural Review of Building at Municipal Pad
3. Memorandum of 9/28/15 from Nan Balmer, Town Administrator, re: Special Town Meeting Articles, with Chart of Proposed Order of Articles and Revised Text
4. Memorandum of 9/28/15 from Nan Balmer, Town Administrator, re: Extend Charge of OPEB Advisory Committee by One Month
5. Memorandum of 9/28/15 from Office of the Town Administrator, re: Revised Policies on Public Hearings and Liquor Licenses
6. Memorandum of 9/28/15 from Nan Balmer, Town Administrator, re: Wayland Real Asset Planning (WRAP) Committee Meeting and Request
7. Town Administrator's Report for the Week Ending September 25, 2015



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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, October 19, 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 Authorizing the Execution of the Traffic Control Agreement with the Massachusetts Department of Transportation regarding the Project at Route 27 and Route 30
3. Vote the Question of Declining to Exercise the Right of First Refusal on the Sale of Affordable House at 15 Green Way
4. Vote the Question of Approving the Preservation Restriction for Noyes Parris House, 196 Old Connecticut Path
5. Vote the Question of Approving the Placement of a Temporary Sandwich Board Sign, for the Veritas Christian Academy Open House, on Main Street in Front of the Cochituate Fire Station, from November 1-8, 2015
6. Vote the Question of Approving the Appointment of Elisa Scola and Tonya Largy to the Permanent Municipal Building Committee as Representatives of the Historical Commission for a Term to Last for the Duration of the Stone's Bridge Project



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, Secretary & CEO
Thomas J. Tinlin, Administrator



Nan Balmer
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September 30, 2015

RECEIVED

OCT -5 2015

Board of Selectmen
Town of Wayland

Dear Ms Balmer,

Enclosed with this letter are three originals of a Traffic Control Agreement for the Safety Improvement Project at Route 27 (Main Street) & Route 30 (Commonwealth Road) in the Town of Wayland. This Agreement is required by the Federal Highway Administration in accordance with Title 23 USC, Sections 109(d) and 116. The purpose of these Agreements is to assure that the ways within and adjacent to the project will be operated and maintained by the municipality as planned. Failure on the part of any municipality to execute and fulfill the terms of the Agreement may cause disqualification from participation in future Safety Improvement Projects.

This Agreement has been discussed with the project design engineer and municipal representatives. The proper officials, including the town counsel, are required to sign all three originals of each Agreement and affix all attests and seals.

It is requested that all pertinent traffic regulations be enacted. In the instance where existing municipal regulations are in conflict with the Agreement, action must be taken to bring them into compliance with the Agreement.

Please submit to this office the three signed originals of each Agreement and three signed, dated and executed originals of the regulation establishing the "Specific Provisions Section" as detailed in the Traffic Control Agreements. If any of the "Specific Provisions Section" is in effect, please provide a copy of the regulation. Upon completion please forward all required documents to: State Traffic Engineer, Room 7210, Ten Park Plaza, Boston, MA 02116, Attention: Joseph J. Amato, for processing.

If you have any questions regarding this matter, you can contact Joseph J. Amato of the Highway Safety Division at (857)368-9653.

Sincerely,

Neil E. Boudreau
State Traffic Engineer

Ten Park Plaza, Suite 4160, Boston, MA 02116
Tel: 857-368-4636, TTY: 857-368-0655
www.mass.gov/massdot



MASSACHUSETTS DEPARTMENT OF TRANSPORTATION

TRAFFIC ENGINEERING

TRAFFIC CONTROL AGREEMENT

AGREEMENT BETWEEN THE
MASSACHUSETTS DEPARTMENT OF TRANSPORTATION AND THE
TOWN OF WAYLAND

FEDERAL AID PROJECT NO. (PENDING)

AGREEMENT NO. 90881

AGREEMENT, made this day of , 2015 by and between the Massachusetts Department of Transportation, hereinafter called "MASSDOT," and the TOWN of WAYLAND, hereinafter called the "TOWN," pursuant to the provisions of 23 U. S. C. §§ 109(d) & 116, and in accordance with the official standards of MASSDOT, which have been adopted in conformity with the provisions and recommendations of the Manual on Uniform Traffic Control Devices for Streets and Highways published by the Department of Transportation, Federal Highway Administration, hereinafter called "STANDARDS."

WHEREAS, MASSDOT and the TOWN have agreed that ROUTE 27 (MAIN STREET) and (ROUTE 30) COMMONWEALTH ROAD being in whole or in part a town way, has qualified to participate in the Federal Aid Program with the work being financed in part by the Federal Government; and

WHEREAS, the United States Government, through its Department of Transportation, Federal Highway Administration, requires that the project area upon completion will be operated and maintained in an adequate manner; and

WHEREAS, the TOWN approves the proposed plans for the improvements and upon completion of the project will be the responsibility of the TOWN.

NOW, THEREFORE, in consideration thereof, the TOWN hereby agrees to conform to the following provisions:

GENERAL PROVISIONS

- A. All information, regulatory or warning signs, all traffic control signals, flashing beacons, traffic islands or other traffic control devices and all pavement or other markings within the ways located in the project area shall be designed, located and operated in accordance with the STANDARDS of MASSDOT for such devices.

- B. The Police Department of the TOWN shall be the enforcement agency for traffic regulations established in accordance with this AGREEMENT and the traffic devices installed in connection therewith.
- C. Signed, dated and attested copies of amendments to the TOWN traffic ordinances necessary for the enforcement of any specific provisions will be forwarded forthwith by the TOWN to MASSDOT.

SPECIFIC PROVISIONS

A. Stop Signs -- To be installed in accordance with applicable permits filed or to be filed by the TOWN and approved by MASSDOT.

1. Winter Street southbound at Commonwealth Road (1 sign at Commonwealth Road STA 20+71± LT (Winter Street))

2. Damon Street eastbound at Main Street (1 sign at Main Street STA 41+28± LT (Damon Street))

B. Left-Turn Yield On Flashing Yellow

1. Main Street at Commonwealth Road (Commonwealth Road eastbound) (1 sign at Commonwealth Road STA (mounted on 16+65± mast arm))

2. Main Street at Commonwealth Road (Commonwealth Road westbound) (1 sign at Commonwealth Road STA (mounted on 16+67± mast arm))

3. Main Street at Commonwealth Road (Main Street southbound) (1 sign at Commonwealth Road STA (mounted on 17+55± mast arm))

C. Do Not Block Intersection

1. Commonwealth Avenue eastbound at Stanton Street (1 sign at Commonwealth Road STA 10+30± RT)

2. Commonwealth Avenue westbound at Winter Street (1 sign at Commonwealth Road STA 21+25± LT)

3. Main Street southbound at Damon Street Main Street STA 41+68± LT (1 sign at Main Street STA 41+68± LT)

ACCESS AND EGRESS

Within the limits of the Federal Aid Project, neither additional driveways (residential or commercial) nor relocation or alteration of existing driveways shall be permitted unless they are in conformance with MASSDOT STANDARDS and receive prior written approval from MASSDOT.

TRAFFIC ISLANDS

Traffic islands or median islands and traffic devices thereon are not to be installed, altered or removed without the prior written approval of MASSDOT. Parking is prohibited on and adjacent to all traffic islands and median islands within the Federal Aid Project area.

TRAFFIC CONTROL SIGNALS

- A. Traffic Control Signals shall be operated in strict accordance with the requirements of the applicable permit.
- B. Changes in the operation of the traffic control signals located in the Federal Aid Project area are not to be made without the express prior written approval of MASSDOT.
- C. Traffic Control Signals, the operation of which is pertinent to the Federal Aid Project area covered by this AGREEMENT, will be installed to control traffic as shown on the plans for this Federal Aid Project. All power charges for the operation of the installation will be the responsibility of the TOWN as well as charges for maintenance and control. The traffic control signals listed below will be under the ownership and control of the TOWN.

MAIN STREET AT COMMONWEALTH ROAD

MISCELLANEOUS

Traffic Controls or regulations instituted whether by MASSDOT or the TOWN on ways or parts thereof within the Federal Aid Project are to remain in force and effect until proposed future changes have been approved in writing by MASSDOT.

MASSDOT will not approve any future proposed traffic control changes within the Federal Aid Project, which will in the opinion of MASSDOT, lessen to any degree the efficient utilization of the highway for traffic purposes.

MAINTENANCE

The TOWN, pursuant to the provisions of 23 U.S.C. §§ 109(d) & 116, shall properly maintain the way and all traffic signs and pavement markings under the control of the TOWN within the project area.

PENALTY

Continued and willful failure on the part of the TOWN to fulfill its responsibility in the proper maintenance, operation, and enforcement of the traffic regulations of the completed project may disqualify the TOWN from participation in future Federal Aid Projects in which the TOWN has maintenance responsibility, as provided in Title 23 USC.

Such failure shall result in the withholding or withdrawal of the unexpended balance of any funds assigned to the TOWN, under the provisions of MASS. GEN. LAWS ch. 90, § 34.

IN WITNESS WHEREOF, the Parties hereto have executed this AGREEMENT on the day and year first written.

TOWN OF WAYLAND

**MASSACHUSETTS DEPARTMENT OF
TRANSPORTATION**



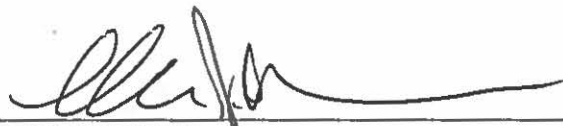
TOWN ADMINISTRATOR

HIGHWAY ADMINISTRATOR

LEGAL CERTIFICATION

This will certify that the TOWN has complied with all applicable State Laws and its By-Laws and Ordinances as they apply to this AGREEMENT and that this AGREEMENT is a valid, binding Agreement with the TOWN.

10-8-2015
DATE



TOWN COUNSEL

CERTIFICATE OF SIGNATORY

This will certify that the below named individuals are duly authorized and empowered to execute and deliver this AGREEMENT on behalf of the TOWN of WAYLAND.

NAME _____	TITLE CHAIR, SELECTMEN
_____	VICE CHAIR, SELECTMEN
_____	SELECTMAN
_____	SELECTMAN
_____	SELECTMAN

ATTEST

DATE _____

NAME **Beth R. Klein**

TOWN CLERK

Wayland Housing
106 Main Street
Wayland, MA 01778
V/TTY: 508-655-6310

Memo

TO: NAN BALMER, TOWN ADMINISTRATOR
FROM: BRIAN BOGGIA, EXECUTIVE DIRECTOR
DATE: OCTOBER 14, 2015
RE: 15 GREEN WAY AFFORDABLE HOUSING RESALE

REQUESTED ACTION: VOTE TO EXERCISE RIGHT OF FIRST REFUSAL ON SALE OF AFFORDABLE HOUSE AT 15 GREEN WAY

BACKGROUND:

In 2008, the Board of Selectmen designated the WHA as the Monitoring agent for the Chapter 40B affordable housing units in town. Since that time, the WHA has been annually monitoring compliance with the affordable deed riders and working with Town Counsel to resolve compliance issues. The WHA has approved leases for 12 affordable rentals at the Residences at Town Center and recertifies their income eligibility on an annual basis. To date, the WHA has handled all of the resales of affordable units in Wayland. Last year the WHA resold 2 units at Oxbow Meadows (Nike).

The affordable house located at 15 Green Way is for sale by the owners Jayne and Richard Belinsky. The maximum resale price was calculated by the Wayland Housing Authority acting as monitoring agent and approved by DHCD using the resale formula as follows: Market appraised value (\$575,000) times deed rider discount rate (23.7%) = \$136,275. The deed restrictions states that the town may find an eligible buyer or exercise its right of first refusal to purchase the property (see state affordable deed rider language). The house will be marketed the Housing Authority, acting as the town's monitoring agent, to secure an eligible buyer at 80% of Area Median Income (\$69,700 for a family of four). DHCD has indicated that a sales fee (percentage of the sales price) will be paid by DHCD to the monitoring agent as a fee for fulfilling this function.

NEXT STEPS:

1. The owner's notice of intent to sell was complete on 9/22/15 when the WHA received the market appraisal from the owner. According to the affordable deed rider, the town has 30 days to notify the owner in writing as to whether the Town is proceeding to locate an eligible purchaser of the Property or the Town shall exercise its right of first refusal to purchase the property.
2. Designate the WHA as Marketing Agent to find an eligible buyer.

Enc: Owners Notice of Intent to Sell



WAYLAND HOUSING AUTHORITY
106 MAIN STREET
WAYLAND, MA 01778

BRIAN E. BOGGIA
EXECUTIVE DIRECTOR

V/TTY: (508) 655-6310
FAX: (508) 655-8566
WWW.WAYLAND.MA.US

BOARD OF COMMISSIONERS
MARY M. ANTES
MARTIN NICHOLS
CHARLES RASKIN
SUSAN WEINSTEIN
BRET FRANCIS

October 5, 2015

RECEIVED

OCT 13 2015

Board of Selectmen
Town of Wayland

Nan Balmer, Town Administrator
Wayland Town Building
41 Cochituate Road
Wayland, MA 01778

Dear Nan,

Regarding the resale of 15 Green Way, I attached the following documents:

- Owner's letter of intent to sell
- Owner's appraisal report
- Owner's affordable deed rider

The notice was complete on 9/22/15. The town has 30 days to exercise its right of first refusal.

Please let me know if you have any questions.

Sincerely,

Brian Boggia
Executive Director

8/13/15

To Whom it may Concern

I Jayne Chick former
Jayne Belinsky intend on
selling my 40B home as stated
in my divorce agreement.

This 40B home is located in
the Traditions of Wayland
Development at 15 Greenway.
This home is one of the
Local Initiative Program Affordable
homes

Jayne L. Chick
(Jayne L. Belinsky)

Richard A. Belinsky Jr.

Richard A. Belinsky Jr. 8/13/15

RESALE PROPERTY INFORMATION FORM

Please complete this form and return with your letter of intent to sell

Seller Name: Jayne Chick (Belinsky) Richard Belinsky
Address: 15 Green Way Wayland ma
City/State/Zip: Wayland ma 01778
Phone: Day 508 308 6005 Evening 508 308 6005
Email: Jayne Lynn @ live.com
Primary Contact:
Phone: Day Evening
Seller's Attorney: Contact Info:

Name of Development: Traditions of wayland
of Units/Homes in Development: 17 Size of Home: sq. ft. Age of Home: 15 years old

Style of Home: (Check One)

- Single Family
Town Home
Detached Condominium
Garden Style Condominium
Condominium/Association Fee, if applicable: \$ per month
Estimated Annual Taxes: \$ per year
Town Water
Septic System

About the Unit:

- # of Bedrooms: One Two Three
of Bathrooms: 1 1 1/2 2 2 1/2
Garage: Yes, # of cars 1 or 2 (circle one) No
Basement: Yes No
Heat: Gas Electric Oil
Forced Hot Air Forced Hot Water

Appliances included in home sale:

- Refrigerator Yes No -Not Sure
Stove/Oven Yes No -Not Sure
Microwave Yes No -Not Sure
Dishwasher Yes No -Not Sure
Garbage Disposal Yes No -Not Sure
Washer/Dryer Yes No If no, is there a washer and dryer hookup Yes No

- Central Air Conditioning: Yes No
Hard Wood Floors: Yes No

Please list any other applicable description of the unit:

Finished basement and built in sprinkler system, electric dog fence, Tax zone central air



APPRAISAL OF



LOCATED AT:

15 GREEN WAY
WAYLAND, MA 01778

FOR:

RICHARD A BELINSKY JR
15 GREEN WAY
WAYLAND, MA 01778

BORROWER:

RICHARD A BELINSKY JR

AS OF:

September 14, 2015

BY:

Andrew C Klein

9/14/2015

RICHARD A BELINSKY JR
15 GREEN WAY
WAYLAND, MA 01778

File Number: 15GREEN

In accordance with your request, I have appraised the real property at:

15 GREEN WAY
WAYLAND, MA 01778

The purpose of this appraisal is to develop an opinion of the market value of the subject property, as improved. The property rights appraised are the fee simple interest in the site and improvements.

In my opinion, the market value of the property as of September 14, 2015 is:

\$575,000
Five Hundred Seventy-Five Thousand Dollars

The attached report contains the description, analysis and supportive data for the conclusions, final opinion of value, descriptive photographs, limiting conditions and appropriate certifications.



Andrew C Klein

THIS SUMMARY APPRAISAL REPORT IS INTENDED FOR USE BY THE LENDER/CLIENT FOR A MORTGAGE FINANCE TRANSACTION ONLY.

Property Address **15 GREEN WAY** City **WAYLAND** State **MA** Zip Code **01778**
 Legal Description **BOOK 31119 PAGE 475** County **MIDDLESEX**
 Assessor's Parcel No. **33-13** Tax Year **2015** R.E. Taxes \$ **2,723.00** Special Assessments \$
 Borrower **RICHARD A BELINSKY JR** Current Owner **RICHARD AND JAYNE BELINSKY** Occupant: Owner Tenant Vacant
 Neighborhood or Project Name **WAYLAND** Project Type PUD Condominium HOAS **100.00 /Mo.**
 Sales Price \$ **N/A** Date of Sale **N/A** Description \$ amount of loan charges/concessions to be paid by seller
 Property rights appraised Fee Simple Leasehold Map Reference **33** Census Tract **3662.02**

Note: Race and the racial composition of the neighborhood are not appraisal factors.
 Location Urban Suburban Rural Property values Increasing Stable Declining
 Built up Over 75% 25-75% Under 25% Demand/supply Shortage In balance Over supply
 Growth rate Rapid Stable Slow Marketing time Under 3 mos. 3-6 mos. Over 6 mos.
 Neighborhood boundaries The subject is bound to the north by **Sandy Burr CC**, to the south by **Old Ct**
 Path, to the east by **Cochituate Road** and to the west by **Sudbury River**
 Single family housing PRICE \$(000) **400** Low (yrs) **10** Condominium housing PRICE \$(000) **N/A** Low (yrs) **N/A**
 900 High 90 High
 Predominant Predominant
 600 15

Dimensions **REFER TO DEED** Site area **14,256 SF** Shape **RECTANGULAR**
 Specific zoning classification and description **R40 DISTRICT 40,000 SF MIN LOT REQUIREMENT**
 Zoning compliance Legal Legal nonconforming (Grandfathered use); Illegal, attach description No zoning
 Highest and best use of subject property as improved (or as proposed per plans and specifications): Present use Other use, attach description.

Utilities: Public Other Public Other Off-site improvements Type Public Private
 Electricity Water Street **PAVED**
 Gas Sanitary sewer **SEPTIC** Alley **NONE**
 Are there any apparent adverse site conditions (measurements, encroachments, special assessments, slide areas, etc.): Yes No If Yes, attach description.

Source(s) used for physical characteristics of property: Interior and exterior inspection Exterior inspection from street Previous appraisal files
 MLS Assessment and tax records Prior inspection Property owner Other (Describe):
 No. of Stories **2** Type (Det./Att.) **DET** Exterior Walls **WD CLPBD** Roof Surface **ASPH SHNGL** Manufactured Housing Yes No
 Does the property generally conform to the neighborhood in terms of style, condition, and construction materials? Yes No If No, attach description.
 Are there any apparent physical deficiencies or conditions that would affect the soundness or structural integrity of the improvements or the livability of the property?
 Yes No If Yes, attach description.
 Are there any apparent adverse environmental conditions (hazardous wastes, toxic substances, etc.) present in the improvements, on the site, or in the immediate vicinity of the subject property?
 Yes No If Yes, attach description.

I researched the subject market area for comparable listings and sales that are the most similar and proximate to the subject property.
 My research revealed a total of **N/A** sales ranging in sales price from \$ _____ to \$ _____.
 My research revealed a total of **N/A** listings ranging in list price from \$ _____ to \$ _____.
 The analysis of the comparable sales below reflects market reaction to significant variations between the sales and the subject property.

FEATURE	SUBJECT	SALE 1	SALE 2	SALE 3
Address	15 GREEN WAY WAYLAND, MA	20 HIGHGATE ROAD WAYLAND, MA 01778	9 ANTHONY ROAD WAYLAND, MA 01778	8 LAKESPUR WAYLAND, MA 01778
Proximity to Subject		1.19 MILES	1.34 MILES	1.94 MILES
Sales Price	\$ N/A	\$ 582,000	\$ 565,900	\$ 539,000
Price/Gross Liv. Area	\$ 0.00	\$ 329.19	\$ 299.42	\$ 299.44
Data & Verif. Sources		EXT INSP/MLS/PBLC REC	EXT INSP/MLS/PBLC REC	EXT INSPECTION/MLS
VALUE ADJUSTMENTS	DESCRIPTION	DESCRIPTION	DESCRIPTION	DESCRIPTION
Sales or Financing		CONV SALE	CONV SALE	CONV SALE
Concessions		DOM: 22	DOM: 7	DOM: 21
Date of Sale/Time	INSP 9/14/2015	8/3/2015 SD	8/15/2015 SD	7/15/2015 SD
Location	SUBURBAN	SUBURBAN	SUBURBAN	SUBURBAN
Site	14,256 SF	20,547 SF	20,014 SF	CONDO
View	NEIGHBRHD	NEIGHBRHD	NEIGHBRHD	NEIGHBORHD
Design (Style)	COLONIAL	COLONIAL	COLONIAL	CONDO DET
Actual Age (Yrs.)	15	58	57	35
Condition	AVERAGE	AVERAGE	AVERAGE	AVERAGE
Above Grade	Total Bdrms Baths	Total Bdrms Baths	Total Bdrms Baths	Total Bdrms Baths
Room Count	7 : 4 : 2/1	7 : 4 : 1/1	8 : 3 : 1/1	10,000 : 6 : 2 : 2/1
Gross Living Area	2,204 Sq. Ft.	1,788 Sq. Ft.	1,890 Sq. Ft.	9,400 : 1,800 Sq. Ft. : 12,100
Basement and Finished Rooms Below Grade	FULL BSMT FINISHED	FULL BSMT FINISHED	FULL BSMT FINISHED	FULL BSMT UNFINISHED
Garage/Carport	2 CAR GAR	2 CAR GAR	2 CAR GAR	2 CAR GAR
Net Adj. (total)		<input checked="" type="checkbox"/> + <input type="checkbox"/> - \$ 23,100	<input checked="" type="checkbox"/> + <input type="checkbox"/> - \$ 19,400	<input checked="" type="checkbox"/> + <input type="checkbox"/> - \$ 32,100
Adjusted Sales Price of Comparables		Gross: 4.0 Net: 4.0 \$ 605,000	Gross: 3.4 Net: 3.4 \$ 585,300	Gross: 6.0 Net: 6.0 \$ 571,100
Date of Prior Sales	NO PRIOR SALE IN	NO PRIOR SALE IN THE	NO PRIOR SALE IN THE	NO PRIOR SALE IN THE
Price of Prior Sales	\$ PAST 3 YRS	\$ PAST YEAR	\$ PAST YEAR	\$ PAST YEAR

Analysis of any current agreement of sale, option, or listing of the subject property and analysis of the prior sales of subject and comparables:
 Summary of sales comparison and value conclusion: **The subject neighborhood compatibility is average and typical. GLA adjusted at \$30 per S.F. All other adjustments as noted. Comparables support estimation of market value.**

This appraisal is made "as-is", or subject to completion per plans and specifications on the basis of a hypothetical condition that the improvements have been completed, or subject to the following repairs, alterations or conditions:
 BASED ON AN EXTERIOR INSPECTION FROM THE STREET OR AN INTERIOR AND EXTERIOR INSPECTION, I ESTIMATE THE MARKET VALUE, AS DEFINED, OF THE REAL PROPERTY THAT IS THE SUBJECT OF THIS REPORT TO BE \$ **575,000**, AS OF **9/14/2015**

Desktop Underwriter Quantitative Analysis Appraisal Report

File No.: 15GREEN

PUD	Project Information for PUDs (if applicable)--Is the developer/builder in control of the Home Owners' Association (HOA)? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Provide the following information for PUDs only if the developer/builder is in control of the HOA and the subject property is an attached dwelling unit:
	Total number of phases _____ Total number of units _____ Total number of units sold _____
	Total number of units rented _____ Total number of units for sale _____ Data Source(s) _____
Was the project created by the conversion of existing buildings into a PUD? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state date of conversion: _____	
Does the project contain any multi-dwelling units? <input type="checkbox"/> Yes <input type="checkbox"/> No Data Source: _____	
Are the common elements completed? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, describe status of completion: _____	
Are any common elements leased to or by the Home Owners' Association? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach addendum describing rental terms and options.	
Describe common elements and recreational facilities: _____	
CONDOMINIUM	Project Information for Condominiums (if applicable)--Is the developer/builder in control of the Home Owners' Association (HOA)? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Provide the following information for all Condominium Projects:
	Total number of phases _____ Total number of units _____ Total number of units sold _____
	Total number of units rented _____ Total number of units for sale _____ Data Source(s) _____
Was the project created by the conversion of existing buildings into a condominium? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date of conversion: _____	
Project Type: <input type="checkbox"/> Primary Residence <input type="checkbox"/> Second Home or Recreational <input type="checkbox"/> Row or Townhouse <input type="checkbox"/> Garden <input type="checkbox"/> Midrise <input type="checkbox"/> Highrise <input type="checkbox"/> _____	
Condition of the project, quality of construction, unit mix, etc.: _____	
Are the common elements completed? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, describe status of completion: _____	
Are any common elements leased to or by the Home Owners' Association? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach addendum describing rental terms and options.	
Describe common elements and recreational facilities: _____	

PURPOSE OF APPRAISAL: The purpose of this appraisal is to estimate the market value of the real property that is the subject of this report based on a quantitative sales comparison analysis for use in the mortgage finance transaction.

DEFINITION OF MARKET VALUE: The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently, knowledgeably and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby: (1) buyer and seller are typically motivated; (2) both parties are well informed or well advised, and each acting in what he considers his own best interest; (3) a reasonable time is allowed for exposure in the open market; (4) payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and (5) the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions* granted by anyone associated with the sale.

* Adjustments to the comparables must be made for special or creative financing or sales concessions. No adjustments are necessary for those costs which are normally paid by sellers as a result of tradition or law in a market area; these costs are readily identifiable since the seller pays these costs in virtually all sales transactions. Special or creative financing adjustments can be made to the comparable property by comparisons to financing terms offered by a third party institutional lender that is not already involved in the property or transaction. Any adjustment should not be calculated on a mechanical dollar for dollar cost of the financing or concession but the dollar amount of any adjustment should approximate the market's reaction to the financing or concessions based on the appraiser's judgment.

STATEMENT OF LIMITING CONDITIONS AND APPRAISER'S CERTIFICATION

CONTINGENT AND LIMITING CONDITIONS: The appraiser's certification that appears in the appraisal report is subject to the following conditions:


1. The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it. The appraiser assumes that the title is good and marketable and, therefore, will not render any opinions about the title. The property is appraised on the basis of it being under responsible ownership.
2. The appraiser has provided any required sketch in the appraisal report to show approximate dimensions of the improvements and the sketch is included only to assist the reader of the report in visualizing the property and understanding the appraiser's determination of its size.
3. The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand.
4. The appraiser has noted in the appraisal report any adverse conditions (such as, but not limited to, needed repairs, the presence of hazardous wastes, toxic substances, etc.) observed during the inspection of the subject property or that he or she became aware of during the normal research involved in performing the appraisal. Unless otherwise stated in the appraisal report, the appraiser has no knowledge of any hidden or unapparent conditions of the property or adverse environmental conditions (including the presence of hazardous wastes, toxic substances, etc.) that would make the property more or less valuable, and has assumed that there are no such conditions and makes no guarantees or warranties, expressed or implied, regarding the condition of the property. The appraiser will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. Because the appraiser is not an expert in the field of environmental hazards, the appraisal report must not be considered as an environmental assessment of the property.
5. The appraiser obtained the information, estimates, and opinions that were expressed in the appraisal report from sources that he or she considers to be reliable and believes them to be true and correct. The appraiser does not assume responsibility for the accuracy of such items that were furnished by other parties.
6. The appraiser will not disclose the contents of the appraisal report except as provided for in the Uniform Standards of Professional Appraisal Practice.
7. The appraiser must provide his or her prior written consent before the lender/client specified in the appraisal report can distribute the appraisal report (including conclusions about the property value, the appraiser's identity and professional designations, and references to any professional appraisal organizations or the firm with which the appraiser is associated) to anyone other than the borrower; the mortgagee or its successors and assigns; the mortgage insurer; consultants; professional appraisal organizations; any state or federally approved financial institution; or any department, agency, or instrumentality of the United States or any state or the District of Columbia; except that the lender/client may distribute the report to data collection or reporting service(s) without having to obtain the appraiser's prior written consent. The appraiser's written consent and approval must also be obtained before the appraisal can be conveyed by anyone to the public through advertising, public relations, news, sales, or other media.
8. The appraiser has based his or her appraisal report and valuation conclusion for an appraisal that is subject to completion per plans and specifications on the basis of a hypothetical condition that the improvements have been completed.
9. The appraiser has based his or her appraisal report and valuation conclusion for an appraisal that is subject to completion, repairs, or alterations on the assumption that completion of the improvements will be performed in a workmanlike manner.

