

PACKET

NOV 16

2015



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

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

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

BOARD OF SELECTMEN
Monday, November 16, 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 Healthcare in regard to the AFSCME Clerical Union, the AFSCME Professional Union, the Teamsters, the Library Association, the Police Union, the Fire Union, the Wayland Teachers Association, the Wayland Educational Secretarial Association, the School Custodians Union, and the Food Service Association
- 7:00 pm 2.) Call to Order by Chair
- Announcements; Review Agenda for the Public
- 7:02 pm 3.) Public Comment
- 7:15 pm 4.) Public Hearing regarding a petition from Nstar Electric Company dba Eversource Energy for the Purpose of Obtaining a Grant of Locations to Install Approximately Forty-Five (45) Feet of Conduit in Shaw Drive
- 7:30 pm 5.) Joint Meeting with the Planning Board to Interview and Potential Appointment as an Associate Member of the Planning Board for a Term to Expire Upon the April 2016 Annual Town Election
- Jennifer Steele
 - Nicole Riley
 - Paul Morenberg
- 7:50 pm 6.) Discussion and Potential Vote on Priorities for Wayland Real Asset Planning (WRAP) Committee
- 8:05 pm 7.) Discussion and Potential Appointment of Board of Selectmen Representative to the River's Edge Advisory Committee for a Term to Expire upon the Final Disposition of Said Land by Sale, Lease or Otherwise, and Vote to Rescind Appointment of Mary Antes
- Michael Ellenbogen
- 8:20 pm 8.) Town Meeting Follow-up

BOARD OF SELECTMEN
Monday, November 16, 2015
Wayland Town Building
Selectmen's Meeting Room
Proposed Agenda Page Two

FY17 BUDGET PREPARATION

- | | | |
|----------|------|---------------------------------------------------------------------------------------------------------------|
| 8:35 pm | 9.) | Presentation of FY17 Operating Budgets under the Board of Selectmen |
| 8:50 pm | 10.) | Review of New Positions Proposed to the Personnel Board for Departments under the Board of Selectmen for FY17 |
| 9:05 pm | 11.) | Vote FY17 Capital Project Recommendations |
| 9:20 pm | 12.) | Discuss Evaluation with Town Administrator |
| 9:35 pm | 13.) | Review and Approve Consent Calendar (See Separate Sheet) |
| 9:40 pm | 14.) | Review Correspondence (See Separate Index Sheet) |
| 9:50 pm | 15.) | Report of the Town Administrator |
| 10:00 pm | 16.) | Selectmen's Reports and Concerns |
| 10:10 pm | 17.) | Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any |
| 10:15 pm | 18.) | Adjourn |

(4) PUBLIC HEARING
EVERSOURCE

DATE: NOVEMBER 16, 2015
TO: BOARD OF SELECTMEN
FROM: NAN BALMER, TOWN ADMINISTRATOR
RE: ORDER FOR LOCATION OF CONDUIT: 41 SHAW DRIVE

REQUESTED ACTION:

VOTE TO APPROVE THE PETITION AND PLAN OF NSTAR ELECTRIC, D/B/A EVERSOURCE ENERGY FOR A GRANT OF LOCATION TO INSTALL UNDERGROUND CONDUIT IN SHAW DRIVE.

BACKGROUND:

Nstar (Eversource) requests to install approximately 45 feet of underground cable in Shaw Drive in order to provide electric service to 41 Shaw Drive.

This request was reviewed and approved by the DPW Director. In the past such requests were approved under the "Road Opening Permit". The process changed under Eversource – Mr. Kadlik will find out what we can expect going forward.



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

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LEGAL NOTICE

The Board of Selectmen will hold a Public Hearing on Monday, November 16, 2015, at 7:15 p.m. at the Wayland Town Building pursuant to M.G.L. Chapter 166, Section 22, regarding a petition from Nstar Electric Company dba Eversource Energy for the purpose of obtaining a Grant of Locations to install approximately forty-five (45) feet of conduit in Shaw Drive.

Board of Selectmen

/md

dc: Town Crier, November 5, 2015
Board of Public Works
Stephen Kadlik, Director of Public Works
Police Chief Robert Irving
Alf Berry, Town Surveyor
Beth R. Klein, Town Clerk



157 Cordaville Road
Southborough, MA 01772

October 19, 2015

Board of Selectmen
Wayland Town Hall
Wayland, MA 01778

RE: Shaw Drive
Wayland, MA 01778
W.O. #2087547

Hearing Required

Dear Members of the Board:

The enclosed petition and plan is being presented by the NSTAR ELECTRIC COMPANY d/b/a as EVERSOURCE ENERGY for the purpose of obtaining a Grant of Locations to install approximately forty five (45) feet of conduit in Shaw Drive.