APPRAISER'S CERTIFICATION: The Appraiser certifies and agrees that:

1. I performed this appraisal by (1) personally inspecting from the street the subject property and neighborhood and each of the comparable sales (unless I have otherwise indicated in this report that I also inspected the interior of the subject property); (2) collecting, confirming, and analyzing data from reliable public and/or private sources; and (3) reporting the results of my inspection and analysis in this summary appraisal report. I further certify that I have adequate information about the physical characteristics of the subject property and the comparable sales to develop this appraisal.
2. I have researched and analyzed the comparable sales and offerings/listings in the subject market area and have reported the comparable sales in this report that are the best available for the subject property. I further certify that adequate comparable market data exists in the general market area to develop a reliable sales comparison analysis for the subject property.
3. I have taken into consideration the factors that have an impact on value in my development of the estimate of market value in the appraisal report. I further certify that I have noted any apparent or known adverse conditions in the subject improvements, on the subject site, or on any site within the immediate vicinity of the subject property of which I am aware, have considered these adverse conditions in my analysis of the property value to the extent that I had market evidence to support them, and have commented about the effect of the adverse conditions on the marketability of the subject property. I have not knowingly withheld any significant information from the appraisal report and I believe, to the best of my knowledge, that all statements and information in the appraisal report are true and correct.
4. I stated in the appraisal report only my own personal, unbiased, and professional analysis, opinions, and conclusions, which are subject only to the contingent and limiting conditions specified in this form.
5. I have no present or prospective interest in the property that is the subject of this report, and I have no present or prospective personal interest or bias with respect to the participants in the transaction. I did not base, either partially or completely, my analysis and/or the estimate of market value in the appraisal report on the race, color, religion, sex, age, marital status, handicap, familial status, or national origin of either the prospective owners or occupants of the subject property or of the present owners or occupants of the properties in the vicinity of the subject property or on any other basis prohibited by law.
6. I have no present or contemplated future interest in the subject property, and neither my current or future employment nor my compensation for performing this appraisal is contingent on the appraised value of the property.
7. I was not required to report a predetermined value or direction in value that favors the cause of the client or any related party, the amount of the value estimate, the attainment of a specific result, or the occurrence of a subsequent event in order to receive my compensation and/or employment for performing the appraisal. I did not base the appraisal report on a requested minimum valuation, a specific valuation, or the need to approve a specific mortgage loan.
8. I estimated the market value of the real property that is the subject of this report based on the sales comparison approach to value. I further certify that I considered the cost and income approaches to value, but, through mutual agreement with the client, did not develop them, unless I have noted otherwise in this report.
9. I performed this appraisal as a limited appraisal, subject to the Departure Provision of the Uniform Standards of Professional Appraisal Practice that were adopted and promulgated by the Appraisal Standards Board of The Appraisal Foundation and that were in the place as of the effective date of the appraisal (unless I have otherwise indicated in this report that the appraisal is a complete appraisal, in which case, the Departure Provision does not apply).
10. I acknowledge that an estimate of a reasonable time for exposure in the open market is a condition in the definition of market value. The exposure time associated with the estimate of market value for the subject property is consistent with the marketing time noted in the Neighborhood section of this report. The marketing period concluded for the subject property at the estimated market value is also consistent with the marketing time noted in the Neighborhood section.
11. I personally prepared all conclusions and opinions about the real estate that were set forth in the appraisal report. I further certify that no one provided significant professional assistance to me in the development of this appraisal.

SUPERVISORY APPRAISER'S CERTIFICATION: If a supervisory appraiser signed the appraisal report, he or she certified and agrees that: I directly supervise the appraiser who prepared the appraisal report, have examined the appraisal report for compliance with the Uniform Standards of Professional Appraisal Practice, agree with the statements and conclusions of the appraiser, agree to be bound by the appraiser's certifications numbered 5 through 7 above, and am taking full responsibility for the appraisal and the appraisal report.

APPRAISER:

Signature: 
 Name: Andrew C Klein
 Company Name: AC Klein Appraisal Associates
 Company Address: 15 Commonwealth Terrace
Brighton, MA 02135
 Date of Report/Signature: 9/14/2015
 State Certification #: CERT RES # 4018
 or State License #: _____
 State: MA
 Expiration Date of Certification or License: 5/6/2017

SUPERVISORY APPRAISER (ONLY IF REQUIRED):

Signature: _____
 Name: _____
 Company Name: _____
 Company Address: _____
 Date of Report/Signature: _____
 State Certification #: _____
 or State License #: _____
 State: _____
 Expiration Date of Certification or License: _____

ADDRESS OF PROPERTY APPRAISED:
15 GREEN WAY
WAYLAND, MA 01778

APPRAISED VALUE OF THE SUBJECT PROPERTY \$ 575,000
 EFFECTIVE DATE OF APPRAISAL/INSPECTION 9/14/2015

LENDER/CLIENT:
 Name: _____
 Company Name: RICHARD A BELINSKY JR
 Company Address: 15 GREEN WAY WAYLAND, MA 01778

SUPERVISORY APPRAISER:

- SUBJECT PROPERTY
- Did not inspect subject property
 - Did inspect exterior of subject property from street
 - Did inspect interior and exterior of subject property
- COMPARABLE SALES
- Did not inspect exterior of comparable sales from street
 - Did inspect exterior of comparable sales from street

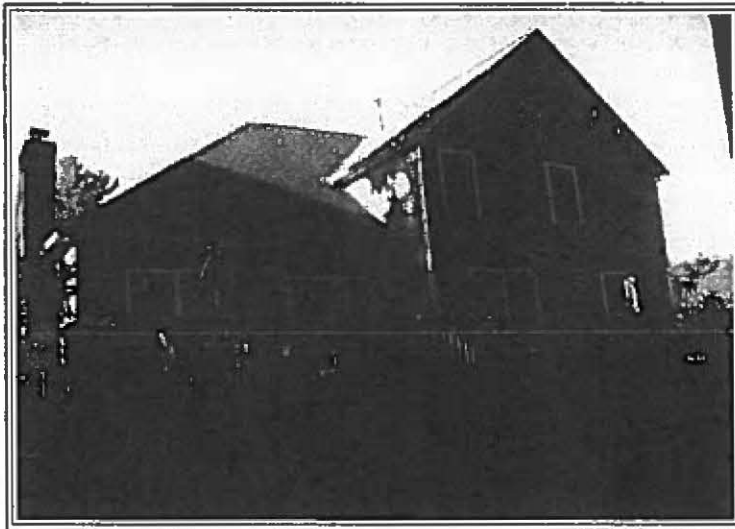
SUBJECT PROPERTY PHOTO ADDENDUM

Borrower: RICHARD A BELINSKY JR	File No.: 15GREEN	
Property Address: 15 GREEN WAY	Case No.:	
City: WAYLAND	State: MA	Zip: 01778
Lender: RICHARD A BELINSKY JR		

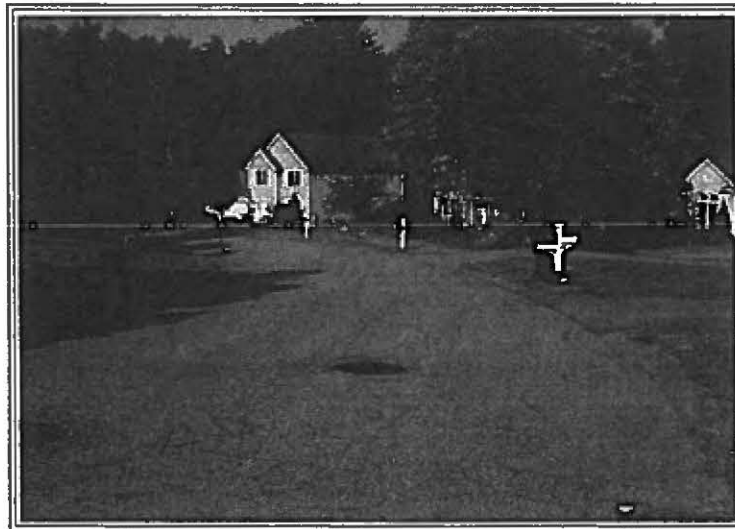


FRONT VIEW OF
SUBJECT PROPERTY

Appraised Date: September 14, 2015
Appraised Value: \$ 575,000



REAR VIEW OF
SUBJECT PROPERTY



STREET SCENE

Borrower: RICHARD A BELINSKY JR
Property Address: 15 GREEN WAY
City: WAYLAND
Lender: RICHARD A BELINSKY JR

File No.: 15GREEN
Case No.:
State: MA Zip: 01778



BATHROOM



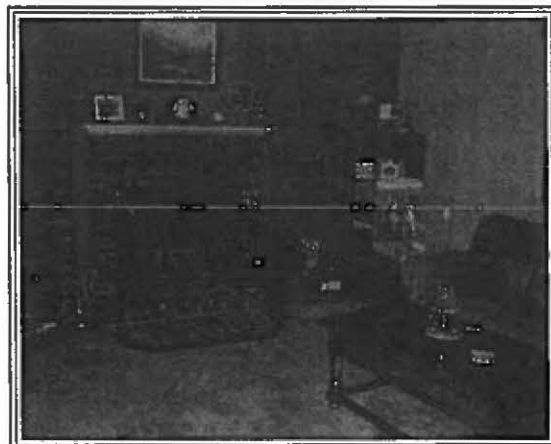
BATHROOM



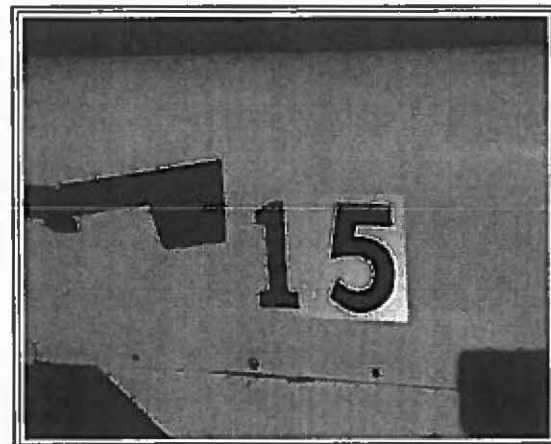
BATHROOM



KITCHEN



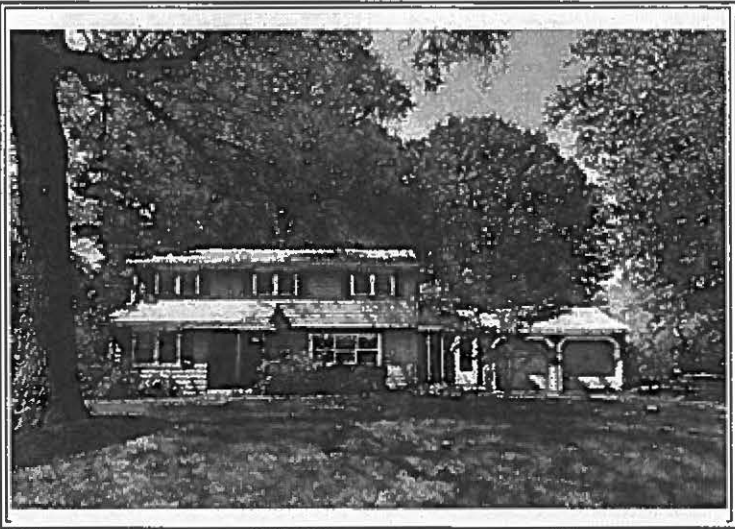
LIVINGROOM



ADDRESS VERIFICATION

COMPARABLE PROPERTY PHOTO ADDENDUM

Borrower: RICHARD A BELINSKY JR	File No.: 15GREEN
Property Address: 15 GREEN WAY	Case No.:
City: WAYLAND	State: MA Zip: 01778
Lender: RICHARD A BELINSKY JR	



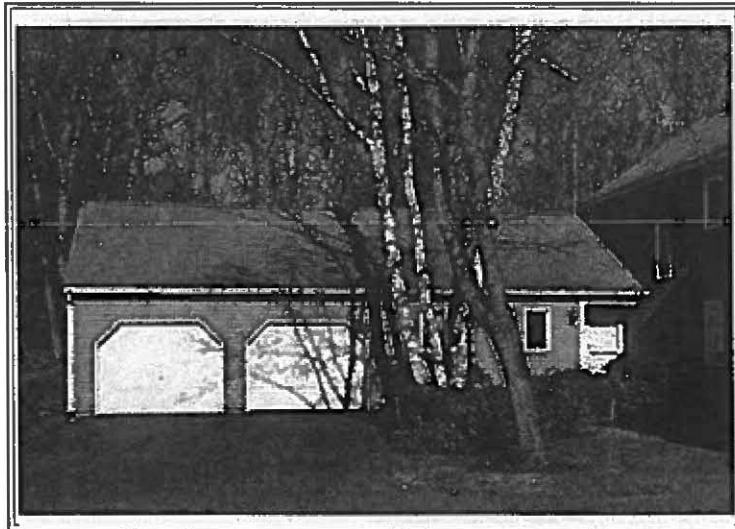
COMPARABLE SALE #1

20 HIGHGATE ROAD
WAYLAND, MA 01778
Sale Date: 8/3/2015 SD
Sale Price: \$ 582,000



COMPARABLE SALE #2

9 ANTHONY ROAD
WAYLAND, MA 01778
Sale Date: 8/15/2015 SD
Sale Price: \$ 565,900



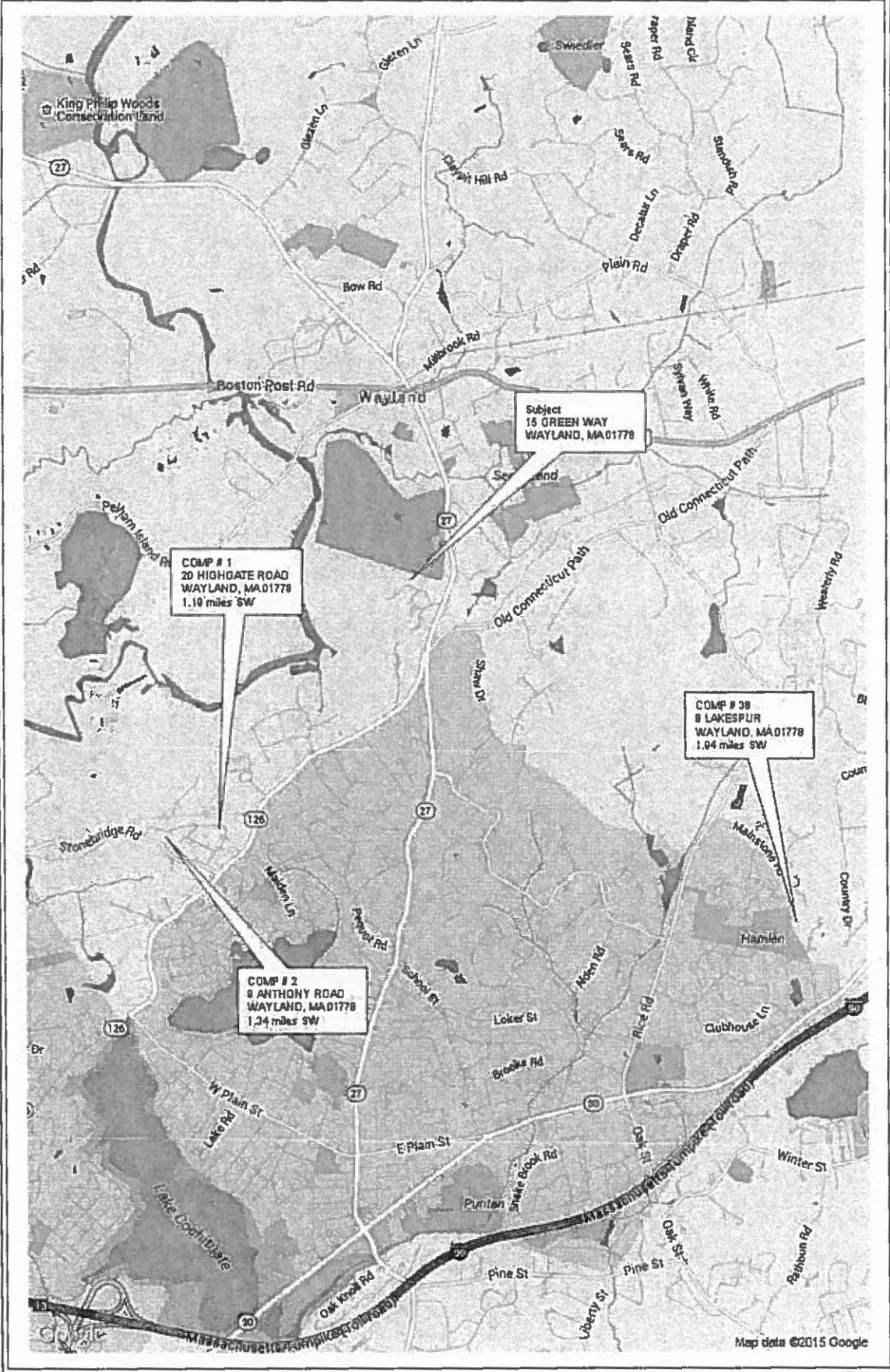
COMPARABLE SALE #3

8 LAKESPUR
WAYLAND, MA 01778
Sale Date: 7/15/2015 SD
Sale Price: \$ 539,000

LOCATION MAP

Borrower: RICHARD A BELINSKY JR
Property Address: 15 GREEN WAY
City: WAYLAND
Lender: RICHARD A BELINSKY JR

File No.: 15GREEN
Case No.:
State: MA
Zip: 01778



UNIT DEED

17E

MES-Wayland Residential Development, LLC, a Massachusetts limited liability company (the "Grantor"), for consideration paid and in full consideration of the sum of ONE HUNDRED THOUSAND DOLLARS (\$100,000.00), hereby grants with QUITCLAIM COVENANTS to Richard Belinsky and Jayne Belinsky of Wayland, Massachusetts, the following described premises in the Homes at Traditions of Wayland Condominium, a condominium established under and pursuant to the provisions of Massachusetts General Laws, Chapter 183A, having a post office address at Green Way, Wayland, Middlesex County, Massachusetts, created by Master Deed dated January 28, 2000, and recorded in the Middlesex South Registry of Deeds on January 28, 2000 as Instrument No. 988 to wit:

15 GREEN
UNIT of WAYLAND
155 02/06/00 11:13:14
450,000
EXCISE TAX

husband and wife, as tenants by the entirety, both of 15 Green Way, Wayland, MA Unit No. 8, together with an undivided 47 percent interest appertaining to said Unit in the common areas and facilities of said Condominium, and together with the rights and easements appurtenant to said Unit as set forth in said Master Deed. Attached hereto are copies of portions of the plans filed with said Master Deed, bearing the verified statement of a registered architect or registered land surveyor certifying that they show the unit designation of the Unit hereby conveyed and of immediately adjoining units, and that they fully and accurately depict the layout of the Unit hereby conveyed, its location, dimensions, approximate area, main entrance and immediate common area to which it has access, as built.

Said Unit is intended to be used solely for single family residence purposes as set forth in Section 11 of said Master Deed, and is subject to the restrictions as set forth in Section 12 of said Master Deed that no Unit shall be used in any manner which violates applicable law, or which violates or causes a breach under any permit, approval or agreement to which the Board of Trustees may be bound or which relates to one or more of the Lots (as such terms are defined in said Master Deed).

Said premises are conveyed subject to and with the benefits of (a) all items referred to in Exhibit A to said Master Deed (except for mortgages), insofar as now in force and applicable, (b) the terms and provisions of said Master Deed, the Declaration of Trust of The Homes at Traditions of Wayland Condominium Trust of even date and recorded with said Master Deed, including the By-Laws of said Condominium Trust therein set forth, and any rules and regulations promulgated thereunder, (c) the obligations under said Master Deed and said Declaration of Trust to pay the assessments duly established and attributable to the Unit, (d) the provisions of Massachusetts General Laws, Chapter 183A, (e) provisions of existing building and zoning laws, (f) such taxes attributable to said Unit for the current tax year as are not now due and payable, all of which the Grantee by acceptable hereof agrees to comply with, perform, assume and pay, and (g) Addendum 1, Deed Rider.

8K31119PG476

WITNESS the execution hereof, under seal, this 07 day of February, 2000.

MES-WAYLAND RESIDENTIAL
DEVELOPMENT, LLC

BY [Signature]
Manager, Duly authorized

COMMONWEALTH OF MASSACHUSETTS

N. L. L. .ss. 2/7, 2000

Then personally appeared the above-named W. R. H. Mansell
and acknowledged the foregoing instrument to be in his free act and deed as Manager as
aforesaid, before me.

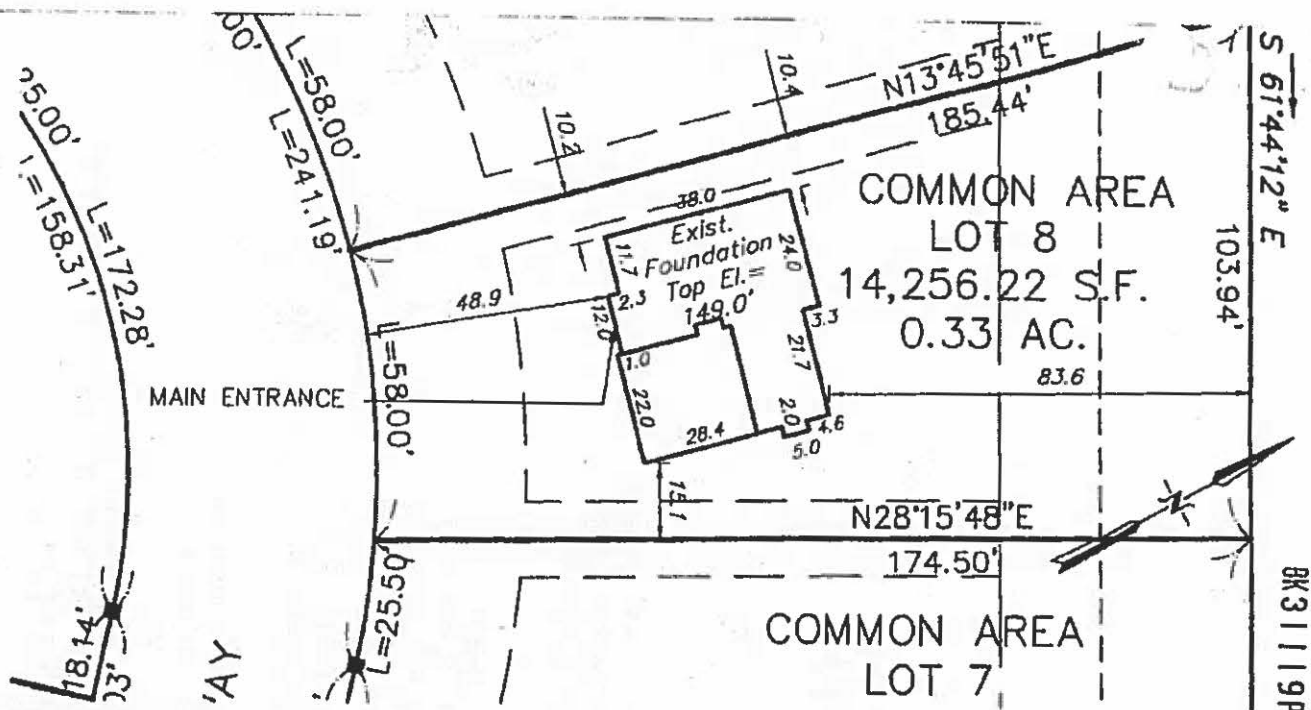
[Signature]
Notary Public

My Commission expires: 3/6/2003

02/08/00 2:27PM 01
000000 N3354

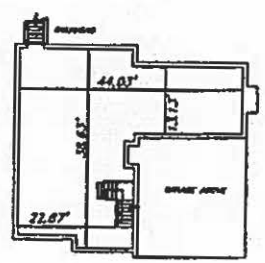
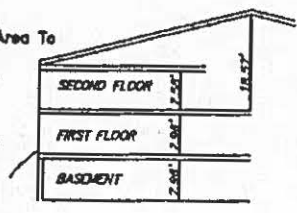
FEE \$456.00
EST \$456.00

CANCELLED
CAMBRIDGE
DEEDS REG. &
MIDDLE SOUTH

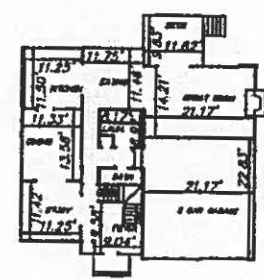


The Undersigned Herby Certifies That This Plan Depicts The Unit Designation Of The Unit Being Conveyed Herewith And Of Immediately Adjoining Units, And That This Plan Fully And Accurately Depicts The Layout Of The Unit, Its Location, Dimensions, Approximate Area, Main Entrance, And Immediate Common Area To Which It Has Access.

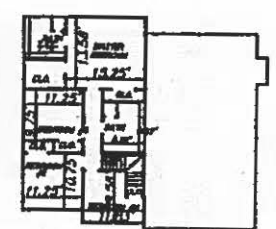
DATE: _____



BASEMENT FLOOR
1,120 S.F.



FIRST FLOOR
1,240 S.F.



SECOND FLOOR
940 S.F.

BK31119PG478

ADDENDUM
LOCAL INITIATIVE PROGRAM

DEED RIDER
For
Comprehensive Permit Ownership Projects

(annexed to and made part of that certain deed (the "Deed")
from MES-Wayland Residential Development ("Grantor")
to Richard Belinsky & Jayne Belinsky ("Grantee")
dated February 7, 2000.)

WITNESSETH

WHEREAS, pursuant to M.G.L. c. 40B, Sections 20-23 (the "Act") and the final report of the Special Legislative Commission Relative to Low and Moderate Income Housing Provisions issued in April, 1989, regulations have been promulgated at 760 CMR 45.00 et seq. (the "Regulations") which establish the Local Initiative Program ("LIP");

WHEREAS, the Executive Office of Communities and Development of the Commonwealth of Massachusetts, an executive office duly organized and existing pursuant to Chapter 6A of the General Laws, acting by and through its Department of Community Affairs pursuant to Chapter 23B of the General Laws ("EOCD") administers the LIP Program on behalf of the Commonwealth;

WHEREAS, it is the purpose of the LIP Program to give cities and towns greater flexibility in their efforts to provide affordable housing to households having low and moderate incomes.

WHEREAS, the City/Town of Wayland, MA (the "Municipality") acting by and through its Chief Elected Official (as that term is defined in the Regulations) has elected to participate in the LIP Program;

WHEREAS, EOCD has determined that the rights and restrictions granted herein to EOCD and to the Municipality serve the public's interest in the creation and retention of affordable housing for persons and families of low and moderate income and in the restricting of the resale price of property in order to assure its affordability by future low and moderate income purchasers;

LIPDR-1

WHEREAS, pursuant to the LIP Program, eligible purchasers such as the Grantee are given the opportunity to purchase certain property at a discount of the property's appraised fair market value if the purchaser agrees to convey the property on resale to an eligible purchaser located by the Municipality or EOCD, to the Municipality, or to EOCD for a "Maximum Resale Price" equal to the appraised fair market value of the property at the time of resale, as determined by EOCD, multiplied by the applicable Discount Rate (as hereinafter defined), or, if there is no eligible purchaser to purchase the property at the Maximum Resale Price, then for a lesser amount equal to or greater than the purchase price plus costs of capital improvements and marketing expenses;

WHEREAS, the Grantor and the Grantee are participating in the LIP Program, and in accordance with the LIP Program the Grantor is conveying that certain real property more particularly described in the Deed ("Property") to the Grantee at a consideration which is less than the appraised value of the Property; and

WHEREAS, a Discount Rate equal to 23.7% of the appraised fair market value of the Property (the "Discount Rate") as determined by EOCD is hereby assigned to the Property, and such Discount Rate shall be used in determining the Maximum Resale Price of the Property (UPON ITS DETERMINATION OF THE DISCOUNT RATE FOR THE PROPERTY, EOCD WILL ISSUE TO THE GRANTEE A CERTIFICATE IN RECORDABLE FORM (THE "DISCOUNT RATE CERTIFICATE") WHICH STATES THE APPROVED DISCOUNT RATE FOR THE PROPERTY AND WHICH SHALL BE RECORDED WITH THE FIRST DEED OF THE PROPERTY.);

NOW THEREFORE, as further consideration from the Grantee to the Grantor, EOCD and the Municipality for the conveyance of the Property at a discount in accordance with the LIP Program, the Grantee, his heirs, successors and assigns, hereby agrees that the Property shall be subject to the following rights and restrictions which are hereby imposed for the benefit of, and shall be enforceable by, the Grantor's assignees and designees, the Secretary of the Executive Office of Communities and Development, or its successors, assigns, agents and designees ("Secretary") and the Municipality, acting by and through its Chief Elected Official.

1. Right of First Refusal: (a) When the Grantee or any successor in title to the Grantee shall desire to sell, dispose of or otherwise convey the Property, or any portion thereof, the Grantee shall notify the Secretary and the Municipality in writing of the Grantee's intention to so convey the Property ("Notice"). The Notice shall contain an appraisal of the fair market value of the Property acceptable to the Secretary and the Municipality prepared by a real estate appraiser acceptable to the Secretary and the Municipality and qualified to appraise property for secondary mortgage markets and recognized as utilizing acceptable professional appraisal standards in Massachusetts, and the Notice shall set forth the Discount Rate and the Maximum Resale Price of the Property. Within thirty (30) days of the giving of the

Notice by the Grantee, the Municipality shall notify the Grantee in writing (with a copy to the Secretary) as to whether the Municipality is proceeding to locate an eligible purchaser of the Property or the Municipality shall exercise its right of first refusal to purchase the Property ("the Municipality's Notice.") If the Municipality's Notice states that the Municipality is not proceeding to locate an eligible purchaser and that the Municipality shall not exercise its right of first refusal to purchase the Property, or if the Municipality fails to give the Municipality's Notice within said thirty (30) days then, and only under such circumstances, the Secretary may, at any time from the thirty first (31st) day after the giving of the Notice to and including the fortieth (40th) day after the giving of the Notice, notify the Grantee in writing (with a copy to the Municipality) as to whether the Secretary is proceeding to locate an eligible purchaser of the Property or whether the Secretary shall exercise its right of first refusal, to purchase the Property ("the Secretary's Notice"). For the purpose of this Deed Rider, an "eligible purchaser" shall mean a purchaser who satisfies the criteria set forth in the LIP Program guidelines in effect at the time the Municipality or the Secretary locates such purchaser, and who, if located by the Municipality, is ready and willing to purchase the Property within ninety (90) days after the Grantee gives the Notice, or who, if located by the Secretary, is ready and willing to purchase the Property between ninety (90) days and one hundred five (105) days after the Grantee gives the Notice.

(b) In the event that (i) the Municipality's Notice states that the Municipality does not intend to proceed to locate an eligible purchaser and that the Municipality does not intend to exercise its right of first refusal to purchase the Property, or the Municipality fails to give the Municipality's Notice within the time period specified above and (ii) the Secretary's Notice states that the Secretary does not intend to proceed to locate an eligible purchaser and that the Secretary does not intend to exercise its right of first refusal to purchase the Property, or the Secretary fails to give the Secretary's Notice within the time period specified above, the Grantee may convey the Property to any third party free of all restrictions set forth herein, provided, however, all consideration and payments of any kind received by the Grantee for the conveyance of the Property to the third party which exceeds the Maximum Resale Price shall be immediately and directly paid to the Municipality. Upon receipt of this excess amount, if any, the Municipality, acting by and through its Chief Elected Official, and the Secretary or the Secretary's designee shall issue to the third party a certificate in recordable form (the "Compliance Certificate") indicating the Municipality's receipt of the excess amount, if applicable, or indicating that no excess amount is payable, and stating that the Municipality and the Secretary have each elected not to exercise its right of first refusal hereunder and that all rights, restrictions, agreements and covenants set forth in this Deed Rider shall be henceforth null and void. This Compliance Certificate is to be recorded in the appropriate Registry of Deeds or registered with the appropriate Registry District of the Land Court and such Compliance Certificate may be relied upon by the then owner of the Property and by third parties as constituting conclusive evidence that such excess

amount, if any, has been paid to the Municipality, or that no excess amount is payable, and that the rights, restrictions, agreements and covenants set forth herein are null and void.

(c) In the event the Municipality, within said thirty (30) day period, notifies the Grantee that the Municipality is proceeding to locate an eligible purchaser or that the Municipality shall exercise the Municipality's right of first refusal to purchase the Property, the Municipality may locate an eligible purchaser, who shall purchase the Property at the Maximum Resale Price subject to Deed Rider satisfactory in form and substance to EOCD, within ninety (90) days of the date that the Notice is given or the Municipality may purchase the Property itself at the Maximum Resale Price within ninety (90) days of the date that the Notice is given. If the Municipality shall fail to locate an eligible purchaser who purchases the Property within ninety (90) days of the date that the Notice is given, and if the Municipality fails to purchase the Property itself within said period, then, and only in such circumstances the Secretary, without any additional notice to the Grantee, may between ninety-one (91) days of the date that the Notice is given and one hundred five (105) days of the date that the Notice is given, purchase the Property itself at the Maximum Resale Price, or locate an eligible purchaser, who shall between ninety-one (91) days and one hundred five (105) days of the date that the Notice is given purchase the Property at the Maximum Resale Price, subject to a Deed Rider satisfactory in form and substance to EOCD. If more than one eligible purchaser is located by the Municipality, the Municipality shall conduct a lottery or other like procedure approved by EOCD to determine which eligible purchaser shall be entitled to the conveyance of the Property. If more than one eligible purchaser is located by the Secretary, the Secretary shall conduct a lottery or other like procedure in the Secretary's sole discretion to determine which eligible purchaser shall be entitled to the conveyance of the Property.

(d) If an eligible purchaser is selected to purchase the Property, or if the Municipality or the Secretary elects to purchase the Property, the Property shall be conveyed by the Grantee to such eligible purchaser or to the Municipality or the Secretary as the case may be, by a good and sufficient quitclaim deed conveying a good and clear record and marketable title to the Property free from all encumbrances except (i) such taxes for the then current year as are not due and payable on the date of delivery of the deed (ii) any lien for municipal betterments assessed after the date of the Notice, (iii) provisions of local building and zoning laws, (iv) all easements, restrictions, covenants and agreements of record specified in the Deed from the Grantor to Grantee, (v) a Regulatory Agreement among EOCD, the Municipality and MES-Wayland Residential Development, LLC (the Project Sponsor) dated February 4, 2000 and recorded with the Middlesex Registry of Deeds as instrument No: 41 _____, (the "Regulatory Agreement") or any successor regulatory agreement entered into between EOCD and the Municipality pursuant to the provisions of Section 16 of the Regulatory Agreement, (vi) such additional easements, restrictions, covenants and agreements of record as the

Municipality and the Secretary consent to, such consent not to be unreasonably withheld or delayed, and (vii) in the event that the Property is conveyed to an eligible purchaser, a Deed Rider satisfactory in form and substance to EOCD which the Grantee hereby agrees to annex to said deed.

(e) Said deed shall be delivered and the purchase price paid (the "Closing") at the Registry of Deeds in the County where the Property is located, or at the option of the eligible purchaser (or the Municipality or the Secretary, as the case may be, if the Municipality or the Secretary is purchasing the Property), exercised by written notice to the Grantee at least five (5) days prior to the delivery of the deed, at such other place as the eligible purchaser (or the Municipality or the Secretary, as the case may be, if the Municipality or the Secretary is purchasing the Property) may designate in said notice. The Closing shall occur at such time and on such date as shall be specified in a written notice from the eligible purchaser (or the Municipality or the Secretary is purchasing the Property) to the Grantee, which date shall be the least five (5) days after the date on which such notice is given, and if the eligible purchaser is located by the Municipality, or if the Municipality is purchasing the Property no later than ninety (90) days after the Notice is given by the Grantee, or if the eligible purchaser is located by the Secretary, or if the Secretary is purchasing the Property, no earlier than ninety-one (91) days after the Notice is given by the Grantee and no later than one hundred five (105) days after the Notice is given by the Grantee.

(f) To enable Grantee to make conveyance as herein provided, Grantee may if he so desires at the time of delivery of the deed, use the purchase money or any portion thereof to clear the title of any or all encumbrances or interests; all instruments so procured to be recorded simultaneously with the delivery of said deed.

(g) Water and sewer charges and taxes for the then current tax period shall be apportioned and fuel value shall be adjusted as of the date of Closing and the net amount thereof shall be added to or deducted from, as the case may be, the purchase price payable by the eligible purchaser or by the Municipality or the Secretary.

(h) Full possession of the Property free from all occupants is to be delivered at the time of the Closing, the Property to be then in the same condition as it is in on the date hereof, reasonable wear and tear only excepted.

(i) If Grantee shall be unable to give title or to make conveyance as above stipulated, or if any change of condition in the Property not included in the above exception shall occur, then Grantee shall be given a reasonable time not to exceed thirty (30) days after the date on which the Closing was to have occurred in which to remove any defect in title or to restore the Property to the condition hereby provided for. The Grantee shall use best efforts to remove any such defects in the title whether voluntary or involuntary and to restore the Property to the extent permitted by

insurance proceeds or condemnation award. The Closing shall occur fifteen (15) days after notice by Grantee that such defect has been cured or that the Property has been so restored. The eligible purchaser (or the Municipality or the Secretary, as the case may be, if the Municipality or the Secretary is purchasing the Property) shall have the election, at either the original or any extended time for performance, to accept such title as the Grantee can deliver to the Property in its then condition and to pay therefore the purchase price without deduction, in which case the Grantee shall convey such title, except that in the event of such conveyance in accordance with the provisions of this clause, if the Property shall have been damaged by fire or casualty insured against or if a portion of the Property shall have been taken by a public authority, then the Grantee shall, unless the Grantee has previously restored the Property to its former condition, either:

- (i) pay over or assign to the eligible purchaser or the Municipality or the Secretary as the case may be, on delivery of the deed, all amounts recovered or recoverable on account of such insurance or condemnation award less any amounts reasonable expended by the Grantee for the partial restoration, or
- (ii) if a holder of a mortgage on the Property shall not permit the insurance proceeds or the condemnation award or part thereof to be used to restore the Property to its former condition or to be so paid over or assigned, give to the eligible purchaser or to the Municipality or the Secretary, as the case may be, a credit against the purchase price, on delivery of the deed, equal to said amounts so retained by the holder of the said mortgage less any amounts reasonable expended by the Grantee for any partial restoration.

(j) If the Municipality fails to locate an eligible purchaser who purchases the Property within ninety (90) days after the Notice is given, and the Municipality does not purchase the Property during said period, and the Secretary fails to locate an eligible purchaser who purchases the Property between ninety one (91) days and one hundred five (105) days after the Notice is given, and the Secretary does not purchase the Property within said period, then following expiration of one hundred five (105) days after the Notice is given by Grantee, the Grantee may convey the Property to any third party free and clear of all rights and restrictions contained herein, including, but not limited to the Maximum Resale Price, provided, however, all consideration and payments of any kind received by the Grantee for the conveyance of the Property to the third party which exceeds the Maximum Resale Price shall be immediately and directly paid to the Municipality. Upon receipt of this excess amount, if any, the Municipality and the Secretary shall issue to the third party a Compliance Certificate in recordable form indicating the Municipality's receipt of the excess amount, if any, and indicating that the Municipality and the

Secretary have each elected not to exercise its right to locate an eligible purchaser and its right of first refusal hereunder and that all rights, restrictions, agreements and covenants contained herein are henceforth null and void. This Compliance Certificate is to be recorded in the appropriate Registry of Deeds or registered with the appropriate Registry District of the Land Court and such Compliance Certificate may be relied upon by the then owner of the Property and by third parties as constituting conclusive evidence that such excess amount, if any, has been paid to the Municipality and that the rights, restrictions, agreements and covenants set forth herein are null and void.

2. Resale and Transfer Restrictions: Except as otherwise stated herein, the Property or any interest therein shall not at any time be sold by the Grantee, the Grantee's successors and assigns, and no attempted sale shall be valid, unless:

(a) the aggregate value of all consideration and payments of every kind given or paid by the eligible purchaser (as located and defined in accordance with Section 1 above) or the Municipality or the Secretary, as the case may be, to the then owner of the Property for and in connection with the transfer of such Property, is equal to or less than the Maximum Resale Price for the Property, and (i) if the Property is conveyed to an eligible purchaser, unless a certificate (the "Eligible Purchaser Certificate") is obtained and recorded, signed and acknowledged by the Secretary or the Secretary's designee and the Municipality acting by and through its Chief Elected Official which Eligible Purchaser Certificate refers to the Property, the Grantee, the eligible purchaser thereof, and the Maximum Resale Price therefor, and states that the proposed conveyance, sale or transfer of the Property to the eligible purchaser is in compliance with the rights, restrictions, covenants and agreements contained in this Deed Rider, and unless there is also recorded a new Deed Rider executed by the eligible purchaser which new Deed Rider the Eligible Purchaser Certificate certifies is satisfactory in form and substance to EOCD and the Municipality; (ii) if the Property is conveyed to the Municipality unless a Certificate (the "Municipal Purchaser Certificate") is obtained and recorded, signed and acknowledged by the Secretary or the Secretary's designee and by the Municipality, acting by and through its Chief Elected Official, which Municipal Purchaser Certificate refers to the Property, the Grantee, the Municipality, and the Maximum Resale Price for the Property and states that the proposed conveyance, sale or transfer of the Property to the Municipality is in compliance with the rights, restrictions, covenants and agreements contained in this Deed Rider; or

(b) pursuant to Sections 1(b) or 1(f), any amount in excess of the Maximum Resale Price which is paid to the Grantee by a purchaser who is permitted to buy the Property pursuant to Sections 1(b) or 1(f), is paid by the Grantee to the Municipality, and the Secretary or the Secretary's designee and the Municipality acting by and through its Chief Elected Official execute and deliver a Compliance Certificate as described in Section 1(b) or 1(f) for recording with the appropriate registry of deeds

or registry district.

(c) Any good faith purchaser of the Property, any lender or other party taking a security interest in such Property and any other third party may rely upon a Compliance Certificate or an Eligible Purchaser Certificate or a Municipal Purchaser Certificate referring to the Property as conclusive evidence of the matters stated therein and may record such Certificate in connection with conveyance of the Property, provided, in the case of an Eligible Purchaser Certificate and a Municipal Purchaser Certificate the consideration recited in the deed or other instrument conveying the Property upon such resale shall not be greater than the consideration stated in the Eligible Purchaser Certificate or the Municipal Purchaser Certificate as the case may be. If the Property is conveyed to the Secretary, the acceptance by the Secretary of a deed of the Property from the Grantee and the recording of such deed shall be deemed conclusive evidence that all rights, restrictions, covenants and agreements set forth in this Deed Rider have been complied with and no certificate to that effect shall be necessary to establish the validity of such conveyance. If the Property is conveyed to the Municipality, any future sale of the Property by the Municipality shall be subject to the provisions of Section 4 of the Regulatory Agreement.

(d) Within ten (10) days of the closing of the conveyance of the Property from Grantor to Grantee, the Grantee shall deliver to the Municipality and to the Secretary a true and certified copy of the Deed of the Property, together with information as to the place of recording thereof in the public records. Failure of the Grantee, or Grantee's successors or assigns to comply with the preceding sentence shall not affect the validity of such conveyance.

(e) Notwithstanding anything to the contrary contained in this Deed Rider, the Maximum Resale Price shall not be less than the purchase price which the Grantee paid for the Property plus the costs of capital improvements and marketing expenses.

(f) The Grantee understands and agrees that nothing in this Deed Rider or the Regulatory Agreement in any way constitutes a promise or guarantee by EOCD or the Municipality that the Grantee shall actually receive the Maximum Resale Price for the Property or any other price for the Property.

3. Restrictions Against Leasing and Junior Encumbrances: The Property shall not be leased, refinanced, encumbered (voluntarily or otherwise) or mortgaged without the prior written consent of the Secretary and the Municipality, provided, however, that this provision shall not apply to a first mortgage granted in connection with this conveyance. Any rents, profits, or proceeds from any transaction described in the last preceding sentence which transaction has not received the prior written consent of the Secretary and the Municipality shall be paid to and be the property of the Municipality. In the event that the Secretary and the Municipality in the exercise

of their absolute discretion consent to any such lease, refinancing, encumbrance or mortgage, it shall be a condition to such consent that all rents, profits or proceeds from such transaction which exceed the carrying costs of the Property as determined by EOCD and the Municipality in their sole discretion shall be paid to and be the property of the Municipality.

4. Rights of Mortgagees: (a) Notwithstanding anything herein to the contrary, but subject to the next succeeding paragraph hereof, if the holder of record (other than the Grantor or any person related to the Grantor by blood, adoption, or marriage, or any entity in which the Grantor has a financial interest) of a first mortgage granted to a state or national bank, state or federal savings and loan association, cooperative bank, mortgage company, trust company, insurance company or other institutional lender or its successors or assigns (other than the Grantor, or any person related to the Grantor by blood, adoption or marriage, or any entity in which the Grantor has a financial interest) shall acquire the Property by reason of foreclosure or similar remedial action under the provisions of such mortgage or upon conveyance of the Property in lieu of foreclosure, and provided that the holder of such mortgage has given EOCD and the Municipality not less than (60) days prior written notice of its intention to foreclose upon its mortgage or to accept a conveyance of the Property in lieu of foreclosure, the rights and restrictions contained herein shall not apply to such holder upon such acquisition of the Property, any purchaser (other than the Grantor or any person related to the Grantor by blood, adoption or marriage, or any entity in which the Grantor has a financial interest) of the Property at a foreclosure sale conducted by such holder, or any purchaser (other than the Grantor or any person related to the Grantor by blood, adoption, or marriage, or any entity in which the Grantor has a financial interest) of the Property from such holder, and such Property shall thereupon and thereafter be free from all such rights and restrictions.

(b) In the event such holder, conducts a foreclosure or other proceeding enforcing its rights under such mortgage and the Property is sold for a price in excess of the greater of (i) the sum of the outstanding principal balance of the note secured by such mortgage plus all future advances, accrued interest and all reasonable costs and expenses which the holder is entitled to recover pursuant to the terms of the mortgage and (ii) the Maximum Resale Price applicable on the date of the sale, such excess shall be paid to the Municipality in consideration of the loss of the value and benefit of the rights and restrictions herein contained held by the Secretary and the Municipality and released by the Secretary and the Municipality pursuant to this section in connection with such proceeding (provided, that in the event that such excess shall be so paid to the Municipality by such holder, the Municipality shall thereafter indemnify such holder against loss or damage to such holder resulting from any claim made by the mortgagor of such mortgage to the extent that such claim is based upon payment of such excess by such holder to the Municipality in accordance herewith, provided that such holder shall give the Municipality prompt

notice of any such claim and shall not object to intervention by the Municipality in any proceeding relating thereto.) In order to determine the Maximum Resale Price of the Property at the time of foreclosure or other proceeding, the Municipality or EOCB may, at its own expense, obtain an appraisal of the fair market value of the Property satisfactory to such holder. The Maximum Resale Price shall be equal to the appraised fair market value so obtained, multiplied by the Discount Rate assigned to the Property. If the holder disagrees with such appraised value, the holder may obtain a second appraisal, at the holder's expense and the Maximum Resale Price shall be equal to the average of the two appraisal amounts multiplied by the Discount Rate. To the extent the Grantee possesses any interest in any amount which would otherwise be payable to the Municipality under this paragraph, to the fullest extent permissible by law, the Grantee hereby assigns its interest in such amount to said holder for payment to the Municipality.

5. Covenants to Run With the Property: (a) The Grantor and the Grantee, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, hereby grant and assign to the Municipality, the Municipality's agents, successors, designees and assigns and to the Secretary, the Secretary's agents, successors, designees and assigns the right of first refusal to purchase the Property as set forth herein, and the right to enforce the rights and restrictions, covenants and agreements set forth in this Deed Rider. The Grantor and the Grantee hereby grant to the Municipality and to the Secretary the right to enter upon the Property for the purpose of enforcing any and all of the restrictions, covenants and agreements herein contained, and to enforce the Municipality's and the Secretary's rights of first refusal to purchase the Property and the rights of the Municipality and the Secretary to designate a purchaser of the Property as set forth herein, and of taking all actions with respect to the Property which the Municipality or the Secretary may determine to be necessary or appropriate, with or without court order, to prevent, remedy or abate any violation of the restrictions, covenants and agreements and to enforce the Municipality's and the Secretary's rights of first refusal to purchase the Property and the rights of the Municipality and the Secretary to designate a purchaser of the Property set forth herein. The rights hereby granted to the Municipality and the Secretary shall be in addition to and not in limitation of any other rights and remedies available to the Grantor or the Municipality or the Secretary for enforcement of the restrictions, rights, covenants and agreements set forth in this Deed Rider. It is intended and agreed that all of the agreements, covenants, rights and restrictions set forth above shall be deemed to be covenants running with the Property and shall be binding upon and enforceable against the Grantee, the Grantee's successors and assigns and any party holding title to the Property, for the benefit of and enforceable by the Municipality, the Municipality's agents, successors, designees, and assigns and the Secretary, the Secretary's agents, successors, designees and assigns for a period which is the shortest of (i) fifty years from the creation of the restriction, or (ii) upon the recording of a Compliance Certificate or (iii) upon the recording of an Eligible Purchaser Certificate and a new Deed Rider executed by the

TO: Members of the Board of Selectmen
Nan Balmer, Town Administrator

FROM: Gretchen G. Schuler, for Noyes-Parris House owners and Wayland Historical Society

RE: Noyes-Parris House Preservation Restriction (PR)

DATE: October 15, 2015

Required Action. A vote and notarized signatures of BOS approving PR consistent with MGL Chapter 184, Section 32.

Background. The Noyes-Parris House, located at 196 Old Connecticut Path on the former Paine Estate, is the oldest extant dwelling in Wayland. The first PR was approved and recorded in 1998 by Sudbury Valley Trustees when selling to a developer who in turn sold to the Coopers. The PR is held by the Wayland Historical Society (WHS) and has been monitored when necessary by an informal group of members with expertise in the fields of architecture and preservation. The owners are seeking to improve the protection afforded by the PR on the property.

In consideration of selling the property the Coopers revisited the PR and decided that it did not properly protect key features of this unique ca. 1690 dwelling. Thus they asked the holders of the PR, the WHS, to enter into a new agreement, which is called the "*Amended and Restated Preservation Restriction Agreement between Glenn and Tessa Cooper and the Wayland Historical Society, Inc.*" This amended agreement is the subject of the present request.

Preservation Restriction Approval Process. PRs are governed by MGL Chapter 184, Sections 31-33, the same law that governs conservation restrictions. Approval of the Board of Selectmen is required before recording the restriction at the Registry of Deeds. The approval process begins with the willing partners (the Coopers-Grantors and the WHS - Grantees), approval of the PR's form and content by the Massachusetts Historical Commission (MHC), followed by signatures of the Grantors, the Grantees, the Selectmen, and finally the MHC before recording. The MHC has approved the final draft of the restriction and it has been signed (notarized signatures) by the Coopers and by the Board of WHS.

Noyes-Parris Preservation Restriction. The PR is a long document consisting of the following: Text of PR (p. 1-12); Signatures (p.13-23); Exhibit A-1,2,3, Legal Description, Plans, Maps (p.24-27); Exhibit B-1, B-2, Architectural Description and Historical Statement (p. 28-32); Exhibit B-3, B-4, Photographs and Plans (p. 33-49); Exhibit C, Guidelines for Maintenance and Improvements, (50-53); Exhibit D, Original PR (63 pages); for a total of 116 pages. *

Many thanks for helping to finalize this PR that will help to protect Wayland's oldest extant dwelling.

**The complete document is available for public inspection at the Town Administrator's Office and will be available to the Selectmen via Dropbox.*

Balmer, Nan

Subject: FW: Noyes Parris House Preservation Restriction

From: Mark J. Lanza [mailto:mjlanza@comcast.net]
Sent: Tuesday, October 13, 2015 11:13 PM
To: Balmer, Nan
Subject: RE: Noyes Parris House Preservation Restriction

Nan – I have reviewed the historic preservation restriction attached to your e-mail message below. It is in acceptable legal form. I have not done any title research to verify the title references. BOS approval is needed by law to insure that the restriction is perpetual and tax deductible by the grantor. Thanks. Mark

DiNapoli, MaryAnn

From: Linda King <bloking@msn.com>
Sent: Thursday, October 08, 2015 8:31 AM
To: DiNapoli, MaryAnn
Subject: Temporary sign - Nov. 1-8

Hi MaryAnn,

We're having an open house at Veritas Christian Academy on Nov. 8 and would like to request permission to put an A-frame sign at the fire station at Rt. 27/East Plan. It would be up from Nov. 1-8.

Thanks,
Linda King
Member, Board of Directors
(e) bloking@msn.com

Veritas Christian Academy
6 Loker Street, Wayland
508-653-1188
www.VeritasMA.org

DiNapoli, MaryAnn

From: Charles Pak <cpandes@yahoo.com>
Sent: Monday, October 12, 2015 8:15 AM
To: DiNapoli, MaryAnn
Subject: WHC Nominations to PMBC

Hi MaryAnn,

The Historical Commission voted to nominate myself and Tonya Largy to the Permanent Municipal Building Committee for the Stone's Bridge project.

Thanks!
Elisa



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

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

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

**REVISED LIST OF PUBLIC DOCUMENTS PROVIDED
TO THE BOARD OF SELECTMEN FROM OCTOBER 2,
2015, THROUGH AND INCLUDING OCTOBER 15, 2015,
OTHERWISE NOT LISTED AND INCLUDED IN THE
CORRESPONDENCE PACKET FOR OCTOBER 19, 2015**

Items Distributed To the Board of Selectmen –October 2-15, 2015

1. None

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of October 5, 2015

1. Recommendation of Police Chief Robert Irving for Decision of the Board of Selectmen regarding the Liquor License Violation of Bertucci's on August 20, 2015
2. Proposed Interior Remodeling Plan of China Rose LLC
3. Draft Town Administrator Evaluation Form, September 2014-September 2015
4. Two Versions of Article 3 for Special Town Meeting, "Acquire Municipal Parcel in Town Center"
5. Memorandum of 10/5/15 from Werner Gossels, Elaine Gossels, and Bonnie Gossels, to Board of Selectmen and Town Administrator re: Proposed Intermunicipal Agreement, Request for Town Meeting Approval
6. Intermunicipal Agreement between the Towns of Wayland and Sudbury for Septage Disposal Facility Disposition

Items Included as Part of Agenda Packet for Discussion During the October 19, 2015 Board of Selectmen's Meeting

1. Board of Selectmen Portfolio Assignments
2. Memorandum of 10/19/15 from Nan Balmer, Town Administrator to Board of Selectmen re: FY 17 Capital Project
3. Draft Motions for Special Town Meeting, November 9, 2015
4. Memorandum of 10/19/15 from Nan Balmer, Town Administrator to Board of Selectmen re: Town Goals, Objectives and Town Administrator's Priority Actions
5. Board of Selectmen Policy, "Signs – Public Display and Use of Town Sign Boards," and email of 10/5/15 from Mike Lowery, Board of Public Works, re: Sign Policy
6. Town Administrator's Report for the Week Ending October 16, 2015



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

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

BOARD OF SELECTMEN
Monday, October 19, 2015
Wayland Town Building
Selectmen's Meeting Room

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

CORRESPONDENCE

Selectmen

1. Public Comment, Wayland Signs Listing Incorrect Date of Incorporation
2. Public Comment, Wayland Employee Health Insurance
3. Letter of 9/24/15 from Dover Board of Selectmen to Minuteman School Committee
re: Concerns with Proposed Building Project and Efforts to Amend the Regional Agreement
4. Memorandum of 10/7/15 from Beth R. Klein, Town Clerk, to Board of Selectmen,
re: Resignation of Tony Boschetto from Board of Selectmen Effective November 10, 2015
5. Letter of 10/8/15 from Nan Balmer, Town Administrator, to Raytheon Company,
re: Modification of Deed Restriction on Future Municipal Parcel at Wayland Town Center
6. Email of 10/8/15 from Town of Stow re: Article in Stow's Special Town Meeting Warrant
Relating to Wayland's Withdrawal from the Minuteman Regional Agreement
7. Letter of 10/15/15 from Richard Turner, Veterans Graves Officer, to Board of Selectmen
re: Maintenance of Veterans' Memorials
8. Monthly Report, Animal Control, September 2015
9. Monthly Report, Police Department, September 2015

Zoning Board of Appeals

10. Decision No. 15-19, 35 Woodland Avenue
11. Public Hearing, October 27, 2015, 140 Concord Road, 180 Oxbow Road
12. Continued Hearing, October 27, 2015, 150 Main Street, 55 Lakeshore Drive
13. Continued Hearing, November 17, 2015, 11 Timber Lane, 169 Commonwealth Road

Minutes

14. Energy Initiatives Advisory Committee, September 18, 2015
15. Board of Library Trustees, September 9, 2015, September 16, 2015, September 21, 2015
16. Municipal Affordable Housing Trust Fund Board, September 2, 2015
17. OPEB Advisory Committee, February 10, 2015, July 15, 2015, August 26, 2015, September 23, 2015, September 29, 2015
18. Planning Board, August 18, 2015, September 8, 2015
19. Board of Public Works, September 8, 2015, September 15, 2015

Region

20. Letter of 10/7/15 from Metropolitan Area Planning Council re: Municipal Elections to the Boston Region Metropolitan Planning Organization

State

21. Letter of 10/7/15 from Massachusetts Municipal Association re: 2016 Annual Meeting and Trade Show on January 22-23, 2016, in Boston
22. Email of 10/8/15 from Department of Revenue re: Freecash Approval Notification
23. Invitation, 10/7/15, from Department of Transportation, re: Community Capital Conversations
24. Letter of 9/30/15 from Office of the Governor and Department of Environmental Protection re: Award of Recycling Dividend Funds and Small-Scale Initiative Funds

DiNapoli, MaryAnn

From: Balmer, Nan
Sent: Monday, October 12, 2015 8:51 AM
To: DiNapoli, MaryAnn
Subject: FW: Wayland signs listing incorrect date of incorporation

Correspondence

From: C. Peter R. Gossels [mailto:pgossels@sociallaw.com]
Sent: Friday, October 09, 2015 3:19 PM
To: Balmer, Nan
Cc: Selectmen; ssarkasian@wayland.ma.us
Subject: Wayland signs listing incorrect date of incorporation

Dear Ms. Balmer,

While serving as Moderator, I tried to persuade the powers that be to correct the date when Wayland was founded shown on the highways that enter the Town.

As you know, Wayland seceded from Sudbury in 1780 and was incorporated that year as a town by vote of the General Court. Some of the signs have been corrected as a result of my efforts, but a number of the signs still bear the erroneous date of 1835, the date when the Town changed its name to "Wayland" from "East Sudbury".