This work is necessary to provide underground electric service to 41 Shaw Drive.

If you have any further questions, contact Chris Cosby @ (508) 305-6989.
Your prompt attention to this matter would be greatly appreciated.

Very truly yours,

A handwritten signature in black ink that reads "William D. Lemos".

William D. Lemos,
Supervisor, Rights and Permits

WDL/zj
Attachments



SHAW DR

EVERSOURCE TO INSTALL
1 - 4" PVC PIPES
TYPE EB IN CONCRETE

GUY 152/15

152/14

TREE

DMH

UMH

DRAIN

WATER

WG

TREE

HYD

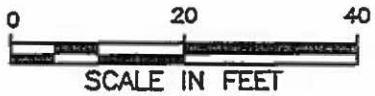
WG

WG

WATER

APPROX. PT.
OF PICKUP

FOX MEADOW
LN



BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS MADE WITH RESPECT TO THE INFORMATION. NESTAR NSTAR ELECTRIC COMPANY, NESTAR GAS COMPANY NOR ITS PARENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NESTAR GROUP") SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION OR IN RELIANCE UPON IT. TO THE MAXIMUM EXTENT ALLOWED BY LAW, YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE NESTAR GROUP HARMLESS FROM ANY SUCH LOSS OR INJURY.

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MASS. LAW
REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES
BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233

Ward #	
Work Order #	2087547
Surveyed by:	SC/LM
Research by:	
Plotted by:	BS
Proposed Structures:	MR
Approved:	A DEBENEDICTIS
P#	3

 <small>A Northeast Utilities Company 1185 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125</small>	
Plan of SHAW DR	
WAYLAND	
Showing PROPOSED CONDUIT LOCATION	
Scale	1"=20'
Date	10/15/15
SHEET	1 of 1

PETITION OF NStar Electric Company d/b/a EVERSOURCE ENERGY COMPANY FOR LOCATION FOR CONDUITS AND MANHOLES

To the **Board of Selectmen** of the Town of **WAYLAND** Massachusetts:

Respectfully represents **NStar Electric Company d/b/a EVERSOURCE ENERGY Company** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **A. DeBenedictis Dated October 15, 2015** and filed herewith, under the following public way or ways of said Town:

Shaw Drive – Southwesterly approximately 75 ± feet North of Fox Meadow Ln at pole 152/14 a distance of about 45± feet of conduit.

WO: (2087547)

**NStar Electric Company d/b/a
EVERSOURCE ENERGY COMPANY**

BY William D. Lemos
William D. Lemos
Rights & Permits, Supervisor

Dated this 19th day of October 2015

Town of **WAYLAND** Massachusetts

Received and filed _____ 2015

**ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of WAYLAND**

WHEREAS, NStar Electric Company d/b/a EVERSOURCE ENERGY has petitioned for permission to construct a line for the transmission of electricity for lighting, heating or power under the public way or ways of the Town thereafter specified, and notice has been given and a hearing held on said petition as provided by law.

It is ORDERED that NStar Electric Company d/b/a EVERSOURCE ENERGY COMPANY be and hereby is granted permission to construct and a location for, such a line of conduits and manholes with the necessary wires and cables therein under the following public way or ways of said Town:

Shaw Drive – Southwesterly approximately 75 ± feet North of Fox Meadow Ln at pole 152/14 a distance of about 45± feet of conduit.

All construction work under this Order shall be in accordance with the following conditions:

1. Conduits and manholes shall be located as shown on the plan made by **A.Debenedictis, Dated October 15, 2015**, on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Board of Selectmen or such officer or officers as it may appoint to supervise the work.

1	_____	
2	_____	Board of Selectmen
3	_____	the Town of
4	_____	WAYLAND
5	_____	

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit:-after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2015 at _____ in said Town.

1	_____	
2	_____	Board of Selectmen
3	_____	the Town of
4	_____	WAYLAND
5	_____	

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Board of Selectmen** of the Town of **WAYLAND**, Massachusetts, duly adopted on the _____ day of _____, 2015 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.) and any additions thereto or amendments thereof, as the same appear of record.

Attest: _____
Clerk of the Town of **WAYLAND**, Massachusetts

(5) PLANNING BOARD
ASSOCIATE
INTERVIEWS

DATE: November 13, 2015
TO: BOARD OF SELECTMEN
FROM: OFFICE OF THE TOWN ADMINISTRATOR
RE: APPOINTMENT TO VACANT POSITION AS ASSOCIATE TO THE PLANNING BOARD

REQUESTED ACTION:

- 1. MEET WITH THE PLANNING BOARD TO INTERVIEW AND CONSIDER NICOLE W. RILEY, JENNIFER STEEL, AND PAUL W. MORENBERG TO FILL ONE VACANT POSITION FOR AN ASSOCIATE TO THE PLANNING BOARD, VACATED BY DANIEL HILL WHEN HE WAS APPOINTED AS A FULL MEMBER OF THE BOARD ON MAY 11, 2015.**
- 2. VOTE TO APPOINT EITHER NICOLE W. RILEY, JENNIFER STEEL OR PAUL W. MORENBERG AS AN ASSOCIATE MEMBER OF THE PLANNING BOARD, EFFECTIVE IMMEDIATELY, WITH A TERM TO EXPIRE UPON THE ANNUAL ELECTION IN 2016. (ROLL CALL VOTE OF A QUORUM OF THE BOARD OF SELECTMEN AND PLANNING BOARD IS REQUIRED)**

BACKGROUND

Process for Appointment: This is an elected position. The requirements for filling this vacancy are addressed in state statute (MGL 41, S. 11), the Town Code (Ch. 198-204.3), and the Board Policy on Appointments to Boards and Committees. Taking these into account, after review by Town Counsel the following summarizes the process to fill the position:

1. Daniel C. Hill, the former Associate Member to the Planning Board, applied to be a full member of the Planning Board and was appointed by the Board of Selectmen and the Planning Board at a joint meeting on May 11, 2015.
2. Notice of the vacancy for the Associate Position was posted thereafter in the Town Building foyer and the website, meeting the requirement for a 7-day posting.
3. Applications to fill this position were submitted Nicole W. Riley, Jennifer Steel, and Paul W. Morenberg
4. The Planning Board and Board of Selectmen, after consideration, jointly appoint by majority vote of a quorum of each board, an applicant to fill the position.
5. The term of the position will be through the next annual town election.

Attached: Letters of Interest from Nicole W. Riley, Jennifer Steel, and Paul W. Morenberg

To: Board of Selectmen, c/o MaryAnn DiNapoli, Executive Assistant

From: Jennifer Steel

Date: August 20, 2015

Re: Planning Board Associate Member vacancy

Dear Selectmen,

I am a life-long resident of Wayland and am interested in re-engaging in local government. I am particularly interested in the Planning Board Associate Member vacancy.

I am currently the Senior Environmental Planner for the City of Newton, essentially the Conservation Agent and Conservation Planner rolled into one. I have, been a municipal conservation agent (and Mass. Audubon Advocacy professional and conservation consultant) since "cutting my teeth" in Wayland under Carol Gumbart in 1996. I received my undergraduate degree from Wesleyan University and my graduate degree from Duke University.

I really enjoy engagement at the municipal level and have a fairly strong background in municipal government, so I feel I will be able to contribute to discussions fairly early in my undoubtedly steep learning curve. I have served on a number of committees in town, including the High School Building Committee, Town Meeting Committee, and Surface Water Quality Committee. I have also served on the Happy Hollow School Council and Middle School Council. I welcome the opportunity to engage in a new, but somewhat familiar, venue.

Thanks very much for your consideration.

The Secretary of State's office has determined that most e-mails to and from municipal offices and officials are public records. Consequently, confidentiality should not be expected.

From: Balmer, Nan

Sent: Wednesday, July 15, 2015 6:43 PM

To: Karlson, Cherry

Subject: FW: Resume for possible ZBA Vacancy

From: Riley, Nicole W [mailto:NRiley@goodwinprocter.com]

Sent: Tuesday, July 14, 2015 4:08 PM

To: Balmer, Nan

Subject: Resume for possible ZBA Vacancy

Good afternoon, Nan –

My husband, Jim Riley, was at the Town Selectman meeting last night for an interview related to the PMBC and mentioned to me when he got home that there may be a vacancy on the ZBA that is in need of being filled. If that is the case I would like to send along my resume for possible consideration.