You may want to ask the State DPW to correct those signs, when you are looking for something to do.

Thank you.

Peter Gossels

DiNapoli, MaryAnn

From: Karlson, Cherry
Sent: Tuesday, October 06, 2015 7:53 AM
To: DiNapoli, MaryAnn
Cc: Balmer, Nan
Subject: Fwd: health care for WTA employees

For correspondence.

Sent from my iPad

Begin forwarded message:

From: Kristin Murphy <Kbando@earthlink.net>
Date: October 5, 2015 at 9:19:38 PM EDT
To: "Karlson, Cherry" <ckarlson@wayland.ma.us>
Subject: health care for WTA employees

Dear Ms. Karlson:

I'm writing to ask you to reconsider the health care changes which the town is considering for its school employees. I fear that a move to the GIC group in particular would mean that WTA members would lose both vital services and considerable income. Already in the past few years, health care and dental plan increases have resulted in my take-home pay being less per pay period, even with a modest increase in salary each year.

I also request that you preserve the WTA's right to bargain with the town about levels of care. I have worked for the schools for 23 years - my entire professional teaching career; one of the more important benefits for me has been the PPO option for health care. I respectfully request that you preserve the WTA's bargaining for such levels of care. It is only fair that teachers in Wayland should have access to the same level of health care that their students and their students' families often enjoy.

Whatever changes you decide to make, I request that you please support changes which preserve Wayland's history of working together with the unions to cut costs for the town without causing harm to valuable employees.

If Wayland wants to continue to attract qualified and excellent candidates, it would do well to consider the benefits it offers prospective candidates, as well as considering the employees who have added value each year to the Wayland Schools.

Thank you for considering my request.

Sincerely,
Kristin Murphy
Claypit Hill School
Wayland

DiNapoli, MaryAnn

From: Leigh Netcoh <leigh_netcoh@wayland.k12.ma.us>
Sent: Saturday, October 10, 2015 1:33 PM
To: Selectmen
Subject: Wayland Employees Health Insurance

Hello,

This is my 3rd year teaching in the Wayland Public Schools. I have been very happy teaching in this district.

I ask that you please support an approach to health insurance changes that results in the town and the unions working together to develop savings for the town.

Other towns have found a way to do this without causing employees and retirees to dig deeper into their own pockets for the health insurance benefits that we need.

Higher co-pays may keep employees from receiving physical and mental health services that they need to provide the best possible service to the citizens of Wayland.

Thank you for taking the time to read this.

Sincerely,
Leigh Netcoh
Wayland Middle School

--

Leigh Netcoh
Spanish Teacher
Wayland Middle School
leigh_netcoh@wayland.k12.ma.us

Twenty years from now you will be more disappointed by the things you didn't do than by the ones you did do. So throw off the bowlines. Sail away from the safe harbor. Catch the trade winds in your sails. Explore. Dream. Discover. -Mark Twain

DiNapoli, MaryAnn

From: Jada Williams <gourmandita@gmail.com>
Sent: Saturday, October 10, 2015 12:56 PM
To: Selectmen
Subject: Wayland Employees Health Insurance

Hello,

This is my 12th year teaching in the Wayland Public Schools.

Please support an approach to health insurance changes that results in the town and the unions working together to develop savings for the town.

Other towns have found a way to do this without causing employees and retirees to dig deeper into their own pockets for the health insurance benefits that we need.

Thank you for taking the time to read this.

Sincerely,
Jada Williams
Wayland Middle School



TOWN OF DOVER

BOARD OF SELECTMEN

5 SPRINGDALE AVENUE

P.O. BOX 250

DOVER, MASSACHUSETTS 02030

RECEIVED

OCT -5 2015

Board of Selectmen
Town of Wayland

James P. Dawley, Jr., Chairman
Robyn Hunter, Clerk
Candace McCann

Telephone: 508-785-0032 x 221
Fax: 508-785-2341
www.doverma.org

September 24, 2015

Mr. Jeffrey W. Stulin
Chair
Minuteman School Committee
758 Marrett Road
Lexington, MA 02421

Dear Mr. Stulin:

The purpose of this letter is to share with you the Town of Dover's position and concerns in connection with the proposed Minuteman Building Project and the status of efforts to amend the Regional Agreement.

As you and the member towns are aware, the Town of Dover Board of Selectmen believes that it is in the best interest of our town to withdraw from the District. Our desire to do so is not related to the quality of education provided by Minuteman. On the contrary, we appreciate the value of the vocational and technical education provided by Minuteman; however, there is no demonstrated demand for vocational and technical education in Dover. With a capital project on the horizon, the capital allocation translates into an increase in cost that may be difficult for the Town to justify.

Over the past few years, the Dover Board of Selectmen has been an active participant in discussions relating to the Proposed Amended Regional Agreement as well as discussions surrounding the building of a new facility or the renovation of the existing facility. At this juncture in the process, we recognize that the passage of the Proposed Amended Regional Agreement has apparently stalled, as has our opportunity to withdraw from the District. Further, it is apparent that a building project with a significant MSBA contribution is available only through June 2016. If we as a Region fail to take advantage of the MSBA contribution, we may be in a position where we spend as much money to repair the existing facility, which is too large and would not allow the District to provide competitive programs, as it may cost to build a new school, net of a MSBA contribution.

Given the current impasse, we urge the other member towns to recognize that we need to focus on the future of the facility and to work towards a solution mutually acceptable to all member towns, rather than continuing to discuss issues such as amending the Regional Reimbursement Agreement or getting the Commonwealth of Massachusetts to fund a new school. It has become increasingly apparent that neither of these issues is likely to be resolved. We need to recognize

Mr. Jeffrey W. Stulin
Page 2
September 24, 2015

that our options are limited to: build a new school or repair our current facility. With this in mind, we, as a Region, need to work together to ensure that a design for a new school meets the programming needs and – most importantly – is affordable to all member towns. Additionally, administrative transparency in the process is indispensable.

Prior to the District's taking on this large financial commitment, a policy needs to be drafted by the school committee and approved by the Department of Education with respect to the amount of a facility fee that can be charged to out-of-district students, as well as a mechanism and allocation of this fee toward the reduction debt burden to member towns. Further, a policy regarding a uniform cost to non-member towns with respect to tuition costs must also be adopted.

Lastly, we strongly support the Town Meeting process as the appropriate means by which to move forward. We therefore urge the Regional School Committee and Administration to exhaust that avenue prior to recommending a district-wide vote.

In closing, Dover is convinced that, while no member town or the Administration will get everything it wants, the best available option is to work together toward a consensus that fairly allocates the benefits and the costs.

Respectfully Submitted,



Robyn M. Hunter
On behalf of the Town of Dover
Board of Selectmen

RH/md

cc: Minuteman School Committee
Dr. Edward A. Bouquillon, Superintendent-Director, Minuteman Regional High School
Ford Spalding, Chair, Minuteman Building Committee
Member Towns Boards of Selectmen
Dover Board of Selectmen
Robert Ritchie, Esq.



TOWN OF WAYLAND

MASSACHUSETTS

01778

TOWN CLERK

Beth R. Klein

bklein@wayland.ma.us

ASSISTANT TOWN CLERK

Diane M. Gorham

dgorham@wayland.ma.us

TOWN BUILDING
41 COCHITUATE ROAD

TEL: 508-358-3630

508-358-3631

www.wayland.ma.us

RECEIVED

OCT - 7 2015

Board of Selectmen
Town of Wayland

Date: October 7, 2015
To: Board of Selectmen
From: Town Clerk's Office
Re: RESIGNATION OF ELECTED OFFICIAL

This office received the attached letter of resignation on October 7, 2015. The effective date of the resignation is November 10, 2015.

Anthony V. Boschetto Board of Selectman Term Expires: April 2016

Pursuant to Chapter 41: Section 109. No resignation of a town or district officer shall be deemed effective unless and until such resignation is filed with the town clerk or district clerk or such later time certain as may be specified in such resignation.

Beth R. Klein
Town Clerk

cc: Board of Selectman
Nan Balmer, Town Administrator ✓
Anthony Boschetto

Anthony Boschetto
11 Hammond Road
Wayland, MA 01779
(774) 270-2988

RECEIVED
TOWN OF WAYLAND
TOWN CLERK

October 5, 2015

2015 OCT -7 AM 8:59

Nan Balmer, Town Administrator
Cherry C. Karlson, Chair

Office of the Board of Selectmen
41 Cochituate Road
Wayland, MA 01778

Dear Nan and Cherry,

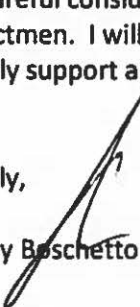
Over the past two (2) years, I have had the pleasure to serve the Town of Wayland in my capacity as Selectmen. I take this obligation to the residents seriously and more recently have found it increasingly more difficult to provide the level of effort necessary to support the Board and the Town.

I have spent the last few weeks evaluating my ability to support the role of Selectmen with the growing demands of my new business opportunity and my continued family obligations.

After careful consideration, I believe it is in the best interest of the Town that I resign from my position as Selectmen. I will work with Chair to update the Board on all information and activities which I currently support and work to support a smooth transition.

Sincerely,

Anthony Boschetto



Balmer, Nan

RECEIVED
TOWN OF WAYLAND
TOWN CLERK

From: Tony Boschetto <tboschetto@yahoo.com>
Sent: Tuesday, October 06, 2015 2:41 PM
To: Balmer, Nan; Karlson, Cherry
Subject: Re: Important message for tonight

2015 OCT -7 AM 8:59

Hi Nan,

Cherry and I spoke and we agreed that November 10 would be the official date of the resignation. This will allow me to assist with town meeting and participate in your personnel review.

Thank you

Tony

From: Tony Boschetto <tboschetto@yahoo.com>
To: Nan Balmer <nbalmer@wayland.ma.us>; Cherry Karlson <ckarlson@wayland.ma.us>
Sent: Monday, October 5, 2015 5:08 PM
Subject: Important message for tonight

Hi Nan and Cherry,

After careful consideration, I have to provide you the attached letter of resignation.

I will be at the meeting tonight and try to get there as close to 6:30 as possible.

Tony Boschetto



TOWN OF WAYLAND
MASSACHUSETTS
01778

TOWN BUILDING
41 COCHITUATE ROAD

TEL: (508) 358-3630
(508) 358-3631

WWW.WAYLAND.MA.US

TOWN CLERK
LOIS M. TOOMBS, CMC
LTOOMBS@WAYLAND.MA.US

ASSISTANT TOWN CLERK
KATHLEEN H. SIRACUSA
KSIRACUSA@WAYLAND.MA.US

April 3, 2013

This is to certify that **Anthony Vincent Boschetto** was duly elected to the Office of **Board of Selectmen** of the Town of Wayland at the ANNUAL TOWN ELECTION held on April 2, 2013 for a three (3) year term to end April 2016 and was sworn to the faithful performance of the duties of the above office on April 4, 2013 / 201⁶



Elected Official Signature



Town Clerk/Assistant Town Clerk

I, ANTHONY V. BOSCHETTO, do solemnly swear (affirm)
(Print Name)

that I will faithfully perform all the duties of my office in accordance with the Constitution of the United States of America, the laws of the Commonwealth of Massachusetts, and the rules, regulations, policies and the bylaws of the Town of Wayland to the best of my ability.

Signed: 



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

October 8, 2015

Mr. Jerry Cellucci
Raytheon Company
870 Winter Street
Waltham MA 02451-1449

Re: Modification of Deed Restriction on Future Municipal Parcel at Wayland Town Center, Wayland, Massachusetts

Dear Mr. Cellucci:

The Town of Wayland is contemplating the purchase or lease of four parcels of land known as the "Municipal Parcel," a portion of the Property known as Wayland Town Center located at 400 - 440 Boston Post Road, Wayland, Massachusetts.

The parcels under consideration are encumbered by a "Deed Restriction" still in effect and documented by filings dated October 21, 1997 consisting of "NOTICE OF ACTIVITY AND USE LIMITATION" (South Middlesex Registry of Deeds Book 27793 beginning on page 141) and "EASEMENT AND RESTRICTION AGREEMENT" (South Middlesex Registry of Deeds Book 27793 beginning on page 167).

If purchased or leased, the Town of Wayland would use the parcels for municipal purposes that could possibly include a Senior/Community/Recreation Center, a boathouse, and walking paths. These facilities could be used both daytime and evenings by a wide range of age groups, from children to adults. The presently contemplated uses would not include agriculture or residences.

The Town of Wayland is seeking a confirmation from the Raytheon Company that the deed restriction either does allow, or could be modified or amended to allow, the anticipated uses. The Town of Wayland understands that the legal process to accomplish this would take some time. However, a confirmation is needed to assure voters at the Special Town Meeting scheduled for November 9, 2015, that the parcels are suitable for such future contemplated uses.

Mr. Jerry Cellucci

Page Two

Written confirmation concerning the Raytheon Company's willingness to modify the deed restriction to allow such contemplated future uses of the subject parcels would be greatly appreciated.

Sincerely,

A handwritten signature in cursive script that reads "Nan Balmer".

Nan Balmer
Town Administrator

cc: Board of Selectmen

DiNapoli, MaryAnn

From: Balmer, Nan
Sent: Monday, October 12, 2015 8:51 AM
To: DiNapoli, MaryAnn
Subject: FW: Article re: Wayland on Town of Stow Warrant
Attachments: MMHSWarrantAsAppears.docx

Correspondence (Please include attachment)
Thanks

From: Board of Selectmen's Office [mailto:selectmen@stow-ma.gov]
Sent: Friday, October 09, 2015 3:28 PM
To: Balmer, Nan
Subject: Article re: Wayland on Town of Stow Warrant

Greetings,

The Town of Stow would like to inform you that an Article will appear in the Town of Stow's Special Town Meeting warrant relating to Wayland's withdrawal from the Minuteman Regional Agreement. Minuteman has said that they will have a representative present at the meeting, and we would like to offer the same courtesy to your town. The meeting will take place on Monday, November 16, 2015 at 7 p.m. at the Hale School Auditorium in Stow, MA. The item is Article #1, a draft version of which is attached.

Please let us know if a representative from Wayland would like to attend or if you have any questions.
Regards,

*Maureen Trunfio, Administrative Assistant
and
Phoebe Haberkorn, Office Assistant
Offices of the Board of Selectmen
and Town Administrator
Town of Stow, MA
380 Great Road, Stow, MA 01775
(978) 897-4515
Selectmen@stow-ma.gov*

All email messages and attached content sent from and to this email account are public records unless qualified as an exemption under the Massachusetts Public Records Law.



TOWN OF STOW

SPECIAL TOWN MEETING
MONDAY, NOVEMBER 16, 2015
7:00 P.M.
HALE MIDDLE SCHOOL AUDITORIUM
55 HARTLEY ROAD

Sent to Eliz. Rozan and she emailed back the "ok"

PLEASE BRING TO TOWN MEETING
THIS IS YOUR ONLY COPY

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WARRANT FOR NOVEMBER 16, 2015 SPECIAL TOWN MEETING

To either of the Constables and Town Clerk of the Town of Stow, in the County of Middlesex,
GREETINGS:

In the name of the Commonwealth of Massachusetts, you are directed to notify and warn the inhabitants of the Town of Stow, qualified to vote in Elections and Town Affairs, to assemble in

HUGH MILL AUDITORIUM AT THE HALE MIDDLE SCHOOL

In said Town on

MONDAY, THE SIXTEENTH DAY OF NOVEMBER 2015

AT 7:00 P.M.

Then and there to act on the following Articles, namely:

ARTICLE 1. Amendment to Minuteman Regional Agreement regarding the Withdrawal of The Town of Wayland from the Minuteman Regional School District

To see if the Town will accept and approve the "Amendment to Minuteman Regional Agreement regarding the Withdrawal of the Town of Wayland from the Minuteman Regional School District" which was approved by the Minuteman Regional School Committee on July 7, 2015 and which has been submitted to the Board of Selectmen consistent with the current Minuteman Regional Agreement.

(Minuteman School Committee)

Approved by Minuteman School Committee 7.7.15

Amendment to Minuteman Regional Agreement

Whereas the Wayland Town Meeting voted on April 15, 2015 to seek withdrawal from the Minuteman Regional School District, and whereas Section IX of the Minuteman Regional Agreement requires the Minuteman Regional School Committee under such a circumstance to draft an amendment to the Regional Agreement setting forth the terms by which a town seeking to withdraw may withdraw

from the District, the Regional School Committee voted at a meeting on July 7, 2015 to submit the following amendment to the Regional Agreement to the member towns for their approval.

AMENDMENT No. 4 to the Minuteman Regional Vocational Technical School District Agreement

1. The references to the Town of Wayland will be stricken from the prefatory language of the Regional Agreement as well as from Section I and from wherever else a reference to Wayland appears in the Regional Agreement.

2. The Town of Wayland, even after the date that its withdrawal becomes effective, will remain responsible, consistent with the terms of Section IX of the Regional Agreement, for its share the indebtedness of the District which is outstanding as of the effective date of Wayland's withdrawal.

3. Pursuant to the terms of 603 CMR 41.03, assuming that the approval of this amendment has been voted by the town meetings in all of the member towns, as well as having been approved by the Commissioner of Education, by December 31 of a given year, the effective date of this amendment and the effective date of Wayland's withdrawal will be the July 1 following that December 31 date.

(Minuteman School Committee)

ARTICLE 2. The

To see if the Town will vote to



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

VETERANS GRAVES OFFICER

TOWN BUILDING
41 COCHITUATE ROAD
TEL (508) 358-7701
www.wayland.ma.us

October 15, 2015

To: Board of Selectmen
From: Richard P. Turner
Subject: Veterans Memorial

RECEIVED

OCT 15 2015

Board of Selectmen
Town of Wayland

Board Members:

I want to express my concerns as your Veterans Graves officer, and also as a veteran, about the way that the Veterans Memorial is being cared for by the town now that the Beautification Committee is dissolved. This and other memorials in town will start to fall into a state of disrepair due to a lack of maintenance. A good example was the Veterans Memorial at the Town Building. This is a high visibility memorial that is seen by all citizens and people from outside of Wayland. It makes an impression as to how we as a town maintain our buildings and memorials. The Facilities office maintains the buildings, and the Parks division maintains the cemeteries and the memorials. The Veterans Memorial Committee raised the funds to build it, and it was dedicated on July 5, 2005. It was accepted by the Board of Selectmen, which means it belongs to the town and should be properly cared for.

On October 14th I spent four hours replacing tattered flags and pulling up weeds that had grown up through the cracks around the base of the Memorial. There is more work to be done. I have submitted a total of five work orders to have the flag sockets cleaned out, and to date, nothing has happened. If the Parks Division cannot maintain it and the other memorials in town, then the best option is to outsource it to a landscaping company to keep these memorials in good repair.

Thank you,

Richard P Turner USN Ret
Veterans Graves Officer

TOWN OF WAYLAND
ANIMAL CONTROL SUMMARY REPORT
SEPTEMBER, 2015

TOTAL NUMBER CALLS HANDLED **44**

# Complaint Calls	3
# Lost Dog Calls	3
# Lost Cat Calls	1
# Other Cat related calls	2
# Animal / Wildlife Calls	4
# Miscellaneous Calls	22

TOTAL # DOGS PICKED UP **2**

	1
Total # not licensed	(Out of town owner)
Total # dogs not claimed	
# still in dog officer custody	
#surrendered to Humane Shelter	

TOTAL # HUMAN BITE CALLS **0**

TOTAL # ANIMAL -> ANIMAL BITE	0
10 Day Quarantine Order -Human Bite	ISSUED 0 / RELEASED 0
10 Day Quarantine Order -Animal Bite	ISSUED 0 / RELEASED 0
45 Day/6 Month Quarantine Orders	ISSUED 4 / RELEASED 3

TOTAL # CITATIONS ISSUED

# No license citations	
# Leash Law/Dog not under owner control	
# Other Offense	
# Court summons processed	

Submitted by:
Jennifer A. Condon
Animal Control Inspector/Officer

8



WAYLAND POLICE DEPARTMENT

WAYLAND, MASSACHUSETTS 01778



ROBERT IRVING
CHIEF OF POLICE

Monthly Update

September 2015

RECEIVED

OCT - 9 2015

Board of Selectmen
Town of Wayland

On September 18th, detectives arrested a Clinton man and charged him with three counts of Receiving Stolen Property. This arrest was made in collaboration with area police departments that have been investigating burglaries in their towns. The Wayland charges related to a burglary on Sherman's Bridge Road that occurred on September 7th.

On September 10th, a Wayland woman was charged with Forgery of a Check. Police had responded to the woman's residence on a domestic issue and it was discovered that the woman had forged several checks. On September 3rd, an Uxbridge man was arrested for Operating a Motor Vehicle with a Suspended license and Operating a Motor Vehicle with a Suspended Registration after a motor vehicle stop. Similar charges were lodged against a Marlborough man on September 28th, following a motor vehicle stop.

Also in September, the Wayland Police Department increased patrols in school zones in conjunction with the start of the new school year. As part of "Slow Down Wayland Days", increased patrols were in effect on September 2nd and 3rd. This year, the department worked with the School Department and the Department of Public Works to establish a pick-up lane at the Middle School. In the past, lines of cars would often block traffic on Main Street at the end of the school day. Using the asphalt surface at the old D.P.W. building, a new lane was created to accommodate vehicles and keep them off Main Street. During the first month this new pattern has been very successful in eliminating the back-up.

The department was notified in September that we are eligible to receive a grant in the amount of \$3,220.00 that can be used for Emergency Planning and Security. An application will be submitted to the Massachusetts Emergency Management Agency for a security surveillance system that can be installed at Station #2 in Cochituate, similar to the system currently in place at the Public Safety Building. The grant must be submitted in October and will be awarded sometime before January.

Wayland's two newest officers, Justen Kazan and Colin Fitzpatrick, began patrol duties during the month of September. Their presence now allows the day and

evening shift to have a third patrol unit, to be used primarily for traffic enforcement, during four of the days in the six day patrol cycle.



Robert Irving
Chief of Police

Wayland Police Department Detective Division Report of September 2015

INVESTIGATIONS

Suicide – Stonebridge Road
Larceny under \$250 – York Road
Larceny under \$250 – Green Way
Larceny under \$250 – Main Street
Larceny over \$250 – Woodbridge Road
Larceny over \$250/Uttering/Forgery – Boston Post Road
Commercial Break & Entering – Stonebridge Road
Residential Break & Entering/Larceny over \$250 – Main Street
Residential Break & Entering/Larceny over \$250 – Sherman Bridge Road

MEETINGS/TRAININGS

Diversion meeting
ALICE Drill – Wayland High School
Firearms Qualifications
Department supervisor meeting
Wayland Community Art Fair Meeting

MISCELLANEOUS

Several background investigations for town employees
17 firearm renewals, 4 new permits
Drug take back day
Bullet proof vest grant

Wayland Police Department

Press Release

August 25th, 2015

Slow Down Wayland Days September 2nd and 3rd

Police Chief Robert Irving advises Wayland residents that the Wayland Police Department will be conducting extra traffic enforcement patrols on Wednesday, September 2nd and Thursday September 3rd, in conjunction with the beginning of the new school year in Wayland. These days will be "Slow Down Wayland Days" and all residents and commuters are asked to carefully monitor their speeds as they drive on local roads. The number one complaint that the police department receives from citizens is the presence of speeding cars, trucks, and buses, especially on residential streets.

Officers will be assigned to streets in the vicinity of the various schools in town and will be enforcing speed zones and other motor vehicle violations. The department's signboard will be used to educate the public of the importance of driving at the speed limit. Motorists are urged to use extreme care in the operation of their vehicles, as many children will be walking or riding bicycles to school. Motorists should be aware of the 20 mph school zone speed limit and the fact that there will be buses and increased traffic on the roadways.

Parents are asked to have their children use school buses as much as possible to cut down on the number of vehicles entering schoolyards to drop-off or pick-up their children. If children are being dropped off at school, parents should leave their children at a location that does not cause the child to walk through parking lots or across a traffic lane.

The Wayland Police Department employs several school traffic supervisors to assist children that walk to and from school. Walkers are urged to cross streets at locations that have a school traffic supervisor, wherever possible.

The Wayland Highway Department has recently painted the crosswalks and school zones in town to help insure high visibility in these pedestrian areas.

Many crosswalks are also marked with a yellow reflective pedestrian crosswalk sign. Signalized crosswalks have been installed at the Wayland Middle School and at the crosswalk from Daymon Farms to Loker Street. These crosswalks feature a blinking light that can be activated by the pedestrian prior to entering the crosswalk.

The police department is working with the Middle School to establish a better way for parents to drop off their children and pick them up at the end of the school day. A "pick-up" lane is being established in the large parking area at the old Highway Building in an effort to get vehicles off of Main Street while waiting to pick up or drop their children. Last year, during the afternoon pickup, there were times when vehicles lined up in both directions on Main Street causing traffic congestion and safety concerns.

Vehicle and pedestrian safety is the responsibility of everyone that uses our public roadways. Chief Irving asks all residents and commuters to work with the police department to make "Slow Down Wayland Days" a success.

Robert Irving
Chief of Police

Begin forwarded message:

From: Linda and Bernie Grubstein [REDACTED]
Date: October 6, 2015 at 4:56:18 PM EDT
To: "Sloan, Lynnet" <lsloan@wayland.ma.us>

Thank you for putting in the car seat. It is a great service that is offered by the police department and wanted you to know that I really appreciated it. Linda Grubstein

Sent from my iPhone



TOWN OF WAYLAND

MASSACHUSETTS
01778

Selectman

BOARD OF APPEALS

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

DECISION NO. 15-19

NAME OF APPLICANTS:

JAE and JAMES LEE

APPLICATION FOR:

Any necessary approvals, special permits, and/or variance as may be required to change, alter, extend a pre-existing, non-conforming structure by more than 20% (construct garage with two bedrooms above) under the Town of Wayland Zoning By-Laws Chapter 198 Sections 201, 203, 301, 401.1.2, 401.1.3 and 1601. The property is located at 35 WOODLAND AVE, which is in a SINGLE RESIDENCE DISTRICT and AQUIFER PROTECTION DISTRICT.

DATE OF HEARING:

September 29, 2015

BOARD CONDUCTING HEARING AND RENDERING DECISION:

Thomas White, Michael Connors, Eric Goldberg, Shaunt Sarian and Argie Shapiro.

DECISION:

Special Permit granted, with conditions

VOTE OF BOARD:

5-0

CONDITIONS:

1. The project is to be constructed in substantial conformance with the plans and specifications presented to the Board consisting of drawing "Site Plan No.35 Woodland Road Wayland, Mass, dated August 12, 2015 and date stamped," Received Town of Wayland Building and Zoning Dept Aug. 14, 2015 prepared by Drake Associates Inc. and drawings "Left Side Elevation Front Elevation", "Framing Plan floors-roof", "Cross Section View", "Proposed Addition 2nd Floor", "First Floor Plan, "Basement Plan" all date stamped "Received Town of Wayland Building and Zoning Dept. Aug. 14, 2015"
2. The applicants shall obtain and maintain compliance with any other necessary permits and approvals from other municipal boards having jurisdiction over this matter as may be required.

RECEIVED

OCT - 7 2015

Board of Selectmen
Town of Wayland

FACTS AND REASONS:

The property in question is located at 35 Woodland Ave. The applicant seeks zoning relief to create an addition to an existing structure situated on a non-conforming lot. The lot is pre-existing non-conforming due to insufficient frontage only. The lot has 80' of frontage in a district requiring 120'.

Because the applicant seeks to alter and extend a pre-existing, nonconforming property, under M.G.L. c. 40A § 6 and § 401.1.2 of the Zoning Bylaw, the applicant must obtain a Special Permit, and must demonstrate to the Board that the proposed "change, extension or alteration shall not be substantially more detrimental than the existing non-conforming structure or use to the neighborhood". The existing dwelling is a two-story structure in a neighborhood of similar two story structures. The applicant submitted plans to construct a two story addition on the East side of the existing house. The proposed addition conforms to the all the required setbacks from the property lines. The ground floor of the addition consists of a garage and there are 2 bedrooms on the second floor. As part of the work, one existing bedroom on the first floor is being removed and the space added to the existing living room. One existing bedroom on the second floor is being converted to an office. The total number of bedrooms is unchanged.

Review by the Board determined the proposed addition met the criteria for a special permit.

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

The board of health approved the project on August 7, 2015.

No members of the public spoke in opposition to the project.

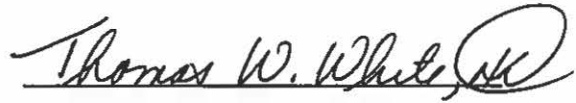
By a vote of 5-0, the board finds pursuant to G.L c. 40A § 6 that the proposed construction does increase the nonconformity but that the proposed project is not against the public interest, will not derogate from the character of the neighborhood and will not be detrimental or offensive because of noise, vibration, smoke, gas, fumes, odor, dust or other objectionable features and that such use shall not otherwise be injurious to the inhabitants or their property or dangerous to the public health or safety and thus meets the requirements set forth in § 203 of the zoning bylaw.

The board concludes the proposed addition will not be substantially more detrimental than the existing structure to the neighborhood and votes to approve the Special Permit subject to the conditions set forth herein.