As for a little more backgroup, I am currently a commercial real estate and leasing attorney at Goodwin Procter LLP in Boston, having worked previously for 4 ½ years doing residential transaction work for a smaller firm also in the city. Working as a legal intern with the Department of Public Safety during law school, I spent a good portion of my time drafting Appeals Board decisions for the Building Code Appeals Board and always loved attending the board meetings whenever possible for the various boards under the DPS purview. After attending last night's meeting, my husband mentioned you may be looking for someone who can read plans, which is something I do on a regular basis in my current position for our transactional work.

DiNapoli, MaryAnn

From: Paul Morenberg <paul@morenberg.onmicrosoft.com> on behalf of paul@morenberg-law.com
Sent: Tuesday, November 10, 2015 2:10 PM
To: DiNapoli, MaryAnn
Subject: Follow Up re My Interest in Board Vacancies -- Planning Board / Audit Committee

Maryann,

Thanks for chatting with me this morning. I am interested in joining a Wayland board that's involved with town planning and/or finances.

I am interested in the temporary position of Planning Board Associate Member. I understand there are two other strong candidates. I'm happy to interview if invited.

I am also interested in the Audit committee, though I'd like to better understand its role and meeting schedule.

Below, I've provided a couple paragraphs about my background and perspective. Hopefully, this will help the committee chairs.

I have been a Wayland resident since the Spring of 2009—about 6.5 years. I moved to Wayland due to its excellent schools, natural beauty, and vibrant community. I have two daughters at Claypit Hill. Though born in New Jersey, I have been a Massachusetts resident since 1992. I am a graduate of Cornell University ('87) and Boston College Law School ('95). I currently operate my own law practice in Newton and Boston, where I focus on employment law and business litigation. As a lawyer, I am comfortable analyzing statutes, regulations, and local codes. While I do not have formal training in business or finance, I am fairly adept at understanding budgets, financial statements, and audit reports.

I'd like to be more involved in contributing to Wayland. For three years, I've served on the Board of the Wayland Public Schools Foundation. For two years, I've been a part of the new Wayland Men's Softball League. I am a strong supporter of Wayland's schools. I also believe that Wayland should enhance its recreational and cultural offerings. However, given Wayland's high tax burden, the town must operate in a fiscally prudent manner. I have long been impressed by Wayland's active citizenry, and the spirited debate at town meetings. I do worry about a seeming divide between older and younger residents. As an older dad (age 50) with young children, I relate to the interests and concerns of all residents. With this in mind, I would be honored to assist a Wayland board to promote the interests of the Town and all citizens.

Thanks for considering me.

Paul W. Morenberg, Attorney At Law
Telephone: (617) 630-2050

Boston Office: Ten Post Office Square, 8th Floor, Boston, MA 02109
Newton Office: 233 Needham Street, Suite 500, Newton, MA 02464

Employment Law | Business Litigation
www.morenberg-law.com

PAUL W. MORENBERG

25 Hazelbrook Lane, Wayland, MA 01778

E-mail: paul@morenberg-law.com

Telephone: (508) 358-3414

HIGHLIGHTS

- *Civil Practice Focused on Employment Law, Corporate and Regulatory Compliance, and Non-Profit Law.*
- *Successful Trial Lawyer.* Over nineteen years of experience handling employment and business litigation.

WORK EXPERIENCE

LAW OFFICE OF PAUL W. MORENBERG Newton, MA **Owner** 07/2008 to present

Represent companies and individuals in complex litigation concerning employment discrimination, wage and compensation issues, contract and lease disputes, and unfair trade practice claims. Provide legal advice to corporations and non-profits regarding employment laws and other regulatory compliance issues. Assist companies and non-profits in drafting corporate filings, contracts, leases, and policies.

KERSTEIN, COREN & LICHTENSTEIN Wellesley, MA **Of Counsel** 12/2003 to 06/2008
KERSTEIN & ASSOCIATES Newton, MA **Associate** 1998 to 06/2000

Represented clients in litigation concerning employment claims, contract and tort claims, and related issues. Provided consulting to colleges and universities on employment issues, financial aid, student privacy, etc. Assisted health care professionals with licensing board complaints. Defended medical providers against insurance audits re medical billing.

FICKSMAN & CONLEY Boston, MA **Associate** 07/2000 to 11/2003

Represented hospitals, physicians, nurses, and others in the defense of medical malpractice claims before state and federal courts. Provided counsel to businesses regarding employment issues, Chapter 93A claims, and intellectual property issues.

NEW ENGLAND FINANCIAL Boston, MA **Staff Attorney** 1997

Investigated and defended employment claims, and managed outside counsel. Drafted employee policy manuals and provided guidance to managers on employment disputes. Researched state standards for insurance agents and brokers.