DATE OF FILING OF DECISION:

BY ORDER OF THE BOARD

October 7, 2015

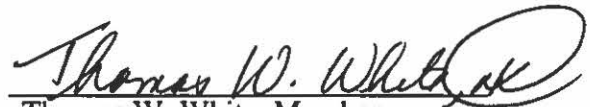


Thomas W. White, Member

CERTIFICATION:

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

BOARD OF APPEALS



Thomas W. White, Member



TOWN OF WAYLAND
MASSACHUSETTS
01778
BOARD OF APPEALS

Selectmen

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

A public hearing will be held on October 27, 2015 at the TOWN BUILDING, 41 COCHITUATE ROAD, WAYLAND on the following applications at the time indicated:

- 7:00 p.m. Application of SHEKMAR IYER & SUCHITRA VASANTHAKUMAR for any necessary approvals, special permits, and/or variances as may be required to demolish a pre-existing non-conforming single family dwelling and construct a new single family dwelling under the Town of Wayland Zoning By-Laws Chapter 198 Sections 201, 203, 401.1.2, 401.1.6 and 1604.2. The property is located at 140 CONCORD ROAD which is in a SINGLE RESIDENCE DISTRICT and AQUIFER PROTECTION DISTRICT. (15-23)
- 7:15 p.m. Application of NADIA URATO for any necessary approvals, special permits, and/or variances as may be required to renew the special permit granted in ZBA Decision #14-25 dated October 27, 2014 to allow a home occupation (dermatology practice) under the Town of Wayland Zoning By-Laws Chapter 198 Sections 201, 203, 901.1.2 and 804-Table of Permitted Accessory Uses by District (Use #62). The property is located at 180 OXBOW ROAD which is in a SINGLE RESIDENCE DISTRICT and AQUIFER PROTECTION DISTRICT (15-25).

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

BOARD OF APPEALS

Eric Goldberg
Aida Gennis
Thomas White
Michael Connors

RECEIVED

OCT - 8 2015

Board of Selectmen
Town of Wayland

(11)



TOWN OF WAYLAND
MASSACHUSETTS
01778
BOARD OF APPEALS

Selectmen

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

OCTOBER 2, 2015

POSTED

There will be a Zoning Board of Appeals

continued hearing on

OCTOBER 27, 2015

at

7:30 p.m.

for the applicant

**150 MAIN ST., LLC
(15-20)**

150 MAIN STREET

to be held in the Town Building.

RECEIVED
TOWN OF WAYLAND
TOWN CLERK
2015 OCT -2 AM 11:36

RECEIVED

OCT -5 2015

Board of Selectmen
Town of Wayland

12



TOWN OF WAYLAND
MASSACHUSETTS
01778
BOARD OF APPEALS

Selectmen

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

OCTOBER 14, 2015

POSTED

There will be a Zoning Board of Appeals

continued hearing on

OCTOBER 27, 2015

at

7:00p.m.

for the applicant

JOHN DARACK

(15-24)

55 LAKESHORE DRIVE

to be held in the Town Building.

RECEIVED
TOWN OF WAYLAND
TOWN CLERK
2015 OCT 14 AM 10:11



TOWN OF WAYLAND
MASSACHUSETTS
01778
BOARD OF APPEALS

Selectmen

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

OCTOBER 14, 2015

POSTED

There will be a Zoning Board of Appeals

continued hearing on

NOVEMBER 17, 2015

**at
7:15 p.m.**

for the applicant

**TRACEY and ANDY O'ROURKE
(15-21)**

11 TIMBER LANE

to be held in the Town Building.

RECEIVED
TOWN OF WAYLAND
TOWN CLERK
2015 OCT 14 AM 10:11



TOWN OF WAYLAND
MASSACHUSETTS
01778
BOARD OF APPEALS

Selectmen

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

OCTOBER 14, 2015

POSTED

There will be a Zoning Board of Appeals

continued hearing on

NOVEMBER 17, 2015

at

7:30 p.m.

for the applicant

JOSEPH STRAZZULLA
(15-22)

169 COMMONWEALTH ROAD

to be held in the Town Building.

2015 OCT 14 AM 10:11
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TOWN OF WAYLAND
TOWN CLERK

Meeting Minutes, Wayland Energy Initiatives Advisory Committee
09/18/2015; 7:30 pm

Attendees:

Name	Association	Name	Association
Ellen Tohn	Energy Comm	Tom Sciacca	Energy Comm
Anne Harris	Energy Comm	Harvey Michaels	Energy Comm
John Harper	Energy Comm (A)	Corinne Lenk	Energy Comm (A)
Susan Weinstein	VP of Board of Commissioners	Brian Boggia	Executive Director for Housing Authority
Ben Keefe	Public Buildings Director	Bill Huss	

Absent members: Bill Huss

Location:

Wayland Town Building, small conference room

Minutes:

Meeting called to order

Floor opened for public comment, none presented

Brian Boggia overview on Wayland Housing Authority and solar potential for the sites

- Presented map showing location of housing (Cochituate Village, Bent Park, 25 individual properties)
- Discussion on orientation of property and incident solar
- Discussion on roof age → New roofs on 25 houses, about 4 years old
- Housing authority is already a member of a Power Options who execute projects of this nature
- Individual meters per unit within Cochituate Village which may complicate apportionment of credit or profit to each unit for roof solar although perhaps net metering for the public spaces might be a good option
- Sun Edison may not choose to execute a PPA on these properties due to small total size but another Power Options contractor whose relationship is being finalized with Power Options may agree to the project
- John Harper cautions that solar incentives will be changing both at the state and the federal level so if the Housing Authority is interested, it is advantageous to pursue solar as rapidly as possible before the changes are put in effect

Municipal Solar Projects

- Status update from Ben Keefe
- Ameresco update is that the construction schedule is on track meaning that underground work will be executed in October / November with canopy steel installed during either February break or April break No hard date for DPW and TB sites Application for Net Metering is in and Nan has signed paperwork Town has officially been declared a Municipality one more step to go through to get "in line" for solar credits through Commonwealth government
- Brian Monihan has reiterated that there is no regulatory authority as far as geographic restrictions however proposed project is encroaching on Best Management Practice (BMP) for storm water management and Brian requires sign-off approval of any works executed by Ameresco initial feedback is that Brian does not anticipate any issues but he must see a plan ... Ameresco is working to get a set of plans to Brian ... If Brian sees any red flags in the plans then he will have to bring the plans to Conservation Committee for review
- Some panels overlap the existing rain gardens, no supports will be located in the rain gardens, due to sloping of the panels and the gap between panels, it is likely the water flowing off the panels will flow into the rain gardens Committee recommends that Ben have Ameresco replace plants in affected rain gardens (swap sun plants for shade plants) rather than baseline plan which is for Ameresco to have a list of appropriate plant substitution candidates and only replace existing plants if they die
- Ellen and Ben have contacted the town pool management and who have expressed no exceptions to the proposed construction schedule and are not concerned with disruption to the parking areas
- No response from LED streetlamp contact at Eversource
- Cannot roll proposed STM article into the general budget as discussed during last month's meeting as the budget

spans over two fiscal years

- Committee will have to present article at STM

- Ellen participated in BoS public comment meeting and where the public comment was generally favorable

- No significant update on ESCO status

- Ellen moves that the Committee submit the Crier article as written and discussed'

 - Harvey seconds

 - Unanimous vote of approval

Ellen moves that meeting minutes from 19 August meeting as amended be approved

5 - vote aye

0 - vote nay

Discussion on STM article

- No requirement to announce in article that the execution will go through a procurement process as the Town does not approve the ability to go through the process or not it is law and we must go through the process

- Advice that when presenting, the Committee stress that although the full 10% is required to be appropriated, half of that will be in kind as allowed by the Grant and that the \$29K is likely not to be required in full

Next meeting scheduled for October 14

Meeting adjourned 8:52 pm

**Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting Wednesday, September 9, 2015
Raytheon Room, Wayland Free Public Library**

Present: Library Director Ann Knight, Trustees Aida Gennis (chair, presiding), Sally Cartwright, Lynne Lipcon, Suzanne Woodruff; **Absent:** Anne Heller, Thaddeus Thompson. **Also in attendance:** Sandy Raymond, the Library's Assistant Director, attended for a portion of the meeting.

Call to Order: 7:53 a.m.

Visitors and Public Comment

Mandy Judah, a Girl Scout and senior at Wayland High School, presented curriculum materials on notable local women in history that she had prepared as part of her Girl Scout Gold Award Project to the Library and Trustees for use as they see fit. Barbara Scolnick, a member of the Library Planning Committee (LPC), attended and participated in discussion of the LPC's Report. Former Trustee Nan Jahnke attended as note taker and participated in discussion of the draft warrant article. There were no other visitors or other public comment.

Minutes of Previous Meeting

A vote on the minutes of the meeting of August 28 was deferred to the Trustees' meeting on September 16 as this item was inadvertently omitted from the agenda.

Annual Report

Discussion of the Annual Report, which is due at the end of September, was deferred to the Trustees' meeting on September 16 as the draft was not yet ready for review.

Library Planning Committee and State Grant Application

Mrs. Gennis distributed copies of the final "Report of the 2015 Wayland Library Planning Committee" and asked for comments. Trustees praised the report, remarking on the members' hard work, the comprehensive scope of their investigation, the thoroughness of their research, the clear evidence of their supporting documentation, and the professional presentation of results. Mrs. Woodruff expressed particular satisfaction that the Library's current site at 5 Concord Road received such careful attention and that the Committee appreciated the extraordinary opportunity to access state construction funds, which are not routinely available.

Two concerns arose. Mrs. Woodruff felt there was not enough emphasis in the report on the inadequacy of the Library's current IT infrastructure and the physical space housing it. Mrs. Scolnick and Mrs. Lipcon, who served on the Committee, expressed surprise at this concern, saying that if there is not great emphasis on this deficiency in the report it is an oversight, as this was an issue that greatly concerned the LPC at every stage of its work.

Mrs. Gennis noted that two of the sites the Committee suggested for investigation for possible Library expansion are at the Town Center. She pointed out that the Town owns neither of these sites. She

reminded Trustees that in order to apply for a state library construction grant, Trustees must present a Town-owned site or a signed Purchase and Sale agreement with the grant application. She also pointed out that a Town Center site may require zoning variances.

Mrs. Gennis read the LPC Report's "Recommendation" aloud all the way through. In short, the recommendation is that the Board of Library Trustees should apply for a Massachusetts Public Library Construction Program grant for new or expanded library facilities.

After further discussion and appreciation among all Trustees, Mrs. Cartwright moved that the Trustees accept the "Report of the 2015 Wayland Library Planning Committee"; Mrs. Lipcon seconded the motion and the Trustees voted unanimously (4-0) in the affirmative. Mrs. Lipcon then moved that the Trustees specifically accept the "Recommendation" of the 2015 Library Planning Committee as stated on page 24 of the Report; Mrs. Woodruff seconded the motion and Trustees voted unanimously (4-0) in the affirmative. Mrs. Gennis presented a letter from Trustee Anne Heller, who could not attend the meeting, stating that she, too, accepts the report and recommendation of the 2015 Library Planning Committee.

LPC Membership

Mrs. Gennis reported that Timothy Marsters, a Wayland resident, has agreed to serve on the LPC this fall, filling a vacancy created when a former member resigned due to time constraints. Mr. Marsters is an architect. Mrs. Cartwright moved to appoint Timothy Marsters to the Library Planning Committee and Mrs. Woodruff seconded the motion; Trustees voted unanimously (4-0) in the affirmative. Mrs. Woodruff suggested that if another vacancy opens on the committee the Trustees should look especially for IT expertise.

Draft Warrant Article Requesting Library Planning and Design Funds

Mrs. Gennis reported on her appearance before the Finance Committee on September 8, when she briefly presented Trustees' draft warrant article for the Fall Special Town Meeting; that article requests funds for Library planning and design. Two FinCom members expressed concern about the timing of the article, remarking that appropriations requests are ordinarily taken up at Annual Town Meeting in the spring. Trustees again reviewed the state's timetable for grant application work and again concluded that Spring 2016 would be too late to ask the town for planning and design funds; they agreed that under the constraints of the public procurement system, there is too great a risk that the required investigation of at least two sites and the required schematic designs might not be complete in time to apply for a state library construction grant, which could defray up to 45% of construction costs. Mrs. Gennis reported that state deadlines are strict.

Trustees discussed whether to pull the warrant article and pay for the required planning and design work with Library trust funds instead. Several spoke against the idea, arguing that the work of investigating town sites for their suitability for public buildings is the Town's obligation, not the Library's. Mrs. Lipcon felt it was important to honor the work of the Library Planning Committee by moving ahead expeditiously. Mrs. Woodruff stated that she felt the project was ready to go; she moved that the Trustees reaffirm their decision to present a warrant article at the 2015 Fall Special Town Meeting requesting \$150,000 for Library planning and design. Mrs. Lipcon seconded the motion and Trustees voted unanimously (4-0) in the affirmative.

Mrs. Gennis will communicate the Trustees' decision to the Finance Committee and work with the Finance Committee and Town Counsel to prepare the final article and comments for the warrant.

New Furnishings for Internet Computers

Ms. Raymond updated Trustees on choices for new furnishings to accommodate Internet computers in the library. Ms. Raymond reviewed the four proposals she first presented on July 22, and presented new information from follow-up calls to the vendors. After discussion of ergonomic designs for keyboard use, and after confirming that the four quotations satisfy the requirements for competitive bids, Mrs. Lipcon moved that the Library go forward with the proposal from Tucker Library Interiors for a custom-built, 6-person workstation. Mrs. Cartwright seconded the motion and the Trustees voted unanimously (4-0) in the affirmative. The estimated cost of \$6,696.04 will be paid from State Aid, as is customary for Library furnishings, which are not included in the Town budget.

Communication with Town Residents, Boards, and Committees

As time ran short, Trustees briefly discussed opportunities to present the Trustees' warrant article to the public before Town Meeting. Tentative dates were suggested for a Library Open House (October 24), and two Question and Answer Forums (October 22 and November 5). Trustees reviewed a selection of "word clouds" that might be used in slideshows or display boards. (The word clouds are graphical representations of words frequently used by 2015 Library Survey respondents in answer to questions about (a) why they visited other libraries and (b) what needs they wished were better served at the Wayland Free Public Library.) Mrs. Gennis will develop a list of opportunities in newspaper and e-news outlets. Mrs. Lipcon praised the design of the Library's new e-newsletter and suggested it would be a good forum for disseminating warrant article information to the Library's newsletter subscribers.

Mrs. Knight reminded Trustees that the Library will host a crafts table at the Wayland Art Fair on September 19, and Mrs. Gennis noted an opportunity to attend a "pop-up" event on October 17 at Town Center sponsored by supporters of a new Council on Aging and Community Center there. Mrs. Gennis wondered if the Friends might like to support the warrant article effort at those locations, perhaps by distributing a list of Frequently Asked Questions. No decisions were taken about these events as Trustees had to leave for other appointments.

Future Wastewater Needs

Further discussion of wastewater issues was postponed to another meeting.

The Meeting Was Adjourned at 10:20 a.m. for loss of quorum.

Documents for This Meeting

1. Agenda of Meeting Wednesday, September 9, 2015
2. Minutes of Meeting, Board of Library Trustees, August 28, 2015 [vote deferred]
3. "Report of the 2015 Wayland Library Planning Committee," August 27, 2015
4. Letter from Anne B. Heller, Trustee, to Aida Gennis, Chair, Board of Library Trustees, September 1, 2015, accepting the report and recommendations of the Library Planning Committee
5. "Town Meeting Warrant Article for Library Planning and Design Funds," [Draft] [September 9, 2015]

6. A selection of "word clouds" for possible use in public communications efforts.
7. Four proposals and quotations for library study carrels/computer work stations
 - Option A: submitted by Dovetail for custom-built, 6-carrel unit (\$14,500)
 - Option B, submitted by Strictly Custom Woodworking for custom-built, 6-person work station (\$9,640)
 - Option C: submitted by Tucker Library Interiors for custom-built unit (\$6,696.04)
 - Option D: submitted by Demco for stock unit (\$3,172)

Next Meeting(s)

- Wednesday, September 16, 7:45 a.m., Raytheon Room, Wayland Free Public Library

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

**Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting - Sept. 16, 2015
Raytheon Room, Wayland Free Public Library**

Present: Library Director Ann Knight, Trustees Aida Gennis (chair, presiding), Suzanne Woodruff, Anne Heller, Lynne Lipcon, Thaddeus Thompson. **Absent:** Sally Cartwright.

Call to Order: 8:01 a.m.

Visitors and Public Comment

Fin Comm. member Gil Wohlin attended as an observer. Jenny Moonan, Tighe & Bond (T & B) representative, gave an update of FEMA drainage project. There was no other public comment.

FEMA Drainage Report presented by Jenny Moonan. See Tighe & Bond report.

Both a gravity flow and a pump design were considered. Financial, environmental or location of a high-pressure gas line made these designs impractical. The concept sketch addresses "25 year storm" floods. Addressing 100-year storms is not covered by this grant. Such a plan would call for moving the building to a higher elevation, redoing the foundation and would be prohibitively expensive. The town does have two huge pumps and an effective emergency plan. Ms. Knight pointed out that the town does not have a protocol in place for prioritizing emergency requests. Remembering the flood of 2010, and that many *volunteers moved our materials and collections from the basement to higher ground by hand*, the Trustees would like assurance that town-owned building requests would have a higher priority than residential requests. Current concept sketch shows a perimeter drain around the library with a small pump to manage the overflow of wetlands. The drain would not fully encircle the building and would not interfere with the current septic system. Ms. Knight suggested that T & B's plans should take into account the future possibility of the library hooking up with the town wastewater system. Tighe & Bond is awaiting information on the elevation of the gas main and would then need to work with the Conservation Commission. The contract ends in April so work should be done by then, but they plan to ask MEMA for a 1-year extension by January. Perimeter work is a quick dig (about a 4-month project) with minimal disruption to library services. Ms. Knight asked to be informed if the library would need to be closed for safety or other reasons. Ms. Gennis asked how many parking spaces would be out of commission during the project. The Trustees asked that T & B keep us informed of all meetings with all town boards and commissions.

There was much discussion about the possibility of a library expansion on this site and questions about implications of a perimeter system. Ms. Moonan said one would not want to build over a perimeter drain, but that sections of the drain could be moved. Ms. Gennis made clear the state's library building grant requirements and deadlines and stated the Trustees' expectations that T & B's design would not limit our going forward with a grant application. T & B will take this, the Depot's concerns and bike path construction into account. Trustees also request that the following be included in T & B's report and work on this project:

1. p. 1. Add Wayland Public Library to the list of "stakeholders" along with permitting boards.
2. Provide cost benefit ratio calculations.
3. Outline what would be required to address a 100-year flood and the associated costs.
4. A written statement regarding prioritization and safeguarding of public buildings over residential homes in the deployment of the town's large pumps.
5. Communicate with the town building inspector and determine if there are safety issues that will require the library to close at specific points during construction of perimeter drain project.

6. Outline the parking during project: Where will workers park and how many library spaces will be unavailable to patrons?
7. Advise Director Knight of all meetings/hearings with Historic District Commission, Historical Commission, Conservation, etc.
8. Communications with Public Buildings Director Ben Keefe.
9. Outline the implications of a perimeter drain on any possible future building expansion plans.

Library Planning Report

Mr. Thompson moved and Ms. Heller seconded a motion to reaffirm the vote to accept the Library Planning Committee report. This motion carried unanimously.

Warrant Article for Special Town Meeting

Mr. Thompson moved and Ms. Heller seconded a motion to reaffirm the vote to submit a warrant article for fall Special Town Meeting. This motion carried unanimously.

Having been advised to shorten our warrant comments, some edits were made to the original document. We will review it again at next meeting. Some of the information in this document can be made available in a town meeting handout, FAQ and online at WPL website. We need to anticipate what questions will come up and be prepared to answer with metrics to back up any substantive statements. Bill Steinberg will be asked to clarify the sentence he suggested that stated: "State's timeline for this round of library construction grants lines up well with the Town's timeline for capital projects." We would need to have the debt schedule.

Ms. Woodruff mentioned an article that pointed to a trend in space allocations libraries:

	Traditional	Trend
Support	15%	15%
Collection	50%	35%
User	35%	50%

Discussion of draft of the Annual Report

Mr. Thompson submitted some suggested edits and asked about the circulation stats. Minuteman produces those numbers.

Finance Committee

Will meet on Sept. 28 for further discussion of warrant articles. WRAP meets on Sept. 30. We will be asked for a synopsis of our projected need for new/renovated facilities and land over a future 20-year time horizon.

Minutes of 8/28/2015:

Ms. Heller moved to accept the minutes of August 28, seconded by Ms. Lipcon. Motion passed unanimously 4/0.

Financial and Statistical Reports

Financial statistics will be available for next Monday's meeting. While circ stats are down in all towns, Wayland is less so and holding its own.

Opportunities to make people aware of warrant article:

- Community Art Fair: Sept. 19 11 a.m. – 5 p.m. WPL will have a table—Staff and members of the Friends will be available to answer questions about the library.
- WPL Open House tours/ Q & A to be offered Oct. 24 (time TBD) and evenings of Oct. 22 and Nov. 5.

- Pop Up Park Event: Oct. 17, 4-6 p.m. at Town Center (COA/CCAC sponsored event to give people a chance to learn more about this parcel of land and the possibilities it holds for our community.)
- Friends Book Sale: Nov. 6-8. Have poster there.
- Use e- newsletter to provide information.

The Meeting Was Adjourned at 10:30 a.m.

Documents for This Meeting

1. Tighe & Bond report: Wayland Town Library Drainage Improvements: Massachusetts Emergency Management Agency Grant
2. Minutes of Meeting Friday, August 28, 2015
3. Director's Report, August 2015
4. "Draft Town Meeting Warrant Article for Planning and Design Funds"

Next Scheduled Meeting

- Wednesday, September 21, 7:30 a.m., Raytheon Room, Wayland Free Public Library

Respectfully submitted by Lynne Lipcon

**Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting Wednesday, September 21, 2015
Raytheon Room, Wayland Free Public Library**

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

Call to Order: 7:46 a.m.

Visitors and Public Comment

Former Trustee Nan Jahnke attended as note taker and participated in discussion of the draft warrant article. There were no other visitors or other public comment.

Draft Warrant Article for Library Planning and Design Funds and Special Town Meeting

Trustees reviewed the most recent draft of the Board's article for consideration at Special Town Meeting on November 9. The draft article, which requests \$150,000 for library planning and design, incorporates minor edits from Town Counsel Mark Lanza. On a motion by Mr. Thompson seconded by Mrs. Woodruff, Trustees voted unanimously (6-0) to approve the article as edited. The Finance Committee is scheduled to take up the article at its meeting on September 21. Mrs. Gennis will make the presentation, and she expects to make a presentation to the Board of Selectmen later in the month as well.

Trustees discussed whether to prepare supporting materials for distribution at town board meetings, through media outlets, at Library Open Houses, and at Town Meeting, including a list of Frequently Asked Questions, a map of possible sites for investigation, a timeline for the state's grant process, and a projected timeline should the Town decide to go forward with a construction project. Trustees decided to work first on the FAQ and timelines.

Trustees wondered whether a banner and lawn signs in support of the warrant article could be ordered and whether the Board, the Library Planning Committee, and/or the Friends can be involved in that effort. Mrs. Gennis will check with Town Counsel while Mrs. Heller and Mrs. Cartwright investigate pricing. In the meantime, Trustees agreed to begin spreading the word about the article to friends, neighbors, and colleagues in town, encouraging an affirmative vote at Town Meeting.

LPC Membership

Mrs. Knight informed Trustees that their earlier vote to appoint two new members to fill vacancies on the Library Planning Committee was premature because the positions had not been publicly advertised for a week as required. The positions have since been duly posted and no new candidates have come forward. Therefore, on a motion by Mrs. Lipcon seconded by Mr. Thompson, Trustees voted unanimously (6-0) to appoint Neil Gordon and Timothy Marsters to the Library Planning Committee.

Library Planning Committee and State Grant Application

As all Trustees were in attendance at this meeting, Mrs. Cartwright moved that the Trustees vote again to accept the Report and Recommendation of the Library Planning Committee, which were delivered to

the Board and approved by a smaller group earlier this month. Mrs. Heller seconded the motion and Trustees voted unanimously (6-0) in the affirmative.

Mrs. Gennis reported that members of the Library Planning Committee are willing to help develop public information about state library construction grants for distribution in the media, at Town Meeting, and elsewhere.

Annual Report

Mrs. Gennis presented the Annual Report as edited at the last meeting to include information about the Library's town-wide survey and to make minor cuts for length. Mrs. Knight reminded Trustees that statistics that appear in the report's appendix are generated for state reporting and may differ somewhat from those the Board sees at their monthly meetings. On a motion by Mrs. Woodruff seconded by Mrs. Cartwright, Trustees approved the Annual Report unanimously (6-0).

Communication with Town Residents, Boards, and Committees

Mrs. Gennis reviewed the dates for two Open Houses at the Library where Trustees, Library Planning Committee members, and Friends may be available to present information about the Board's warrant article. They are October 24 and November 5; the first will include a tour of the building. Times and other details are forthcoming. In addition, the regular monthly Board of Trustees meeting, which will be held on the evening of Thursday, October 22, will include an extended public comment period for Trustees to receive comment and respond to questions about the warrant article.

Mrs. Gennis began checking Trustees' availability to present the Board's warrant article to other town boards and committees in advance of the Selectmen's Warrant Hearing on November 2. Trustees also identified resident groups, local event organizers, and media outlets to reach out to. Mrs. Knight agreed to familiarize Library staff with information materials as they are developed. Trustees then reviewed the proposed article "Comments," "Arguments For," and "Arguments Against," as well as a draft of "Talking Points" that could be used to develop a wide range of materials.

Additional Trustee Reports and Concerns

Mrs. Woodruff reported she has reviewed the list of recent presenters for the Gossels Human Dignity series and is looking for suggestions for an upcoming presentation. Trustees suggested the Syrian refugee crisis, human trafficking, and slavery as issues worthy of consideration.

Topics Not Reasonably Anticipated by the Chair

Mrs. Gennis noted with sadness the death of former Library Trustee Rosamund ("Ronnie") P. Swain on September 16. A memorial service will be held on September 25.

On a motion by Mrs. Lipcon seconded by Mrs. Cartwright, Trustees voted to accept four gifts to the Millennium Fund totaling \$235 in honor of Eleanora "Dee" de Antonia West, a longtime friend of the Library, who passed away in June.

The Meeting Was Adjourned at 10:00 a.m.

Documents for This Meeting

1. Agenda of Meeting Monday, September 21, 2015
2. "Town Meeting Warrant Article for Library Planning and Design Funds," [Draft] [September 21, 2015]
3. "Board of Library Trustees Annual Report for FY2015" [Draft] [September 21, 2015]
4. Chart of increases in visits, circulation, program attendance, et al. after library construction projects in Bolton, Cambridge, South Hadley, and Westwood, and also attendance in Millis
5. "Wayland Free Public Library Talking Points"

Next Meeting(s)

- Monday, October 5, 7:45 a.m., Raytheon Room, Wayland Free Public Library
- Thursday, October 22, time to be determined, Wayland Free Public Library; this will be a regular posted Board meeting with an extended public comment period set aside to receive comment and reply to questions about the Board's warrant article.

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

Municipal Affordable Housing Trust Fund (MAHTF)

Meeting Minutes—September 2, 2015

Wayland Town Building

Attendance: Mary Antes; Jacqueline Ducharme; Stephen Greenbaum; Kevin Murphy; Brian O’Herlihy; Susan Weinstein

Materials Distributed:

- Draft of the August 11, 2015 MAHTF minutes
- September 2015 MAHTF Agenda
- MAHTF financial statement (unaudited) as of August 31, 2015
- Draft of the Wayland MAHTF Annual Report
- E-mails to and from Brian Keveny, Wayland’s Finance Director

Open Meeting: Mary Antes called the meeting to order at 7:32 PM at the Wayland Town Building

Public Comment: None

Notes:

1. The Trustees reviewed the August minutes. Kevin Murphy moved the minutes be approved as amended. Susan Weinstein seconded the motion. Motion approved 4-0-1 abstention.
2. Treasurer’s Report: Brian O’Herlihy reported that Brian Keveny, Wayland’s Finance Director, estimated \$5000 for a full audit of the MAHTF’s financial accounts. The Trustees discussed whether there should be a full audit or a review. Kevin Murphy moved to authorize Brian O’Herlihy to negotiate a contract for a full audit up to \$5000. Susan Weinstein seconded the motion, and it passed unanimously, 6-0. The Trustees reviewed the MAHTF financial report (unaudited) as of August 31, 2015.
3. The Trustees discussed the status of the Cochituate Village Apartments (CVA) Fire Suppression System. At the last meeting the Trustees were asked to consider using a portion of the MAHTF’s unrestricted funds to help with the funding of this project. At that

time, it was unclear whether funding this project would fall within the defined “purpose” of the MAHTF. Mary Antes learned from Town Counsel, Mark Lanza, it would be within the scope of the MAHTF. Additionally, there had been consideration of requesting additional funding at Wayland’s Fall Town Meeting, although the Finance Committee recommended additional funding be a capital improvement request at the Spring Town meeting. When Brian Boggia, Wayland Housing Authority’s Executive Director, learned that there would be approximately \$26,000 cost differential to wait until the Spring Town Meeting, it was decided by the Wayland Housing Authority to submit a capital improvement plan for the Spring Town meeting.

4. The Trustees reviewed the draft Wayland MAHTF Annual Report. Brian O’Herlihy moved that the MAHTF annual report be approved as amended. Susan Weinstein seconded the motion. Motion approved unanimously (6-0).
5. The Trustees continued the review of potential components of a strategic plan. Brian O’Herlihy discussed his research on Funding Options and Alternatives initiative. The Trustees agreed that there should be an overarching mechanism to increase greater funding, and that the MAHTF should have more diversified sources of funding. However, the Trustees decided this would not be an initial initiative. Mary Antes reviewed the proposed Small Grants to Affordable Homeowners initiative, which is based on Sudbury’s Affordable Housing Trust program. The grants would be used for health and safety projects.

ACTION: Susan Weinstein will develop a draft procedure to implement the proposed Small Grants to Affordable Homeowners initiative.

6. The next meeting will take place on October 7, 2015
7. Kevin Murphy moved to adjourn the meeting at 9:25 PM. Susan Weinstein seconded the motion. Motion approved unanimously, 6-0.

Respectfully Submitted,

Jacqueline Ducharme

**TOWN OF WAYLAND
MUNICIPAL AFFORDABLE HOUSING TRUST FUND**

**BALANCE SHEET
(Unaudited)
As of August 31, 2015**

ASSETS

Cash and cash equivalents	\$ 739,529.07
Inclusionary housing payments receivable	0.00
Total assets	<u>\$ 739,529.07</u>

LIABILITIES AND NET ASSETS

Payable to Town of Wayland	\$ 38,374.29
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NET ASSETS

Unrestricted net assets	281,764.42
Temporarily restricted	419,390.36
Total net assets	<u>701,154.78</u>

Total liabilities and net assets	<u>\$ 739,529.07</u>
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**TOWN OF WAYLAND
MUNICIPAL AFFORDABLE HOUSING TRUST FUND**

**STATEMENT OF ACTIVITIES
(Unaudited)**

For the Period July 1, 2015 to August 31, 2015

	Unrestricted	Temporarily Restricted	Total
REVENUES AND OTHER SUPPORT			
Investment income	\$ 37.53	71.22	\$ 108.75
Inclusionary housing payments	38,374.29		38,374.29
Total revenues	38,411.82	71.22	38,483.04
EXPENDITURES			
Total expenditures	0.00	0.00	0.00
CHANGE IN NET ASSETS	38,411.82	71.22	38,483.04
NET ASSETS, AT JULY 1, 2015	243,352.60	419,319.14	662,671.74
NET ASSETS, AT AUGUST 31, 2015	\$ 281,764.42	\$ 419,390.36	\$ 701,154.78

**TOWN OF WAYLAND
MUNICIPAL AFFORDABLE HOUSING TRUST FUND**

**STATEMENT OF CASH FLOWS
(Unaudited)**

For the Period July 1, 2015 to August 31, 2015

CASH FLOWS FROM OPERATING ACTIVITIES:	
Change in net assets	\$ 38,483.04
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Change in:	
Inclusionary housing payments receivable	<u>51,165.72</u>
Net cash provided by operating activities	<u>89,648.76</u>
CASH FLOW FROM FINANCING ACTIVITIES:	
Excess funds transferred from Town of Wayland	<u>38,374.29</u>
Net cash provided by financing activities	<u>38,374.29</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS	128,023.05
CASH AND CASH EQUIVALENTS, AT JULY 1, 2015	<u>611,506.02</u>
CASH AND CASH EQUIVALENTS, AT AUGUST 31, 2015	<u>\$ 739,529.07</u>



Town of Wayland Massachusetts

OPEB Advisory Committee

Kent George

David Gutschenritter

Cliff Lewis (Chair)

Maryanne Peabody

Jay Sherry

Minutes of February 10, 2015 Committee Meeting

In attendance were Cliff Lewis, Kent George, Jay Sherry, Maryanne Peabody and David Gutschenritter. The meeting was videotaped and is currently available on WayCAM On Demand at:
<http://waycamtv.pegcentral.com/player.php?video=28d347559782911705bc400216e45252>

The meeting was called to order at 7:01 PM by Chair Cliff Lewis in the Small Conference Room on the second floor of the Wayland Town Building. The following Agenda topics were addressed:

- 1. Public Comment:** There were no members of the public present at this meeting.
- 2. Discussion of Warrant Article and OPEB expectations**

The Committee discussed several elements of expectations for eventual success in attaining the goals for OPEB funding.

It was noted that Cliff and Maryanne met with the Town Administrator to discuss potential cost reductions for retiree plans and what could be done there.

- 3. Accept Revision D of Managing Wayland's OPEB Investment Account**

The Committee reviewed and agreed to accept the attached Investment Management of OPEB Investments document.

- 4. Date of next meeting and adjournment**

The next meeting was set for February 25, 2015.

The meeting adjourned at 9:33 PM.

Respectfully submitted,

Kent E. George

Attached: Managing Wayland's OPEB Investment Account

Managing Wayland's OPEB Investment Account

Revision: D

January 7, 2015

Introduction:

In 1968, the Town of Wayland, by a vote at Town Meeting, approved Other Post-Employment Benefits (OPEB) for its employees. This obligation is principally to cover the employer portion of the cost of healthcare insurance for retired employees. There were no funds set aside to cover this future obligation from 1968 to 2007.

In 2007, the Town began setting money aside to cover the future obligations. This money is in a separate account, which we will refer to as the OPEB Investment Account, where it is intended to earn an investment return. The projected returns on the OPEB Investment Account, along with annual contributions from the Town, are expected to cover the future expected liabilities.

Determining the future liability is a required part of an actuarial valuation performed by an independent actuary for the Town every two years. The future liability is large – in the range of \$100 million. While the OPEB Investment Account today is less than \$13 million, as it grows, the need to achieve the investment return becomes critically important.

Legislation:

In 2010, the Massachusetts General Court (State Legislature) enacted Chapter 372 of the Acts of 2010 (Wayland's Special Act) authorizing the Town of Wayland to establish a fund to meet its future OPEB obligations. Wayland's Special Act takes precedence over a more encompassing Act passed by the State Legislature that is applicable to most towns in the Commonwealth.

Wayland's Special Act specifies that the fund shall be under the supervision and management of the Town Administrator and the Finance Director and that the Town Treasurer shall be the custodian of the funds, with the ultimate responsibility to invest the funds prudently.

Wayland's OPEB Committee:

Recognizing that both actuarial judgment and investment management are critical skills to establish and manage the OPEB Investment Account, and that neither are core competencies of any employees of the Town, the Town Selectmen established the Temporary OPEB Advisory Committee in 2013 to chart a path going forward. Critical to that path is the management of the OPEB Investment Account. This document charts the course for oversight of that account.

Investment Policy:

Many tomes have been written on investment policy, but the policy of the Wayland OPEB Investment Account is simply to invest the funds of the OPEB Investment Account in a manner consistent with a Prudent Investor, such that those funds, along with annual contributions from the Town, will be sufficient to meet the Town's future OPEB obligations. The initial goal of the fund is to reach a fully funded status by year-end 2038. The fully funded status is the amount determined by an actuarial review of the OPEB Investment Account asset balance compared

to the actuarial accrued liability. Wayland's policy is to fund the actuarial accrued liability on a premium-based forecast of Wayland's actual cash expenditure on OPEB and not on a GASB45-based forecast. After achieving fully funded status, the OPEB Investment Account will be targeted to supplement any annual Town contributions to maintain a fully funded status as actuarially determined.

Implementing the Investment Policy:

On a long-term basis, the Town will need investment management guidance commensurate with the management of a \$100 million investment account. The Town will also need guidance, on a long-term basis, to determine appropriate assumptions used in the periodic actuarial studies. The OPEB Advisory Committee believes that the best source for this specialized expertise will come from a few of the Town's public-spirited citizens. We believe this can be done under the existing legislation, so long as the Town Treasurer is comfortable with such an arrangement and so long as it is universally recognized that the ultimate responsibility for the Town's OPEB Investment Account resides with the Town Treasurer.

Investment Advisory:

We, the OPEB Advisory Committee, propose establishing an Investment Advisory group to advise on investment decisions. The group would consist of three volunteer investment professionals, who customarily manage funds of the magnitude of the OPEB Investment Account on a professional basis. For the first three years, to ensure a smooth transition from today's OPEB Advisory Committee, a representative from the current OPEB Advisory Committee would also be part of the Investment Advisory group. The OPEB Investment Advisory Group would be informally organized by the Town Treasurer, to serve at his/her pleasure. It would meet at least quarterly, or more frequently, on an ad-hoc basis to advise on investment decisions. The principal goals of the Investment Advisory Group would be:

- 1) To periodically review the Investment Program Alternatives noted below
- 2) To periodically offer advice on investment allocation such as those noted in Table A below and to offer advice on revisions to Table A as appropriate
- 3) To advise on actuarial assumptions noted above
- 4) To advise on revisions to investment account reporting criteria
- 5) To review funding status of the OPEB Investment Account and advise on modifications to the Investment Policy and investment allocation targets as required
- 6) To advise on any impact that future legislation may have on the OPEB Investment Account

Investment Program Alternatives:

There are three basic alternative investment approaches that need to be considered. These are:

- 1) Investing with the Pension Reserves Investment Trust, commonly known as PRIT managed by the Commonwealth's Pension Reserves Investment Management Board.
- 2) Self-directed Investing
- 3) Other Professional Investment Management

Each of these three are to be considered periodically.

Asset Allocation Decisions:

Should an Investment Program of self-directed or professionally managed funds be selected, the Town Treasurer, with assistance from the Investment Advisory Group will issue an asset allocation table, similar to Table A below. This table will be periodically revised as conditions warrant.

Reporting:

With assistance from the OPEB Investment Advisory Group, the Town Treasurer will report the following information on a calendar quarterly basis. The report will be publically available on the Treasurer's website not more than two weeks after the close of each calendar quarter and will include the following:

- 1) Investment Policy and rate of return goals
- 2) Current asset allocation goals, (Table A)
- 3) Funding Status of the OPEB Investment Account
- 4) Quarterly, YTD Return, overall and by investment Manager, before and after any applicable accrued management fees
- 5) Detailed quarterly holdings by each investment manager

Table A

Town's OPEB Investment Account Asset Allocations: December 2014

Asset Class	Target Range	Central Tendency*
Cash	0 – 5%	~2%
Fixed Income	15 – 25%	~20%
Equities	70 – 80%	~75 – 78%
Alternatives	0 – 5%	~0 – 3%

Investment Return Goal: December 2014

The rate of return required on the OPEB Investment Account as of December 2014 to meet the actuarial goals is 7%.

* We use the term "central tendency" to generally describe the mean value or the typical annual return we would expect over a long period of time.



Town of Wayland Massachusetts

OPEB Advisory Committee

Kent George
David Gutschenritter
Cliff Lewis (Chair)
Maryanne Peabody
Jay Sherry

Minutes of July 15, 2015 Committee Meeting

In Attendance were: Cliff Lewis, Kent George, Jay Sherry, Maryanne Peabody and Dave Gutschenritter. Also invited and attending was Nan Balmer, Wayland Town Administrator

The meeting was called to order at 7:05 pm at the Town Building in the Selectmen's Meeting Room.

This meeting was recorded and is currently available on WayCAM at:
<http://www.waycam.tv/government-and-sd-on-demand.html>

The following Agenda topics were addressed:

1. Public Comment

No public comments were made.

2. Discussion of Legal Structure of an OPEB Trust.

Cliff asked Jay to present in summary form the discussion he and Jay had with Brian Fox of Murphy, Hesse and Toomey, the law firm the Committee has chosen as a result of issuing the RFQ to help us understand the need for, or not for, a new Trust Fund for OPEB.

Jay covered the discussion and first noted that despite the appointment of this Advisory OPEB Committee and its work on OPEB, Brian made it clear that under the Special Act of November 2010 under Section 32b of Massachusetts law there are only two responsible parties that can and should be acting as OPEB trustees and they are the Town of Wayland Town Administrator and the Town of Wayland Finance Director.

As the Special Act was written and voted by the Mass legislature, they are the only individuals who can and should be handling all OPEB responsibilities other than the Wayland Town Treasurer who is appointed under the Act as the Custodian of the Trust Funds. The Custodian implements the policies determined by the two Trustees and is the day-to-day manager of the funds and the person who makes sure that the money is transferred from the General Fund to the

outside investment managers and implements the Trustees instructions to the outside investment managers hired by the Trustees. The Custodian also is responsible for reporting the results of the investment activity to the Trustees, and hence to the Town, and keeping them advised of all transactions concerned with the funds.

This Committee in all its deliberations to date has recommended that other than the Custodian duties with which we concur, that a distinctly new set of governance policies be implemented as to give the taxpayers and Town employees more flexibility and comfort that the OPEB fund can grow to the extent needed by virtue of significantly better investment management policies that may not be available under the current trust.

Further, Brian told Cliff and Jay that effective July 1, 2011 the Mass Legislature voted in a new provision under Chapter 32b, a new Section 20 that cities and towns of the Commonwealth can adopt to manage OPEB funds. If this provision is to be implemented Town Meeting must vote to adopt this new provision and in so doing would give the Town the ability to create a new trust with more flexibility and governing provisions than are covered under the current legislation and trust.

As a result of this finding, Brian has indicated that in order to implement a new Trust as discussed by this Committee it will require two separate actions by the Mass State Legislature after adoption by Town Meeting. The first would be to vote to undo the current Special Act and then vote to allow the Town to implement the new Section 20.

As a practical matter, Jay noted, once Town Meeting approves the adoption of Section 20 there will likely be a significant period of time until the Mass Legislature acts on the Town requests. However, Brian has told him that he can create one new simple Trust agreement that would allow the current Trustees to vote to amend the current trust to conform to the new Trust governance rules so as to be able to conform to the new provisions under Section 20.

Brian also noted that under common practice now, at least one Trustee under the new configuration should probably be a Town employee in order for the Town to be able to conform to IRS regulations covering municipal law.

Further, Jay noted that Brian suggested that if a majority of the new Trustees of the OPEB Trust had the requisite background as qualified investment managers, the Town could possibly avoid the cost of hiring an investment advisor to the Trustees. However, in this position, the new Trustees with appropriate investment expertise would have to be named as "provisional Town employees" for the purposes of that person's involvement as a Trustee. Additionally, Brian would recommend under these circumstances that the Town carry insurance to cover all the Trustees from breaches of fiduciary duty.

David raised an issue at this point wondering how and why a fiduciary would be insured against his acts as a fiduciary. That seemed to him to be a contradiction in terms. Kent and Cliff and Maryanne noted that the insurance is to prevent false incrimination by disgruntled or unhappy taxpayers or others. It is a form of Directors and Officers Liability Insurance in which one would not be protected from truly harmful acts of a fiduciary but by legal help with potentially false accusations.

Cliff then asked that we consider voting to proceed with Brian's suggestions but wanted anyone who feels that s/he want to object or ask for more information that it was time now.

David spoke to his disinclination to go ahead with a new Trust as we are proposing. His thinking is that it does not significantly improve on the Special Act. Kent pointed out that his basic concern about the current trust is that the two Trustees have been just jammed into the position, despite the fact that neither was around when it was first put in place. It seems to him that they need some support in some fashion whether this is the way or not. Jay pointed out that he is not a big fan of 32b but that we do not have a lot of options, and Wayland is out in front of this problem and possibly leading the way only because we are being diligent about our responsibilities. Cliff pointed out that if we adopt Section 20 then at least we will be in the mainstream wherein when questioned about what we are doing it will be easier to say we are doing what the legislature has recommended.

Jay then went on to delineate the issues that we face as a Town within the special act. His view is that we need to be able to appoint trustees with a diverse range of experiences; that we cannot have one of the trustees an employee who reports to the other trustee; that we should not have only trustees who are Town employees who are also beneficiaries of the trust themselves; having no taxpayers represented on the board of trustee, which he thinks is mandatory; and that the Custodian is also a Town employee who reports to one of the trustees. Jay said the he thinks having a three, or at most a five member board of trustees, one of which is the Town Administrator and the other two are citizens who have requisite investment experience could allow the Town to have prudent decisions and proper oversight of the trust and possibly prevent the inherent delay in the current model to make investments adjustments, which has happened.

Cliff concurred with what Jay said and pointed out that the current Special Act has the faults that Jay has noted.

Nan Balmer, Town Administrator spoke up and said that she had spoken to Brian Fox herself and she was contemplating putting out an RFQ seeking an investment advisor as she and the Finance Director have no relevant investment experience at all and as the currently responsible trustees they would need some expertise to give them direction and advice. She also pointed out that the prudent solution, with that consultants help, could or might be to put all the money into PRIT, the Mass Pension Reserve Investment Trust. The Wayland OPEB fund would be dwarfed by the overall size of the PRIT investments and would be just taken as a small piece of the fund and take all the investment decisions out of the hands of the Wayland OPEB Trustees, other than the single one to put the money in PRIT.

3. Further discussion ensued as to the:

- possibility of keeping the current investment managers, Bartholomew and Rockland Trust;
- the decision by the Town Administrator to put out an RFQ for an investment advisor (absolutely necessary regardless of any other actions due to the lack of investment qualifications of the two current trustees);
- the dwarfing of our OPEB fund of approximately \$12 million by the huge investment fund of PRIT if the fund were invested there, hence the risk of not meeting the 7% expected return;

- the ultimate authority of the trustees in removing money from the trust when it is fully funded to pay then current OPEB costs roughly 25 years from now;
- the current insurance provisions that might cover the current trustees, which is being investigated by a Town staff member;
- the suboptimal returns and high risk profile of the PRIT investments (Kent and Cliff both view some PRIT investments as highly risky) and the problem that ensues as a result of the OPEB benefit as being a defined benefit which is ultimately fully guaranteed by the taxpayers, regardless of investment results;
- the fact that if the investment returns from PRIT or any other investment vehicle do not meet the planned 7% return by 1%, or a total of 6% instead of 7%, then the taxpayer portion of the guarantee practically doubles over the long term;
- Jay pointed out the lost opportunity cost of investment decisions over the last year have already cost the Town a substantial amount of return because Bartholomew and Rockland have not been told to increase their equity portion of the fund up to 75% as this Committee has recommended. This could be the problem going forward if investment advisors are not part of the board of trustees.

Finally, Cliff opened the discussion as to whether the Committee would want to recommend to the Board of Selectman that they include a warrant article in the warrant for the Special Town Meeting scheduled to be held sometime in the fall of this year. In doing so we would need to draft a warrant article including the recommendations of our attorney, Brian Fox. Further discussion ensued as to whether it would be appropriate for this Committee to ask Brian Fox to draft the prospective trust as we understand the proposition now.

Kent made a motion to have the Committee approve having attorney Brian Fox draft an amendable trust agreement as was his recommendation. Cliff seconded the motion and it was: VOTED: That the Committee authorize attorney Brian Fox to draft the amendable new trust agreement that we will review at our next meeting. The vote carried 5-0 in favor of the motion.

Discussion then went to the possibility of asking the Board of Selectmen whether they would consider accepting a warrant article for the Fall 2015 Special Town Meeting to adopt a new OPEB trust agreement. Cliff will speak to our BoS liaison, Tony Boschetto and Nan will get a sense of the BoS at its next meeting as to their potential reception to this article.

A further discussion took place around the potential use of an investment advisor to assist the trustees of the OPEB trust and what the characteristics of assistance would entail.

Then the Committee discussed the planning of writing a warrant article should the BoS agree to put it on the warrant and the planning of that at the next meeting.

Finally, the Committee agreed to set the next meeting for August 27 at 6:30 PM and the Committee unanimously voted to adjourn.

Respectfully submitted,

Kent E. George



Town of Wayland Massachusetts

OPEB Advisory Committee

Kent George
David Gutschenritter
Cliff Lewis (Chair)
Maryanne Peabody
Jay Sherry

Minutes of August 26, 2015 OPEB Committee Meeting (As Approved September 29, 2015)

In attendance were Kent George, David Gutschenritter (for a portion of the meeting), Cliff Lewis, Maryanne Peabody and Jay Sherry. Town Administrator Nan Balmer also attended a portion of the meeting. The meeting was videotaped and is currently available on WayCAM On Demand.

The meeting was called to order at 7:03 PM by Chair Cliff Lewis in the School Committee Board conference room. The following agenda topics were addressed:

1. Public Comment

There were no members of the public present at this portion of the meeting.

2. Approve Minutes

Kent George agreed to circulate his two sets of overdue minutes before the next meeting rather than at the next meeting.

Maryanne Peabody said her minutes of the May 20, 2015 meeting were still in process. Her minutes of the July 8, 2015 meeting were approved, 4-0 (Dave Gutschenritter was absent for this vote). Maryanne's minutes of the August 6, 2015 meeting were approved 3-0-1 (Dave Gutschenritter was absent for this vote, and Jay Sherry abstained as he did not attend the August 6 meeting).

Dave Gutschenritter joined the meeting.

3. Discussion of Proposed OPEB Trust Agreement

The Committee discussed the draft trust agreement received from OPEB Special Counsel Brian Fox. Jay agreed to get John Senchyshyn's comments reviewed by Fox. Nan Balmer agreed to get Mark Lanza's review of the draft trust agreement.

4. Discussion of OPEB Custodian Responsibilities

Dave Gutschenritter led a discussion of the basic responsibilities of a custodian, based on his understanding of the Investment Company Act of 1940. Dave said that a custodian must:

- A. Safeguard the assets in the fund
- B. Maintain sufficient cash in the fund
- C. Facilitate the movement of cash and securities in the fund in order to settle transactions
- D. Act as an agent of the trustees, and
- E. Meet a standard of care

5. Discussion of Investment Management regarding PRIT

There was brief discussion of whether PRIT made sense as an investment vehicle for OPEB funds. Several members voiced concerns about the risky nature of some of the asset choices in PRIT.

6. Discussion of Special Town Meeting warrant article

There was extended discussion of the pros and cons of the OPEB warrant article.

[Dave Gutschenritter left the meeting at this point due to a prior commitment]

The discussion continued regarding the OPEB warrant article. Ultimately the Committee voted 4 – 0 to support the warrant article.

7. Public Comment

No members of the public were present.

8. Adjourn

The Committee voted 4-0 to adjourn at 9:22 PM.

Respectfully submitted,
Jay Sherry



Town of Wayland Massachusetts

OPEB Advisory Committee

Kent George
David Gutschenritter
Cliff Lewis (Chair)
Maryanne Peabody
Jay Sherry

Minutes of September 23, 2015 OPEB Committee Meeting (As Approved Sept 29)

In attendance were David Gutschenritter (for a portion of the meeting), Cliff Lewis, Maryanne Peabody and Jay Sherry. Absent was Kent George. Town Administrator Nan Balmer also attended a portion of the meeting, as did Cherry Karlson, Chair of the Board of Selectmen, Gordon Cliff, OPEB liaison on the Finance Committee and Mark Lanza, Town Counsel. The meeting was videotaped and is currently available on WayCAM On Demand.

The meeting was called to order at 6:02 PM by Chair Cliff Lewis in the Board of Selectmen meeting room. The following agenda topics were addressed:

1. Public Comments

Gordon Cliff spoke for himself not representing the view of the Fincom. He voiced real concerns about going forward with the warrant article as drafted. He said "The warrant article is important but is not urgent. Other warrant articles are more pressing."

2. Summary of OPEB Board of Trustees meeting of September 16, 2015

Jay summarized the key elements of this meeting of Trustees Nan Balmer and Brian Keveny, also attended by John Senchyshyn, Zoe Pierce, Elizabeth Doucette, Kent George and Jay Sherry.

- A. Request for Proposal on Investment Counsel: Elizabeth Doucette received nine responses to the RFP for investment counsel, of which four were deemed qualified. Nan Balmer appointed John Senchyshyn, Brian Keveny and Zoe Pierce as an evaluation subcommittee to evaluate the four responses and rank order them for Nan Balmer, who will make the final selection.
- B. Jay learned in the Board of Trustees meeting of Mark Lanza's concerns about the OPEB warrant article, and that Lanza's view is that the meeting of the Town Administrator and Finance Director regarding their supervision and management of the OPEB Fund is not subject to the Open Meeting Laws.
- C. Insurance: John Senchyshyn has obtained a quote from MAIA regarding indemnification of Trustees against breaches of fiduciary duty.
- D. OPEB Audit: Melanson Heath provided Brian Keveny with a quote of \$5000 as an additional charge for audit the OPEB Fund's numbers. Currently, the OPEB Fund is not audited by Melanson Heath, and Brian suggested that this would be a good practice to start going forward.

3. Minutes Reviewed

No new minutes were approved at this meeting. Maryanne agreed to publish on the OPEB web page her minutes that had been previously approved.

4. Discussion of OPEB Warrant Article / Special Act / General Act

Cherry Karlson: She spoke for herself, and was not speaking for the BOS. She asked, "Do we have the legal authority to name trustees and execute a Declaration of Trust under the General Act (MGL 32B-20)?"

Mark Lanza: He has not spoken directly to Brian Fox yet but planned to do so. He feels strongly that Wayland has no legal authority under either the current Special Act or the General Act to execute a Declaration of Trust. He recommends that Wayland replace its current Special Act with a replacement Special Act (similar to that of the Town of Holliston) that gives Wayland clear legal authority to execute a Declaration of Trust.

Extended discussion ensued on this point between Mark, Cliff, Jay and Gordon. Gordon feels that the narrative of the warrant article needs to be wholly re-written by Fincom given the news of Mark Lanza's position.

[Dave Gutschenritter joined the meeting at this point]

Cliff summarized the discussion for Dave and noted that Mark Lanza and Brian Fox will need to talk soon to try to agree on the legal approach going forward, ideally by Thursday September 24. Cliff further summarized that all are in agreement that the current Special Act should be rescinded. The disagreement is whether the General Act is enough, or does the Town need a new Special Act. Mark Lanza said the drafting of an alternative to Chapter 32B section 20 would be rapid.

Gordon Cliff asserted again that this OPEB effort was a relatively low priority to Fincom, being no more important than the #17 priority. Cliff Lewis emphasized that the OPEB Committee is ending its work September 30, and that after that point there will be no person, board or Committee which will push to get the enabling legislation done and the Declaration of Trust executed. Cherry Karlson disagreed, given the OPEB liaison on the BOS and her personal interest as chair of the BOS.

Jay voiced his concern about the general inertia, disinterest in getting the investment governance and investment policy issues addressed.

Cherry Karlson responded that there was work in progress. For example, the RFQ for investment counsel has been issued.

Nan Balmer: Responded and summarized her understanding of the Special Act. As supervisor and manager, she said that she and the Finance Director could move the money to PRIT as a means of boosting the equity exposure.

Mark Lanza: He agreed to talk to Brian Fox quickly, and suggested that Fox take the lead on a first draft of a replacement Special Act.

Dave, Jay and Maryanne all voiced support of the idea of a replacement Special Act if the General Act simply won't work. Gordon Cliff offered to take the lead on drafting a replacement warrant article.

Cherry Karlson: She does not believe all of the drafting and rewriting can be done in time for a BOS vote on Monday September 28. She suggests withdrawing the article for November. She suggests giving the attorneys a "date certain" target of ten days or mid-October to get all the legal work done, both new Special Act language and draft Declaration of Trust language. It should get all queued up for disposition at the April 2016 Town Meeting. She personally committed to getting this done at the April ATM even if the charge of the OPEB Committee expires on September 30.

5. Handoffs to Town Staff of OPEB related tasks after the Committee's charge expires

Jay shared his draft handoff document with the Committee and Nan Balmer, which is attached as Exhibit 1. Comments from the Committee included:

- A. Cliff commented that Jay should directly work with Brian Keveny directly to handle the task of describing to Melanson Heath the rationale for Wayland's OPEB funding using premium-based assumptions rather than the GASB 45 assumptions.
- B. Dave suggested that the performance of the actuary be periodically reviewed and the selection of a new actuary should be done only if and as needed.

- C. Maryanne suggested an annual review of controllable vs. uncontrollable healthcare cost drivers that affect OPEB.
- D. Cliff suggested that the handoff document be an Exhibit in the Committee's final report
- E. Nan commented that the draft document seemed quite complete and would be helpful to her staff, but wanted to review the document more thoroughly.

6. Handling of Unforeseen Future Events that have a Negative Impact on OPEB Funding

Cliff initiated a discussion of how the Committee would recommend the Town handle significant events in the future that have a negative impact on the Town's ability to reach its 2038 funding target. What process should be used, and which Town official or Board should make the decision to modify the funding target date or other key actuarial assumptions?

Dave suggested that the Committee recommend that the Town assume some flexibility in reaching its target date, plus or minus five years. Cliff suggested that perhaps this flexibility and power be vested in the OPEB Board of Trustees.

Jay suggested that the Committee could recommend that the OPEB Board of Trustees simply adopt the practices of a municipal pension board of trustees in handling a big market meltdown.

Jay reminded the Committee that if the OPEB Board of Trustees has a legal fiduciary duty to only consider what is good for the beneficiaries, irrespective of Wayland taxpayers, that this power should not be vested solely in the hands of the OPEB Board of Trustees.

The consensus was that there should be a general statement in the OPEB Committee's final report giving the BOS and/or the OPEB Board of Trustees broad discretion to do what is appropriate.

7. Scheduling of a tentative October Meeting

Dave is unable to serve on the Committee after September 30. Nan asked if the charge of the Committee should be extended to October 31. Jay indicated that if there is no November warrant article he would like to resign from the Committee effective September 30. A tentative meeting was scheduled for October 5.