HINCKLEY, ALLEN & SNYDER Boston, MA **Contract Attorney** 1996

Represented clients in complex civil matters, with focus on construction litigation. Prepared discovery requests and responses. Researched federal and state laws regarding government contracting, competitive bidding, conflict of interest, etc.

PAUL W. MORENBERG

25 Hazelbrook Lane, Wayland, MA 01778

E-mail: paul@morenberg-law.com

Telephone: (508) 358-3414

EDUCATION / PROFESSIONAL CREDENTIALS / COMMUNITY INVOLVEMENT

BOSTON COLLEGE LAW SCHOOL Newton, MA **Juris Doctor, 1995**

CORNELL UNIVERSITY Ithaca, NY **Bachelor of Arts, Cum Laude, 1987**

- State Bar of Massachusetts (1995 – present) • United States District Court, District of Mass. (1999 - present)
- State Bar of New York, (1996 - present) • Trained Mediator (Mediation, Works, Inc.)
- Certified Trainer in Discrimination Prevention – Massachusetts Commission Against Discrimination (MCAD)
- Guest Faculty, Harvard Law School, Trial Advocacy Workshop (2010, 2011, 2012, 2013, 2015)
- Board Member, Wayland Public Schools Foundation (2013 to the present).
- Board Member, Wayland Business Association (2015).

(6) WRAP DISCUSSION

From: Gretchen Schuler [mailto:ggschuler@verizon.net]
Sent: Friday, October 30, 2015 9:47 AM
To: Balmer, Nan
Cc: DiNapoli, MaryAnn
Subject: WRAP info for BOS

Attached are two files that you may want to send to BOS for WRAP discussion on Monday eve. The Excel list is property 'owned' by BOS – all of the fields are not yet filled in – Brendan is working on that. I have set "Print Area" to just include first two pages as rest is not relevant at this time. Other file is questions that at some point we hope to answer with/for/by each Board/Commission.

We are talking to Library and Police and Fire Chief separately even those are listed as "Municipal" land/building.

Thanks,
Gretchen

Points for Discussion with Boards, Commissions & Departments

- Current condition of your facilities (look at each individually and consider on-going/major maintenance; need for new facility)
- Are there specific regulatory requirements/consent agreements with governmental agencies that require major changes to existing facilities or construction of new facilities
- How much growth (i.e., population, geographic distribution) triggers need for additional new facilities/infrastructure
- What constituency do you serve most directly (e.g., entire population of Town, seniors, school-age population)
- Is the facility required to be in a certain proximity to the end users
- Are there cost implications related to geographic distance between facility and end users
- Are there convenience implications related to geographic distance between facility and end users
- What are your current and projected needs for additional storage space for equipment, materials, records, etc. (do you require immediate access or can storage be off-site)
- What are you currently using for meeting space and what are the hours during which the space is available for use by others
- What are your current and projected needs for additional meeting space
- Are your current facilities meeting the needs of your constituents
- Looking at the land parcels under your board's control:
 - Do you have an overall policy concerning potential future use for each parcel
 - Do you have specific plans for any of the parcels
 - Thoughts on relinquishing control of any of the parcels
- Do you have any documents or reports that outline your process for addressing and planning for future needs

"MUNICIPAL" LAND DATA BASE - BOS STEWARDSHIP

FID	NUM	STREET	ST_TYPE	OVERLAY_DIST	AP_DIST	LAND_ACRES	BLDG_SQFT	NOTES
154	9	YORK	RD		1	1.47	0	VACANT LAND
195	0	TRAINING FIELD	RD		1	0.10	0	
196	83	CONCORD	RD		1	4.80	0	LOWER MILL BROOK CONS
210	0	BOSTON POST	RD	WIRELESS COM	1	10.58	0	
307	0	BOSTON POST	RD	WIRELESS COM	1	0.07	0	
207	1	COCHITUATE	RD		1	1.15	0	DEPOT
283	5	CONCORD	RD		1	1.02	0	WAYLAND PUBLIC LIBRARY
282	1	CONCORD	RD		1	0.91	0	FREIGHT HOUSE
149	38	COCHITUATE	RD		1	8.66	0	PUBLIC SAFETY BUILDING
140	214	BOSTON POST	RD		1		0	VACANT LAND
204	6	LUNDY	LN				0	
276	0						0	
221	137	COCHITUATE	RD		3		0	PAINE ESTATE
247	0				3		0	
131	69	RIVERVIEW	CIR		3		0	
30	0				3		0	
31	0				3		0	
34	51	WOODLAND	RD		3		0	
37	6	MAYFLOWER	PA		3		0	
38	0				3		0	
54	88	LAKESHORE	DR		3		0	
47	0				3		0	
46	11	HEMLOCK	RD		3		0	
23	0				3		0	
21	19	GARDEN	PA		3		0	
20	21	GARDEN	PA		3		0	
43	24	LAKESHORE	DR		3		0	
25	0				3		0	
250	0				3		0	
13	0				3		0	
251	0				3		0	
232	184	LAKESHORE	DR		3		0	
169	0				3		0	