8. Adjourn

The Committee voted 4-0 to adjourn at 8:30 PM.

Respectfully submitted,
Jay Sherry

Exhibit 1: Handoff Recommendation of OPEB Tasks

Warrant Article Preparation Tasks

The warrant article appropriates the annual contribution made to the OPEB investment account and allocates it fairly between general taxpayers and the fee-based program users, depending on the OPEB-eligible headcount.

1. Every December 31 prior to the April Town Meeting, the overall OPEB-eligible employee headcount must be tallied by the Town's Human Resources Director (currently John Senchyshyn), with the FTE headcount also identified for each fee-based program so that the OPEB contribution can be properly apportioned between the general taxpayer and the users of fee-based programs.
2. Every January/February, the School Committee must approve the parity contributions of \$25,000 each for both Food Services and The Children's Way, for the next eight fiscal years or so until the parity contributions have been completed. The Wayland Public Schools Business Director (currently Susan Bottan) should assist with this task.
3. The Committee believes that the Town's Finance Director (currently Brian Keveny) is the most appropriate town official to prepare the text of the annual warrant article. Warrant Article 4 in the 2015 warrant can serve as a useful template for warrant articles in future years.

Actuarial Valuation Tasks

The Committee also enumerated some of the tasks associated with the biennial OPEB valuation by the Town's actuarial firm. The next valuation is required as of December 31, 2016.

1. The Committee believes that the Town's Finance Director is the most appropriate town official to manage the actuarial valuation, assisted by the Town's Human Resources Director.
2. A Request for Quotation (RFQ) should be sent to four or five actuarial firms in the September timeframe. Responding firms should be queried in the RFQ for their likely investment return assumptions and healthcare inflation rate assumptions that would be most appropriate for Wayland's situation. The respondents' quotations should include fees for both the GASB 45 and premium-based valuations.
3. The actuarial firm should be selected in October, based on the proposal response to the RFQ that provides the Town with the most overall value: accuracy in the OPEB forecast at an appropriate fee.
4. A planning meeting with the selected actuarial firm should happen in November, with a focus on validating the modeling assumptions the actuarial firm will use.
5. The Town's OPEB-eligible active employee headcount, retired employee headcount, and qualifying spouse headcount as of December 31 must be provided by the HR Director to the actuarial firm, along with data about healthcare insurance costs, employee & retiree selections, and other data that may be required.
6. The actuarial firm's analysis should be complete by mid-February. The OPEB contribution for the subsequent fiscal year will come from the premium-based forecast, and will be used in the text of the warrant article published in March.

OPEB in Wayland's Financial Statements

Finance Director (currently Brian Keveny) needs to provide text to the Town's auditing firm Melanson, Heath that describes the rationale for Wayland's use of premium-based actuarial assumption. This text would be included in the financial statements' Management Discussion & Analysis section, in addition to the supplemental OPEB information currently provided.

Investment Management & Oversight

Performed by Board of Trustees (currently Nan Balmer, TA and Brian Keveny Finance Director)

1. Establish investment policy, and review it annually
2. Review performance of investment managers at least quarterly
3. Hire & fire investment managers as necessary
4. Ensure new OPEB contributions appropriated at Town Meeting result in new investments into the OPEB Trust
5. Other duties spelled out by law or the trust agreement

Reporting of Investment Results and Fees

The Committee believes that the **Town Treasurer** (currently Zoe Pierce, and legally the OPEB trust fund custodian) is best suited for these tasks

1. Quarterly reporting of investment returns on the OPEB Trust by the Trust custodian

The Committee believes it is essential for the OPEB Board of Trustees to communicate to the public how the Trust Fund is doing, in both absolute and relative terms. We suggest that Wayland model the OPEB Trust's disclosure of financial data along the lines of the summary financial data that most mutual funds publish each month. At a minimum the Board should provide:

- A. Quarterly reporting of fund balances and investment returns as of the end of each calendar quarter.
- B. Timely reporting within two weeks of the close of each calendar quarter via the Town website.
- C. Reporting of the fund's holdings by major asset classes (large company stocks, small company stocks, domestic vs. international, bonds, cash, etc.)
- D. Reporting of time-weighted investment returns, net of the management fees charged by the investment managers.
- E. Return periods should include the most recent calendar quarter, fiscal year to date, trailing 12 months, and other periods that the trustees feel would be useful to the public.
- F. Comparison of the actual investment returns to the benchmark returns of some suitable investment benchmarks that broadly correspond to the asset allocation choices of the Board for the reporting period.

2. Disclosure of fees paid to the investment managers.

Rounding out the quarterly disclosure package would be the dollar amount and the percentage amount of investment management fees paid or accrued for the disclosure period.

OPEB Cost Reductions and Cost Recovery

[requires development of detailed recommendations]



Town of Wayland Massachusetts

OPEB Advisory Committee

Kent George
David Gutschenritter
Cliff Lewis (Chair)
Maryanne Peabody
Jay Sherry

Minutes of September 29, 2015 Committee Meeting

In Attendance were: David Gutschenritter, Cliff Lewis, Maryanne Peabody, Jay Sherry, Kent George

The meeting was called to order at 7:07 pm in the Selectmen's Meeting room in the Town Building.

The OPEB meeting was recorded by WayCam and can be found by going to the WayCam website.

The following Agenda topics were addressed:

1. Public comment

Public comment was deferred until later in the meeting

2. Approval of minutes

The minutes of 7/15/2015 were reviewed by the Committee. A motion was made and seconded to approve the minutes of 7/15/2015 as presented. Approved 4-0

The minutes of 2/10/2015 were reviewed by the Committee. A motion was made and seconded to approve the minutes of 7/15/2015 as presented. Approved 4-0

Kent will research one remaining set of minutes

The minutes of 7/8/2015 and 8/6/2015 have been approved and sent to Maryann DiNapoli for posting

Jay Sherry joined the meeting at 7:15

The minutes of 9/23/2015 were reviewed by the Committee. A motion was made and seconded to approve the minutes of 9/23/2015 as amended. Approved 5-0

The minutes of 8/26/2015 were reviewed by the Committee. A motion was made and seconded to approve the minutes of 8/26/2015 as amended. Approved 5-0

3. Public Comment

Carol Martin, member of the Finance Committee, speaking as an individual, expressed her support for the OPEB Committee's work. Ms. Martin first became involved as an interested citizen and then as a liaison from the Finance Committee. She expressed her appreciation for all the work done by the Committee. She commented on the Committee's ability to de-mystify OPEB.

Cherry Karlson, chair of the Board of Selectmen (BOS), speaking as an individual, also commented on the Committee's ability to de-mystify OPEB. She expressed her support for the work of the Committee and thanked the Committee for its service.

Ms. Karlson informed the Committee that the BOS had voted to withdraw the OPEB warrant article from the Special Town Meeting agenda and put in on the Annual Town Meeting agenda in the spring.

Discussion ensued concerning conversations between Town Counsel and Mr. Fox, attorney with Murphy, Hesse, Toomey & Lehane, pertaining to the subject of the warrant article and the timing of achieving certain objectives. Ms. Peabody asked about the email from Town Counsel because certain parts of it were unclear to her i.e., there was no mention of rescinding the Special Act and replacing it with a new one as Town Counsel had suggested at our last OPEB meeting. Discussion of the email ensued.

4. Review of the Warrant Article

The warrant article was not reviewed given that it was withdrawn from the Special Town meeting agenda.

5. Discussion of wrapping up the OPEB Committee and Handoff of Continuing Responsibilities

The Committee agreed to include this topic as part of the final report discussion.

6. Review of Final Committee Report

Kent George expressed his disappointment on the inability of the OPEB Committee to achieve more than it was able to during its time in existence. He expressed his desire that the Committee's final report (FR) identify where the Committee was successful and where it was not.

Maryanne Peabody offered some comments on the preliminary draft of the report and the Committee began discussing the wording of the FR.

Cherry Karlson made a point of order to caution not to evaluate any given individual's actions, given that the individual may not be present to respond.

The Committee discussed what the right balance of the FR should be. The Committee acknowledged that it is important to distinguish between factual information and subjective comments/opinions. The Committee was also cautioned to avoid imputing motives into any particular actions.

Kent George expressed the view that the investment of the OPEB assets is very critical to the success of OPEB. Poor investment performance will ultimately have to be offset by higher contributions to the Fund by the taxpayers. Mr. George believes that the focus of managing OPEB should have the taxpayer's interest at its core.

Jay Sherry expressed his disappointment with the slow pace at which the process seemed to move.

As the discussion of the wording of the FR continued, Dave Gutschenritter discussed the challenging logistics of trying to edit the FR and approving it without having a chance to review it in its final form.

Since Mr. Sherry was able to edit the FR real time, the Committee was comfortable that once the editing was done, a final read through would be sufficient to take a vote. The Committee then proceeded to review the FR in its entirety, with discussion of each of the elements of the FR.

After a thorough discussion of the all the sections of the final report and a final read through, a motion was made and seconded to approve the final report as amended, and deliver the final report to each of the Board of Selectmen with a copy to the Town Administrator. Approved 5-0

Next a motion was made and seconded to acknowledge the work done by Jay Sherry at tonight's meeting to incorporate all the edits to the final report so that it could be voted on at tonight's meeting as well as the work done to improve the actuarial assumptions used to estimate Wayland's OPEB liability . Approved 4-0-1 (J Sherry abstaining).

7. Items not reasonably foreseen by the Chair

None were noted.

8. Public comment

Gordon Cliff, Highfield Road, member of the Finance Committee but speaking as an individual, echoed his support for the work done by the Committee. He requested that the OPEB committee be available to support the Finance Committee as needed for any OPEB related matters.

9. Approval of minutes

After a read through of the minutes of tonight's meeting, a motion was made and seconded to approve the minutes of the meeting of 9/29/2015 as amended. Approved 5-0

10. Adjourn

The Committee voted 5-0 to adjourn at approximately 10:30 pm.

Respectfully submitted

David J. Gutschenritter



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

SARKIS SARKISIAN
WAYLAND TOWN PLANNER
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MEETING MINUTES

August 18, 2015

Wayland Planning Board

AGENDA

- 7:30 P.M.** Public Comment/Correspondence/Town Planner update on Projects and developments, Associate member position, discussion with Steven M Glovsky and Nicole W. Riley. Interview with BOS and Planning Board August 31, 2015.
- 7:35 P.M.** Con't from July 28th public hearing on the **Subdivision Rules and Regulations** for Town of Wayland adopted, October 1, 1968 and revised September 4, 2001. The specific changes include section B) **STREETS** Minimum length of Dead-end streets and Street Off sets with a diagram for measurement.
- 8:00 P.M.** Appointments to Design Review Board, Planning Board member to serve on the Metrowest Collobrative, and Affordable Housing Trust.

Members of Design review Board terms expired on June 15, 2015 or until position is filled. All members below request to be reappointed:

William Sterling

Andrew Reck

Leisha Marcoccio

Marji Ford

Kathy Schreiber

- 8:15 P.M.** 21 Covered Bridge regarding 7' disturbance into the 50' Buffer Zone.
- 8:30 P.M.** Affordable Housing Plan 2015 - Hand out revisions no discussion until our next scheduled meeting
- 8:35 P.M.** ANR plan Route 27 Route 30 Intersection project.
- 8:40 P.M.** Approve minutes July 28, 2015
- 8:45 P.M.** Adjourn

Attendance:

Ms. Colleen Sheehan, member
Mr. Andrew Reck, Chair

Mr. Kevin Murphy, Vice Chair
Mr. Ira Montague, Member
Mr. Dan Hill, Clerk -

Also present was Mr. Sarkis Sarkisian, Town Planner. Minutes taken by D.Hill and S. Sarkisian

Meeting began at 7:36 P.M.

The meeting was called to order at 7:30 PM in the Planning Office

Public Comment

None.

Town Planner Report

Sarkis reports that Phase I complete for Town Center municipal pad. Additional tests came back showing no additional remediation needed. AUL is still on site, Town will work with Raytheon to remove. Ground Water contamination still exists, but Ground Water is improving with clean-up. Goal is to remove AUL. Intent is to put article on Nov 9, 2015 Special TM to acquire municipal pad. Raytheon will remain responsible for remaining remediation.

S.Sarkisian talked to National Development about setting up meeting next Wednesday. Punch list items – landscaping, etc. Scott Turner Vice President of National Development will be the property managers for Town Center.

C. Sheehan worked with Gretchen Schuler on placeholder article for rail trail, to provide flexibility to provide paved surface if Town gets funding to pave the trail. Last year's article spoke of the trail being a stone-dust surface.

S.Sarkisian is waiting to hear back from Eversource on their interest in developing rail trail. The Town of Wayland is looking for Eversource to use an alternative stabilizer surface that is pervious and looks like a dirt path but is "hard as a rock".

C. Sheehan would like Board to write to Selectmen to request that an agreement be put in place with 20 Wayland to spell out how Town and residents can reserve the Green, and who is responsible for maintenance, etc..

Motion to send letter to the Board of Selectmen.

Motion K. Murphy.

2nd I. Montague

Vote 5-0Kevin made the motion.

C.Sheehan would prefer that Brendan Homes hold off on constructing Green until new Landscape Architect is brought on board, to make sure phasing is right and town's interest is protected.

S.Sarkisian explained that Brendan Homes will be grading site and installing hardscape, not necessarily plantings. S.Sarkisian is comfortable that Brendan Homes will do these parts correctly and consistent with previously-designed plan. Ice rink has been purchased and ready to be installed after grading is complete.

C.Sheehan would prefer that new architect review proposed plantings.

Associate Member Candidates

Steve Glovsky – feels he might have a conflict of interest because he is an abutter to Shaw Drive proposal, so is withdrawing his interest.

Nicole Riley – appeared before the Board and expressed her interest in serving as an associate member. She stated that she performs commercial real estate transactional work at Goodwin Proctor. Lives on Shawmut Drive Extension, near town beach.

Affordable Housing Plan

S.Sarkisian circulated revised draft Plan, asked members to review before next meeting on September 8, 2015.

ANR Plan for Rt 27/30 Intersection Improvement Project.

S. Sarkisian tabled this item until the next meeting on September 8, 2015

Review Minutes from July 28, 2015

Motion to approve minutes.

K. Murphy

2nd I. Montague

Vote: 5-0.

Agenda for Next Meeting

Rail Trail, zoning amendments, housing plan.

Members asked SSarkisian to file application with HDC for Depot integration project, as placeholder.

Zoning bylaw amendments – Dan reported on communications with ZBA chair and agreed to draft language on grandfather and Conservation Cluster bylaw dealing affordable units.

Subdivision Regulation Modifications

S.Sarkisian reports that he reviewed the Shaw Drive neighborhood and identified several lots that under today's rules could be subdivided with a short stub dead end road. He says that DPW advised that the minimum offset should be 250 feet (between other intersecting streets). Fiddlehead Lane serves two homes – is only 150 feet long. Michael Road is 950 feet and is longest dead end road in town. Sarkis submitted a memo to the Board on this issue.

S.Sarkisian recommended a minimum dead end length of 1.5x the frontage in the zoning district.

K.Murphy prefers the dead end road length of 2 x frontage, which would serve at least 4 houses, which is more consistent with what cul-de-sac roads are intended to serve. Dead end roads serve a good design purpose when they are long enough to accommodate more than a couple of houses. Colleen agrees with this sentiment. C.Sheehan wanted to see a setback between roads and lot lines and include that. See, Sudbury §V.B.1.d (50 feet).

David Storer questioned why Sarkis' analysis assumed that parcels would be combined, which David thinks would not be a real threat because there are already two homes present on two lots. David says he's tried to work with Planning Board.

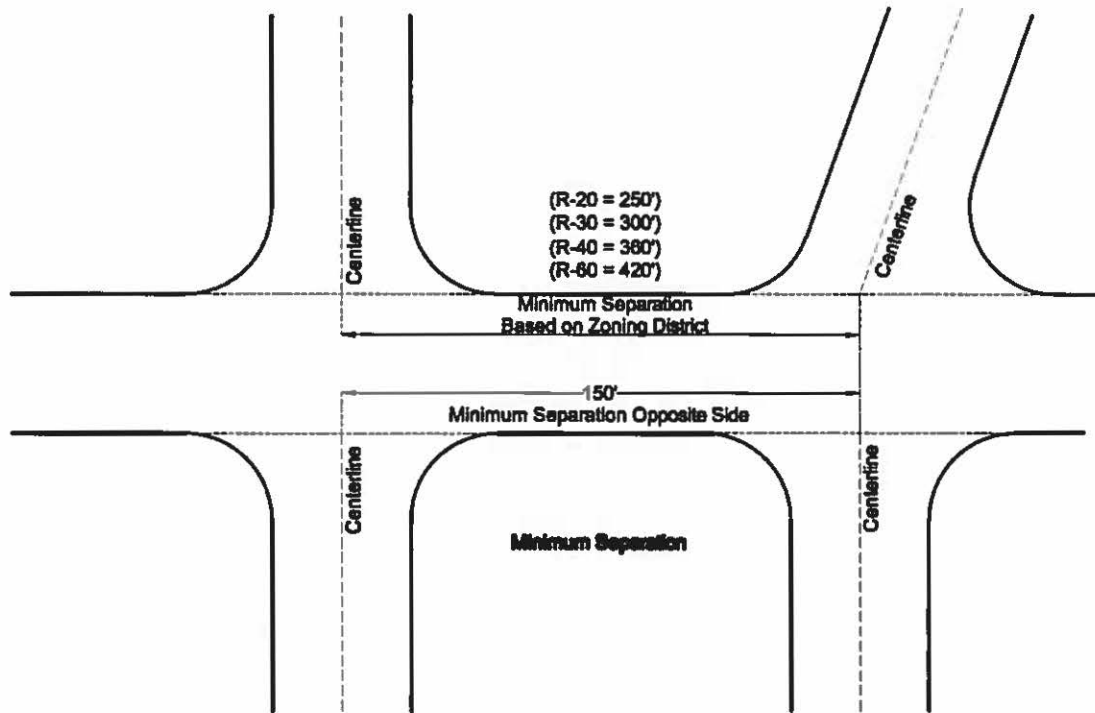
Board members expressed desire to include 50-foot setback between right of way and property boundary, to protect abutters.

Motion made to close the hearing and adopt changes to regulations as outlined in motion drafted D.Hill, as amended (2x frontage, and 50-foot setback). As follows:

- a) Dead-end streets shall be permitted on Residential and Limited Residential Streets only. Any dead-end street shall be provided with a circular turn-around at its dead-end terminus having a curb radius of forty five (45) feet, and a right-of-way radius of sixty (60) feet. A dead-end street is any street or way or combination of streets or ways having only one terminus at a through street. A through street is a street that has two completed and usable ways of access. No dead-end street shall be more than six hundred ninety (690) feet in length, as measured along its center line from its intersection with the sideline of the right-of-way of the through street to the center point of the circular turn-around (making the overall length no more than seven hundred fifty (750) feet). The minimum length of dead-end streets shall be two(2) times the minimum lot frontage in the zoning district in which the street and the lots abutting the street are located. In the event that the street and the abutting lots are located in more than one zoning district, the most restrictive minimum lot frontage shall apply. This minimum length shall be measured along the center line of street from its intersection with the sideline of the right-of-way of the through street to the center point of the circular turn-around. A minimum separation of fifty (50) feet from the subdivision boundary to the right-of-way shall be required.

2) Street Offsets

Streets entering opposite sides of another street shall be laid out either directly opposite each other or with a minimum off-set of 150 feet between their rights-of-way. In each zoning district, streets entering from the same side as another street that is existing, proposed or approved shall be laid out with the following minimum offsets between their rights-of-way: in the R20 district - 250 feet, the R30 district – 300 feet, the R40 district – 360 feet, the R60 district – 420 feet, and in all other districts the minimum offset shall be 300 feet and shall meet appropriate AASHTO sight distance standards. For the purpose of this section, a proposed extension of an existing street shall be considered a proposed street. If a zoning district divided a property along its frontage then the greater offset shall apply. Offsets shall be measured from the center line of the first street at its intersection with the sideline of the right-of-way of the through street to the center line of the second street at its intersection with the sideline of the right-of-way of the through street. (see diagram below)



Appointments

Planning Board needs someone to serve on Metrowest Collaborative. I. Montague was recruited and he reluctantly accepted.

Motion to appoint I. Montague
 C. Sheehan
 2nd K. Murphy.
 5-0.

Affordable Housing Trust needs a representative, K. Murphy volunteered.

Motion to appoint K. Murphy
 C. Sheehan
 2nd D. Hill
 Vote 5-0

Design Review Board

Motion to appoint all current members of the Design Review Board
 C. Sheehan
 2nd K. Murphy
 Vote 5-0

Covered Bridge

Ben Stevens from Trask Development appeared before the Board to present a minor encroachment (6 feet) into 50-foot buffer area as required by the Conservation Cluster Regulations and by the special permit. B. Stevens stated that a mistake was made when staking of the foundation. B.Stevens further stated that he tried to get additional land from the direct abutter 33 Whispering Lane, but was not interested in having their deed changed. B. Stevens provided the board with a letter of support from 33 Whispering Lane Mahmoud Makhoulouf dated August 4, 2015.

Motion made by C.Sheehan to waive strict compliance with 50-foot buffer requirement of Cluster regulations, subject to developer preparing an ANR plan that provides a compensatory buffer in the vicinity of the same abutter directly affected by the mistake, in an amount two times the land area that is being deprived.

2nd I. Montague

Vote 5-0

Motion to adjourn 9:50 K. Murphy

2nd I. Montague

Vote 5-0

Respectfully Submitted,
Daniel C. Hill



Town of Wayland Massachusetts

Planning Board Meeting Minutes for Meeting of September 8, 2015

In attendance: Reck (Chair), Sheehan, Montague (departed at 9:30), Hill

The meeting was called to order at 7:30 PM in the Planning Office

I. Public Comment

Andrew Smirnoff – would like to see Wayland roads more bike friendly.

II. Michael Road – Discussion on Hours of Construction

The developer Jim Williamson, Barberrry Homes appeared at the meeting to make presentation. The developer would like to extend the permitted hours of construction. Any change would require an amendment to the special permit – since tonight's discussion was not publicly advertised for an amendment, no decision could be made this evening. An informal discussion ensued. Current permitted hours are 8 am – 5 pm. Williamson stated that a town website says that hours of construction are 7:30 to 5, but this could not be confirmed. Developer would like for permitted hours to be 7 am to 4 pm. Sarkis will notice a hearing for this requested amendment.

II. Rail Trail Update

Kevin Dandrade from TEC appeared to provide a traffic engineering opinion to the three alternatives for the layout of the railtrail in the location of the Wayland Depot historic site. Kevin opines that "Option 1" is preferable for traffic circulation and safety reasons but recommends some design modifications. Ira commented that Bedford's rail trail intersecting at the old stationhouse is not ideal because the bike trail ends at a sidewalk where there are pedestrians entering and existing the stationhouse, which has a retail operation. Option 1 is designed in a similar fashion and could lead to the same conflicts (between bicyclists seeking to pass through and pedestrians strolling the grounds of the Depot). Colleen questioned why are there two curb cuts and not just one at the entrance of the Depot. Kevin responded that this was not necessarily detrimental to traffic flow or safety. There is a large tree between the two curb cuts that would be desirable to preserve.

There were public comments made by Rick Conard, who is a member of the Historical Commission, concerning the current use of the Wayland Depot and the desire to preserve as much of the historic track sections as possible.

There was discussion and a motion made (by Sheehan, seconded by Montague) to have the Town Planner communicate with Verizon about acquiring Verizon's surplus land that abuts the Wayland Depot site, to be used for additional parking to serve the Depot, rail trail, or general municipal uses. The Motion passed 4-0. The Town Planner also agreed to research the title of

Depot parcel and to determine what Town entity is the custodian of the parcel. The Board concurred that it should be consulting with the custodian.

Colleen noted that Option 2 would have the benefit of avoiding bike/pedestrian and bike/vehicular conflicts that are present in Option 1, and if the northerly curb cut was eliminated and converted to green space, that would eliminate the risk that bicyclists would use that curbcut to cross Route 27 rather than use the existing crosswalk where the rail trail would steer users. The green space could accommodate benches and/or bike racks, and would present a more aesthetically pleasing façade to Route 27 than a driveway. Dan noted that the existing track section along the northern boundary of the Depot parcel could be preserved in its current state by having the rail trail run just south and parallel to the track, as it does under Option 1, except for the portion behind the Depot building, where the trail would need to ride over the existing track layout, but could incorporate the rails within the trail as shown on the illustrative picture on the Option 2 concept plan. The Board agreed to ask the Town Planner to work with TEC to explore this hybrid option (Options 1 and 2) before the HDC hearing on September 17.

B. Zoning Amendments

The Board discussed the draft amendments for nonconforming structures (tear downs), Conservation Cluster (Section 1803), and home occupations. The Board decided not to try to address medical marijuana facilities through a zoning amendment at this time.

The Board also briefly discussed the sidewalk and landscape buffer amendments that had previously been drafted, and felt that these could be resubmitted to Town Meeting in 2016.

The Board decided that it would hold another working session to discuss these zoning amendments before convening an informal public hearing that would be advertised. The Town Meeting warrant closes on January 15, 2016, and before that time the Planning Board will need to convene a formal public hearing on any amendments it wishes to present at town meeting. The Board felt it had enough time in October and November to continue to work on these drafts, and still convene the informal and formal hearings.

C. Sheehan - Motion to adjourn 9:45.
2nd D. Hill
Vote 3-0

Respectfully Submitted,
Daniel C. Hill

WAYLAND BOARD OF PUBLIC WORKS

Wayland Town Building

September 8, 2015

6:00 PM

MEETING MINUTES

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

Absent: J. Mishara, M. Wegerbauer

Meeting opened at 6:00 PM

Brown opened the meeting with a review of the agenda.

Joint Executive Session with the board of Selectmen Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to Discuss Strategy with Respect to a Pending Action Regarding Bernstein et al v. Wayland Planning Board et al.

Brown made a motion that the Board of Public Works enter into joint executive session with the Board of Selectmen pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to discuss strategy with respect to a pending action regarding Bernstein et al v. Wayland Planning Board et al.

Lowery 2nd.

Roll call vote: Baston – aye, Brown – aye, Lowery – aye.

The Board entered into Executive Session at 6:00PM.

Brown invited attendance by DPW Director Stephen Kadlik and DPW Staff Member Daniel Cabral.

Brown noted that the Board will reconvene in open session in approximately thirty minutes for the purpose of adjourning.

Brown made motion to exit Executive Session at 6:39PM.

Baston 2nd.

Roll call vote: Baston – aye, Brown – aye, Lowery – aye.

The Board reconvened in Open Session.

Baston made motion to adjourn.

Brown 2nd, all in favor.

Meeting adjourned at 6:40PM.

WAYLAND BOARD OF PUBLIC WORKS

Wayland DPW Facility

September 15, 2015

7:00 PM

MEETING MINUTES

Present: C. Brown (Chair), M. Lowery (Vice Chair), W. Baston, J. Mishara M. Wegerbauer (left at 8:25), S. Kadlik (Director)

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.

81 Sears Road Water Ban Exemption Request

Marcus Cohn of 81 Sears appeared before the Board to discuss his request for exemption from the current water ban.

Cohn described the process that he has undergone installing a new lawn at his home and noted he is requesting an exemption to allow him complete the lawn installation.

Cohen noted he is physically unable to hand water the lawn.

Brown asked if a permit has been issued and it was confirmed that it had.

Brown noted that he is inclined to vote in favor of granting the exemption.

Baston asked Water Superintendent Don Millette if he knows when the water ban may be rescinded.

Millette replied that it is likely to last at least through the end of September.

Brown made a motion to approve a water ban exemption for 81 Sears Road to allow use of the irrigation system for 3 times a day, 10 minutes at a time.

Mishara 2nd.

Baston, Brown, and Mishara in favor. Lowery opposed. Wegerbauer abstain.

Items Included as Part of Agenda Packet for Discussion

- 81 Sears Water Usage History Report

Water Abatement Request – 1 Nolan Farm Road

Julng Xe of 1 Nolan Farm Road appeared before the Board to discuss her request for water abatement.

Brown asked Xe if she had been using the irrigation system this summer.

Xe replied that she has not.

Brown noted that the Board's normal policy is to wait an entire billing cycle prior to granting abatement to ensure the issue that had caused the high bill has been repaired.

Lowery explained the financial risks taken on by the homeowner when operating underground irrigation systems.

Wegerbauer noted that he would like to see further usage history before calculating an amount for abatement.

Brown made a motion to authorize the DPW staff to abate the 10/2014 water bill for 1 Nolan Farm down to the amount of water that is used for a similar reading date on or around 10/2015, prorating two months usage.

Mishara 2nd.

Lowery expressed his opinion that the Board should adhere to the established policy for abatement.

Baston, Wegerbauer, Brown, and Mishara in favor. Lowery opposed.

- Items Included as Part of Agenda Packet for Discussion*
- 12/17/2014 Water Bill
 - 1 Nolan Farm Water Account Comments Report
 - 1 Nolan Farm Usage History Report
 - 1 Nolan Farm Water Account Financial History
 - 8/3/2015 Invoice from Bill Norman Landscape & Irrigation

Physical Alteration Permit – 150 Main Street

Kadlik noted that the applicants are scheduled to appear before the Planning Board on 9/29/2015 to appeal a building permit that had been denied.

Phillip Henry, Design Engineer of 150 Main Street, appeared before the Board to discuss the Physical Alteration Permit in question.

Henry noted that the permit was initially granted in 2013, later granted a 1-year extension, and they are now seeking to reapply for the permit with no changes in scope.

Lowery noted that actions that may be taken by other Boards may necessitate changes to the design, the Board of Public Works should delay granting the permit until those issues are settled.

Henry noted that any potential changes would necessitate the physical alteration permit to be re-filed with the Board of Public Works.

Lowery noted that the Board's regulations state the plans need to be on file with the Building Department, and explained that the role of the Board of Public Works in the permitting process.

Lowery noted that the Board is following its bylaws and regulations in reviewing and granting its permits.

Mishara noted that the physical alteration permit is fairly routine, and recommends that a vote be deferred until approvals from other boards are received.

Mishara made motion to pass over the approval of the Physical Alteration permit for 150 Main Street.

Lowery 2nd, all in favor.

Items Included as Part of Agenda Packet for Discussion
- 8/9/2015 Physical Alteration Permit and associated plans
Items Distributed for Information and Use by the Board of Public Works

Public Comment

A Lincoln resident appeared before the Board to note that he had recently struck a pothole on Waltham Road and damaged a tire.

He noted that he had not reported the pothole prior to hitting it because he felt the DPW would have eventually addressed it.

He noted his dissatisfaction with the Board's response, and asked what higher authority he should consult with to get resolution.

Brown suggested he contact an attorney.

Review of FY2017 Capital Budget Items

Items Included as Part of Agenda Packet for Discussion
- FY16 DPW 5-Year Capital Plan
- FY17 DPW 5-Year Capital Plan
- DPW Long-Term Vehicle Plan

1. Construction – Road Renovation Projects

Baston asked if the \$1,700,000 requested includes the potential costs increases to be incurred with the loss of the DPW material storage area.

Brown asked Kadlik how much Chapter 90 funding the Town receives from the State.

Kadlik noted the number varies, but it averages approximately \$300,000.

Brown suggested that the funding sought be reduced by \$300,000 to \$1,460,000 to account for anticipated Chapter 90 funding.

Brown suggested 10% annual cost escalation be factored in to future years as well.

Brown made motion to change the amount requested for Construction – Road Renovation Projects to \$1,460,000, with a 10% cost escalation factored in for every year thereafter.

Lowery suggested that the 2016 roads be noted as tentative on the DPW Road Reconstruction Schedule.

Mishara 2nd, all in favor.

Items Included as Part of Agenda Packet for Discussion

- FY17 CIP: Construction – Road Renovation Projects

- Wayland DPW Road Reconstruction Schedule

2. Infrastructure – Cemetery Upgrades

Kadlik noted that bid documents had identified the final cost to expand North Cemetery at \$1,900,000, and discussed work that has already occurred.

Kadlik noted that since he is still gathering information, he recommends that this item be delayed a year.

Mishara suggested that the description be changed from adding plots to general maintenance and paving.

Brown noted that the project description and justification should be amended to note it is for the paving of Lakeview Cemetery, and the note that it would generate revenue should be removed.

Items Included as Part of Agenda Packet for Discussion

- FY17 CIP: Infrastructure – Cemetery Upgrades

3. Heavy Equipment Replacement – Elgin Sweeper H7

Kadlik discussed the various uses and the useful life expectancy of the Sweeper.

Baston asked Kadlik if street sweeping could be contracted out.

Kadlik noted that it has been explored, but due to frequent requests and emergency clean-ups, it is regularly deployed on short notice.

Items Included as Part of Agenda Packet for Discussion

- FY17 CIP: Heavy Equipment Replacement – Elgin Sweeper H7

4. Equipment Replacement – Small Swap Loader L1

Lowery noted that no identified funding source is listed on the CIP.

Brown added that the funding source should be listed as borrowing/cash capital.

Items Included as Part of Agenda Packet for Discussion
- FY17 CIP: Equipment Replacement – Small Swap Loader L1

5. Equipment Replacement – F350 Dump P58

Brown requested that the mileage of the current truck be obtained.

Items Included as Part of Agenda Packet for Discussion
- FY17 CIP: Equipment Replacement – F35 Dump P58

6. Equipment Replacement – Trash Compactor

Lowery noted that the source of funding should be listed as borrowing/cash capital.

Items Included as Part of Agenda Packet for Discussion
- FY17 CIP: Equipment Replacement – Trash Compactor

7. Equipment Replacement – John Deere Turf Tractor P59

Kadlik described the uses of the tractor.

Brown requested that the hours of the current tractor be obtained.

Items Included as Part of Agenda Packet for Discussion
- FY17 CIP: Equipment Replacement – John Deere Turf Tractor P59

8. Tree Work

Baston noted several dead branches hanging over the Depot parking lot that appear in danger of falling.

Brown made a motion that the amount should be increased to \$75,000.

Wegerbauer 2nd, all in favor.

Items Included as Part of Agenda Packet for Discussion
- FY17 CIP: Tree Work

9. Small Equipment Replacement

Brown suggested that specific items to be purchased are identified.

Items Included as Part of Agenda Packet for Discussion
- FY17 CIP: Small Equipment Replacement
- Park Division Small Equipment List

10. Facility – Pump Station Upgrades

Millette noted that the Happy Hollow project was not designed with a stand-by generator, and in his opinion one needs to be installed to ensure water service is maintained in the event of a power outage.

Millette noted that the current portable generator is not capable of running all the new pumps at Happy Hollow.

Millette noted that the building was originally designed with a 175kw generator, but it was eliminated from the budget.

Lowery asked if the DEP has given their opinion on the status of the generator.

Millette noted that he has not discussed it with the DEP, but will in the future.

Lowery suggested that justification included is that the town has three new wells that exceed the current capacity of the existing equipment.

Mishara asked if it should be taken out of the Water Enterprise Fund.

Lowery noted that Brian Keveny should be asked his opinion on the source of funding.

Lowery suggested that Keveny look at the totality of all the requests and makes a recommendation on how they are to be funded.

Items Included as Part of Agenda Packet for Discussion

- FY17 CIP: Facility – Pump Station Upgrades

- Estimated construction costs of generator installation

11. Equipment – Radio Read Meters

Brown asked how the \$193,000 per year annual savings was calculated.

Lowery replied that it was determined in Abraham Report done a number of years ago.

Wegerbauer suggested that depending on cost, a water meter pilot study should be sought at Town Meeting.

Millette explained to the Board how a potential pilot study could be conducted.

Baston suggested that meters be replaced as a part of the pilot study from replacement meter funding.

Lowery noted that it was his understanding is that the \$200,000 identified for meter replacement is for the completion of the program to replace old meters with newer ones.

The Board discussed possible methodology for rolling out new meters.

Millette noted that as part of the Water Management Act permit renewal, the Town will be asked to increase the frequency it conducts water billing.

Wegerbauer suggested seeking funding of \$150,000 for a pilot program.

Brown asked if the \$200,000 would still be sought for meter replacement.

Lowery noted that the meter replacement is a separate issue.

Lowery noted in his opinion, \$150,000 would not be enough.

The Board determined that \$180,000 be sought to fund a meter pilot program.

Lowery suggested that the \$200,000 CIP for Equipment - Water Meter Replacement be renamed to the Completion of Meter Replacement Program.

Rename to Remote Meter Reading Pilot Program for \$180k.

Items Included as Part of Agenda Packet for Discussion

- FY17 CIP: Equipment – Radio Read Meters
- FY17 CIP: Equipment – Water Meter Replacement

12. Facility – Water Tank Cleaning

Lowery noted that \$138,000 of the estimate provided is for the installation of a coating on the exterior of the tank.

Millette noted that it is for an epoxy coating the seals the concrete.

Baston asked if anything that may be removed from the tank would be of hazardous nature.

Millette noted that rust is commonly the primary material removed.

Brown asked why the requested amount increased.

Millette noted that the increase is in response to the report and estimates recently received.

Items Included as Part of Agenda Packet for Discussion

- FY17 CIP: Facility – Water Tank Cleaning
- Tata & Howard water tank cleaning estimate
- Water Storage Tank Inspection Report

12. Infrastructure – Water Main Projects

Lowery asked if a defensible list of proposed water main projects has been completed.

Millette replied that he expected it to be completed within a week.

Lowery noted that Brian Keveny should be asked how best to finance this.

Items Included as Part of Agenda Packet for Discussion

- FY17 CIP: Infrastructure – Water Main Projects
- 2007 Recommended Water Main Improvements

13. Other – Billing Software

Millette noted that the current software dates back to approximately 2000.

Millette noted that there is specific water billing software he would like to research.

Lowery suggested that the rental of software, as opposed to its purchase, be considered.

Brown suggested that the CIP remain, but noted that the cost, structure, and method of payment may change in the future.

Items Included as Part of Agenda Packet for Discussion
- FY17 CIP: Other – Billing Software

14. Construction – Happy Hollow Well Access Road

Kadlik noted that the request includes the installation of a water main in addition to the construction of the road.

Millette noted that the water main was added to the project to loop the system.

Brown asked if it will be a public road or private access.

Kadlik noted that it will be a private access paved road to allow trucks access to the pump station.

Lowery suggested that the CIP be retitled Happy Hollow Access Road and Water Main.

Brown asked if the water main in question is on the Tata & Howard report.

Millette noted that it may be included on the updated report scheduled to be received soon.

Items Included as Part of Agenda Packet for Discussion
- FY17 CIP: Construction – Happy Hollow Access Road

Baston expressed his concern about the costs the DPW will potentially incur due to loss of the material storage area and suggested that those be addressed as well.

Lowery noted that he agrees that any capital item that may be needed as a result of the loss of the land it should be prepared and submitted at this Town Meeting.

Lowery suggested that \$500,000 be sought for the purchase of a snow melter.

Kadlik suggested that one be rented first to assess its overall usefulness.

Brown asked if the lease of a snow melter could be put in this year's operational budget.

Kadlik replied that it could.

Brown made a motion that the Board approve of the FY17 capital budget items as amended throughout the meeting, with the expectation that they may change prior to Town Meeting.

Baston 2nd, all in favor.

Review of DPW Submissions to Annual Town Report

Brown made a motion that Baston write the 2015 Board of Public Works portion of the Annual Town Report, to be reviewed at the next meeting.

Mishara 2nd, all in favor.

Items Included as Part of Agenda Packet for Discussion

- Memo to the Board requesting the completion of the report.
- Copy of 2014 Board Annual Report
- Copy of the 2015 DPW Annual Report

Discussion of BoPW Positions on Fall Town Meeting Articles

Brown noted that there will be an article at Town meeting transferring \$300,000 into the Water Enterprise Fund from the general fund.

Lowery requested that Brown contact Brian Keveny to provide the text of the article and an explanation.

DPW Director's Operational Report

The Board opted to pass over this item.

Items Included as Part of Agenda Packet for Discussion

- 9/15/2015 DPW Director's Operational Report

Board Review and Acknowledgment of State Ethics Commission Conflict of Interest Law for Municipal Employees

The Board members submitted their signed acknowledgement of receipt of the Summary of Conflict of Interest Law for Municipal Employees

Items Included as Part of Agenda Packet for Discussion

- State Ethics Commission Summary of Conflict of Interest Law for Municipal Employees

Board Members' Reports, Concerns, and Updates

Tata & Howard Water Management Act Permit Renewal Application

The Board acknowledged that they had received a copy of the permit renewal application.

Discuss/Vote to Confer with Brian Keveny on Transfers to Water Department for Municipal Water Use

Lowery noted that at a recent Finance Committee meeting Keveny was asked about transferring money from General Fund to the Water Enterprise Fund to cover the water usage by municipal buildings.

Lowery encouraged Kadlik and Millette meet with Keveny to discuss further.

Review of Draft Request to Police Department re: Stonebridge Road

Lowery noted that he has not yet written the request.

Explanation of \$300,000 Transfer to Water Enterprise Fund, as Discussed by Brian Keveny at Recent FinCom Warrant Hearing

Lowery noted that this issue had already been discussed.

Invitation to 9/30/15 Wayland Real Asset Planning Committee (WRAP) Kickoff Meeting

Baston asked if the Board owns the site of the former DPW Facility.

Lowery noted that the board are the custodians of the land but do not determine what happens to the land.

Lowery suggested that the land, the building, and its DPW usage be discussed at a future meeting as its own agenda item.

Brown asked if anyone has a desire to represent the Board at the WRAP Meeting.

Baston noted that he would attend on behalf of the Board.

Lowery noted that he had planned to attend the meeting as well.

Brown noted that the judge issued a 180-day stay to the Glezen Lane turn restrictions, and that the plaintiffs in the case had filed an emergency stay.

Brown discussed the upcoming meeting schedule for the board.

Brown noted that the Planning Board would like the Tree Hearing to occur on 10/20/2015.

Brown suggested that the Board hold only one meeting in October on the 20th.

Following Board discussion, the Board would hold one meeting in October, on 10/20/2015, and include the Tree Hearing as part of it.

*Items Included as Part of Agenda Packet for Discussion
- 8/27/2015 WMA permit Renewal Application*

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

Brown noted that there were none.

Review & Approve Minutes of the August 25, 2015 Meeting

Baston requested that an action item list be incorporated into the meeting minutes.

Brown noted that Kadlik introduced a local landscaper to the Wayland-Weston Crew Team to facilitate the transportation of the docks.

Brown made a motion to approve the minutes of the 8/25/2015 meeting as written.

Mishara 2nd, all in favor.

Mishara made a motion to adjourn.

Lowery 2nd, all in favor.

Meeting adjourned at 9:08 PM.



MBTA Advisory Board

177 Tremont Street, Boston, MA 02111

Tel: (617) 426-6054 Fax: (617) 451-2054

October 7, 2015

RECEIVED

OCT - 9 2015

TO: Chief Elected Officials

Board of Selectmen
Town of Wayland

FR: Paul Regan, Executive Director, MBTA Advisory Board
Marc Draisen, Executive Director, Metropolitan Area Planning Council

RE: Municipal Elections to the Boston Region Metropolitan Planning Organization

We are pleased to forward the 2015 MPO Ballot, the candidates' statements of candidacy, and the election procedures for the elected municipal seats on the Boston Region Metropolitan Planning Organization (MPO).

This year there are four (4) municipal open seats on the MPO. The Town of Arlington is running unopposed for the At-Large Town seat. The City of Newton is running unopposed for the At-Large City Seat. The City of Woburn is running unopposed for the North Suburban Planning Council seat. The town of Norwood is running unopposed for the Three Rivers Interlocal Council seat.

Key Dates and Locations:

- | | |
|------------------|---|
| October 28, 2015 | Absentee Ballots Due
5:00 PM delivered by mail or in person <u>(No Fax or Email)</u> to:
BOSTON REGION MPO ELECTIONS
Metropolitan Area Planning Council
<i>60 Temple Place, 6th Floor</i>
<i>Boston, MA 02111</i> |
| October 29, 2015 | MPO Municipal Election
At MAPC Fall Council Meeting, 9:00AM
University of Massachusetts-Boston Campus Center,
100 Morrissey Boulevard, Boston, MA |

Voting Rules:

One vote may be cast by each of the Chief Elected Officials of the 101 municipalities in the Boston region, for each open seat (there are 4 open seats). Ballots may be cast by one of the following ways:

1. By the CEO, in-person, on October 29, 2015 at MAPC Fall Council Meeting.
2. By Absentee Ballot, delivered by mail or in-person to MAPC by 5:00 PM the day before the election, October 28, 2015.
3. By a designee, in-person, on October 29, 2015 at MAPC Fall Council Meeting.

Each Chief Elected Official or their designee, regardless of which sub-region they are in, or whether they represent a city or a town, may cast one vote for each of the two open MPO seats (for a total of 4 votes cast).

Appointing Designees:

Designees shall present a signed letter or signed MPO Ballot by the CEO of the municipality they are representing, to MAPC staff prior to the election or by 9:00 AM on the day of the election. Designees may represent only one municipality in the election.

Certification of Results:

The results of the election shall be certified by the Chairman of the MPO by 12 noon on Friday October 30, 2015.

First MPO Meeting:

The Boston Region MPO regularly meets at 10:00 AM on the first and third Thursdays of every month. Candidates that are elected to the MPO are asked to plan to attend their first MPO meeting on November 5, 2015 at 10:00 AM. The meeting is estimated to last two hours but may last longer. It will be held in conference rooms 2 and 3 in the State Transportation Building, 10 Park Plaza, Boston.

We appreciate the interest shown by the candidates in choosing to serve in these seats on the MPO and for your interest in this important matter. We look forward to your participation. Please contact Eric Bourassa at MAPC (617-933-0740) or Paul Regan, Executive Director of the MBTA Advisory Board (617-426-6054), if you have any questions concerning this election.

2015 MPO Absentee Ballot

The MPO Election will be held on Thursday, October 29, 2015
At MAPC Fall Council Meeting, 9:00 AM
University of Massachusetts-Boston Campus Center, 100 Morrissey Boulevard, Boston, MA

**Absentee ballots must be delivered by October 28, 2015
via mail or in person (No Fax or Email) by 5 PM to:
BOSTON REGION MPO ELECTIONS
Metropolitan Area Planning Council
60 Temple Place, 6th Floor
Boston, MA 02111**

Each Chief Elected Official, regardless of which sub-region they are in, or whether they represent a city or a town, may cast one vote for each of the four open MPO seats.

Chief Elected Official may:

Vote for only one from the North Suburban Planning Council

Woburn Scott Galvin, Mayor

Vote for only one from the Three Rivers Interlocal Council

Norwood Paul A. Bishop, Chair Board of Selectmen

Vote for only one At-Large City

Newton Setti Warren, Mayor

Vote for only one At-Large Town

Arlington Kevin F. Greeley, Chair Board of Selectmen

Municipality _____ Chief Elected Official _____
(Signature)

(Print or type name)

(see back for more information)

Fill this box out only if you (Mayor or Chair Board of Selectman) are appointing someone to vote in your place in person on October 29th at the MAPC Fall Council Meeting.

Designation of alternate (by Mayor or Chair Board of Selectman):	
I hereby authorize _____ to cast the ballot for _____	
(name)	(municipality)
_____	_____
Chief Elected Official (signature)	Date



**MASSACHUSETTS
MUNICIPAL
ASSOCIATION**

ONE WINTHROP SQUARE, BOSTON, MA 02110
617-426-7272 • 800-882-1498 • fax 617-695-1314 • www.mma.org

October 7, 2015

Dear Municipal Leader,

On behalf of the Massachusetts Municipal Association, I want to thank you again for your participation in the MMA's January 2015 Annual Meeting, and share with you some of the exciting events scheduled for the **MMA's 2016 Annual Meeting and Trade Show on January 22 & 23** in Boston.

The focus for our 2016 Annual Meeting is *People, Places and Partnerships: Communities at Work*. With distinguished speakers on key municipal issues, two dozen educational workshops and a larger-than-ever trade show, this will be an event that no local official can miss. **Please take a moment to look at the enclosed conference brochure and register today!**

The Opening Session for the conference will begin on Friday morning at 9:30 a.m., and will feature award-winning journalist Guy Raz, the host and editorial director of NPR's wildly popular and insightful "TED Radio Hour."

Our Saturday closing session will feature Politico founder and managing editor John Harris. Politico, since its launch in January 2007, has become one of the country's most popular news and analysis sites – and Politico has just launched a Massachusetts bureau.

Of course, the weekend will also be jam-packed with workshops on key issues, and hours of valuable networking with your peers from across the state. Friday afternoon (3:45-5:15 p.m.) will feature several discussion forums on emerging issues that will impact local government, including big data, the sharing economy, and energy innovation.

With your participation last January, our 2015 Annual Meeting was a great success, with over 1,100 local officials gathering together to learn and share ideas. The Trade Show was our largest ever, offering more exhibitors and organizations showcasing innovative projects and products.

The MMA is working hard to make sure that our 2016 Annual Meeting surpasses even last year's benchmark numbers. You can register by using the enclosed form or by going to www.mma.org. Also, please remember to contact the Sheraton Hotel directly to reserve your room, since space is limited. The hotel contact information is included in the brochure, and a direct link to the hotel may be found on our website.

Please be sure to check www.mma.org for conference updates, the announcement of additional major speakers, and more. We look forward to seeing you at the conference!

Sincerely,

Geoffrey C. Beckwith
Executive Director & CEO

RECEIVED

OCT - 9 2015

Board of Selectmen
Town of Wayland

DiNapoli, MaryAnn

From: recapdata@dor.state.ma.us
Sent: Thursday, October 08, 2015 10:01 AM
To: Keveny, Brian; Assessors; Brideau, Ellen; Senchyshyn, John; DiNapoli, MaryAnn; dlsitgroup@dor.state.ma.us
Subject: Freecash Approval Notification for Wayland
Attachments: Wayland FC 16.pdf

Massachusetts Department of Revenue Division of Local Services
Mark Nunnelly, Commissioner of Revenue
Sean R. Cronin, Senior Deputy Commissioner of Local Services

Thursday, October 8, 2015

Ana Terrell
Accountant
Town of Wayland

Re: NOTIFICATION OF FREE CASH APPROVAL - Wayland

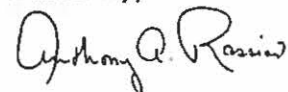
Based upon the unaudited balance sheet submitted, I hereby certify that the amount of available funds or "free cash" as of July 1, 2015 for the Town of Wayland is:

General Fund		\$ 6,479,195
Water	Enterprise Fund	\$ 2,252,513
Septage	Enterprise Fund	\$ 77,495
Wastewater	Enterprise Fund	\$ 706,172

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

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

Sincerely,



Anthony A. Rassias
Deputy Director of Accounts

cc: bkeveny@wayland.ma.us; assessors@wayland.ma.us; ebrideau@wayland.ma.us; jsenchyshyn@wayland.ma.us; mdinapoli@wayland.ma.us; dlsitgroup@dor.state.ma.us

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

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DiNapoli, MaryAnn

From: Balmer, Nan
Sent: Wednesday, October 07, 2015 12:25 PM
To: DiNapoli, MaryAnn
Subject: FW: MassDOT Capital Conversations
Attachments: Capital Conversions Flyer_Final.pdf

correspondence

From: Colon, Rick (DOT) [mailto:Rick.Colon@dot.state.ma.us]
Sent: Wednesday, October 07, 2015 6:49 AM
To: Colon, Rick (DOT)
Cc: Colon, Rick (DOT)
Subject: MassDOT Capital Conversations

Dear Municipal Leader –

The attached flyer highlights a series of important meetings (Capital Conversations) across the Commonwealth designed to provide the public with opportunity to tell us what is important to them, what we can do better or in general ask questions about MassDOT Highway, RMV, MBTA, Commuter Rail or Aeronautics. The input we receive will help shape the 5 year Capital Investment Program (CIP) which will be developed between now and year end. As you know, the CIP will prioritize how MassDOT spends its funding and prioritize projects across all of its divisions. Capital Conversations run Oct. 19th through Nov. 11th. We hope you will join us and help spread the word throughout your community. I look forward to seeing you.

Rick Colon
MassDOT Community Relations Director
857-368-9010 (office)
857-260-5298 (cell)



Community Capital Conversations with MassDOT

Are current and future highway projects in your region important to you?

OR

Are fare increases, winter resiliency on the MBTA, and multi-modal transportation higher on your priority list?

Do you have an innovative idea related to road and bridge maintenance?

How can we better serve you at Registry of Motor Vehicle locations?

Join the conversation in what matters to your community. Make your voice heard!

Community meetings are scheduled as followed:

- **Monday, October 19, 6:00-8:00 p.m.**
Boston English High School, 144 McBride Street, Boston
- **Monday, October 19, 4:00-6:00 p.m.**
State Transportation Building, 10 Park Plaza, Boston
- **Wednesday, October 21, 6:30-8:30 p.m.**
Union Station, 2 Washington Square, Worcester
- **Wednesday, October 21, 6:00-8:00 p.m.**
Leominster City Hall, 25 West Street, Leominster
- **Thursday, October 22, 6:30-8:30 p.m.**
Cambridge Rindge and Latin HS, 459 Broadway, Cambridge
- **Monday, October 26, 6:00-8:00 p.m.**
Braintree City Hall, 1 John F. Kennedy Memorial Drive, Braintree
- **Monday, October 26, 6:00-8:00 p.m.**
Bangs Community Center, 70 Boltwood Walk, Amherst
- **Tuesday, October 27, 6:00-8:00 p.m.**
Heritage State Hall, North Davol Street, Fall River
- **Tuesday, October 27, 6:00-8:00 p.m.**
Middlesex Community College, Lowell Campus, 33 Kearney Square, Lowell
- **Wednesday, October 28, 6:00-8:00 p.m.**
Peabody City Hall, Wiggan Auditorium, 24 Lowell Street, Peabody
- **Wednesday, October 28, 6:00-8:00 p.m.**
Natick Town Hall, 13 East Central Street, Natick
- **Thursday, October 29, 6:00-8:00 p.m.**
Pittsfield City Hall, City Council Chamber, 70 Allen Street, Pittsfield
- **Thursday, October 29, 6:00-8:00 p.m.**
Plymouth Town Hall, 11 Lincoln Street – Harbor Room, Plymouth
- **Monday, November 2, 6:30-8:30 p.m.**
Mansfield Town Hall, 6 Park Row, Mansfield
- **Thursday, November 5, 6:00-8:00 p.m.**
Springfield City Hall, 36 Court Street, Springfield

Online Capital Conversation: Monday, October 19th – Thursday, November 5th.

Join us online to provide your ideas at mass.gov/massdot/capitalconversations, or email comments to masscip@state.ma.us.

Provide input on what is important to you, how we are doing, and what we can do to serve you better. These Capital Conversations will help guide our 5-year Capital Investment Plan (CIP) process. The CIP determines how we prioritize our largest investments, covering all MassDOT projects – everything from highway and municipal projects to regional airports and rail and transit, including MBTA and Regional Transit Authorities.

Representatives from the Highway Division, the MBTA, the Registry of Motor Vehicles, and our Aeronautics Divisions will be on hand to gather your input regarding whatever concerns, questions or thoughts you have relative to MassDOT. **Discussion topics are not limited. Please help spread the word about Capital Conversations to friends, family and business associates. Your participation is critical to our success!**

Meeting locations are accessible to people with disabilities and those with limited English proficiency. Accessibility accommodations and language services will be provided free of charge upon request, and as available. Such services include documents in alternative formats, translated documents, assistive listening devices, and interpreters (including American Sign Language). For more information or to request reasonable accommodation and/or language services, please contact Trish Foley at (857) 368-8907 or trish.foley@dot.state.ma.us.



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

September 30, 2015

Dear Mr. Joseph F. Nolan,

Congratulations! I am pleased to notify you that the Town of Wayland has been awarded a Sustainable Materials Recovery Program grant of \$3,800. I want to thank you for your commitment to reducing waste and increasing recycling for the benefit of our communities and the environment.

Enclosed you will find further instructions from the Department of Environmental Protection on next steps. Please feel free to contact Tina Klein at (617) 292-5704 if you have any questions.

Governor Charles D. Baker

Lt. Governor Karyn E. Polito

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OCT -2 2015

Board of Selectmen
Town of Wayland

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Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

One Winter Street Boston, MA 02108 • 617-292-5500

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Matthew A. Beaton
Secretary

Martin Suuberg
Commissioner

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OCT -2 2015

**Board of Selectmen
Town of Wayland**

September 30, 2015

Mr. Joseph F. Nolan
Chair, Board of Selectmen
Town of Wayland
41 Cochituate Road
Wayland, MA 01778

Dear Mr. Nolan,

Congratulations! It is my pleasure to inform you that the Massachusetts Department of Environmental Protection (MassDEP) has awarded the Town of Wayland Recycling Dividends funds and Small-Scale Initiative funds under the Sustainable Materials Recovery Program. The Town of Wayland has earned 7 points and will receive \$3,800.

Please note, awards for the following grant categories are being evaluated (Mattress Recycling Initiative, SMART/PAYT, Curbside Recycling/Food Waste Carts, Drop-off Equipment, School Recycling Assistance, Waste Reduction Enforcement Coordinator, Waste Reduction Projects, Organics Capacity Projects) and will be announced separately.

The Sustainable Materials Recovery Program (SMRP) was created under 310 CMR 19.300-303 and the Green Communities Act, which directs a portion of the proceeds from the sale of Waste Energy Certificates to recycling programs approved by MassDEP. The Recycling Dividends Program (RDP) provides payments to municipalities that have implemented specific programs and policies proven to maximize reuse, recycling and waste reduction. Municipalities receive payments according to the number of criteria points their program earns. Eligibility criteria will ramp up over time, leveraging increasingly greater diversion results and lower solid waste disposal.

The terms and conditions of this award are outlined in the RDP Contract which has been mailed to the Recycling Contact of record for your municipality, copied below. The Recycling Contact will facilitate getting this document signed by an Authorized Signatory and will return it to MassDEP. Once received, the RDP Payment will be remitted to your municipality. Should you have any questions, please call Tina Klein at (617) 292-5704.

Thank you for your commitment to advancing recycling and waste reduction in Massachusetts. Together our efforts will reduce greenhouse gas emissions, conserve natural resources and save energy, while also supporting jobs and reducing disposal costs for waste generators and municipalities.

Sincerely,

Martin Suuberg
Commissioner

cc: Donald Gladu, Transfer Station Superintendent