"MUNICIPAL" LAND DATA BASE - BOS STEWARDSHIP

FID	NUM	STREET	ST_TYPE	OVERLAY_DIST	AP_DIST	LAND_ACRES	BLDG_SQFT	NOTES
60	0	SYCAMORE	RD		3	0.14	0	
61	0	SYCAMORE	RD		3	0.11	0	
59	0	HAWTHORNE	RD		3	0.06	0	
7	0				3		0	
5	0				3		0	
64	0				3		0	
97	17	KNOLLWOOD	LN		3		0	
98	0				3		0	
114	145	MAIN	ST			1.50	6080	COCHITUATE FIRE STATION
263	0						0	
265	0						0	
273	0						0	
274	0						0	
321	27	LANGDON	RD				0	
11	0				1		0	
315	41	COCHITUATE	RD		1	5.00	106463	TOWN BUILDING AND CHILDRENS W

(7) APPOINTMENT TO
RIVERS EDGE
ADVISORY
COMMITTEE

DATE: November 13, 2015
TO: BOARD OF SELECTMEN
FROM: OFFICE OF THE TOWN ADMINISTRATOR
RE: APPOINTMENT TO River's Edge Advisory Committee

REQUESTED ACTION:

- 1. RESCIND THE VOTE TO APPOINT MARY M. ANTES TO THE RIVER'S EDGE ADVISORY COMMITTEE AS THE REPRESENTATIVE OF THE BOARD OF SELECTMEN**
- 2. VOTE TO APPOINT MICHAEL ELLENBOGEN TO THE RIVER'S EDGE ADVISORY COMMITTEE AS THE REPRESENTATIVE OF THE BOARD OF SELECTMEN FOR A TERM TO EXPIRE UPON THE FINAL DISPOSITION OF SAID LAND BY SALE, LEASE OR OTHERWISE**

Attached: Letter of Interest from Mike Ellenbogen

DiNapoli, MaryAnn

From: Mike Ellenbogen <mellenbogen88@gmail.com>
Sent: Monday, November 09, 2015 6:11 PM
To: 'Jerry Heller'; Balmer, Nan; DiNapoli, MaryAnn
Subject: Rivers Edge Advisor Committee seat
Attachments: Ellenbogen Biography November 2015.pdf

Jerry, Nan and MaryAnn,

I hope this email finds you well. I am writing to be considered for a seat on the REAC. I have attached a brief bio with some background information. Please let me know if you need any other detail. I look forward to hearing from you.

Best regards,

Mike Ellenbogen

MIKE ELLENBOGEN | EVOLV TECHNOLOGY
C: 781.405.0451 | MELLENBOGEN@EVOLVTECHNOLOGY.COM

Michael Ellenbogen

Mike Ellenbogen has been a resident of Wayland for 14 years and has three children in the Wayland school system.

Mike is founder and CEO of Evolv Technology. Started in August, 2013, Evolv is a startup focused on reinventing physical security to help protect people and facilities by fusing together innovations in metamaterials, compressive sensing and advanced object recognition algorithms. Evolv is developing powerful, low-cost physical threat detection technology to keep people and places safe across the globe. Evolv is funded by Bill Gates, General Catalyst Partners and Lux Capital.

Prior to starting Evolv, Mike was an Executive in Residence at General Catalyst Partners, focusing on investing in early and later-stage hardware and software companies in analytical instruments, sensors and related services markets.

Prior to General Catalyst, Mike was founder and CEO of Reveal Imaging Technologies, a leader in X-ray imaging and detection system technologies. Reveal was acquired by SAIC in 2010.

Mike holds a Physics degree from Colgate University

(8) TOWN MEETING FOLLOW-UP

2015 SPECIAL TOWN MEETING ARTICLES	SUGGESTED BOARD OF SELECTMEN / TOWN ADMINISTRATOR NEXT STEPS
1. PAY PREVIOUS YEAR UNPAID BILLS	<i>NONE</i>
2. CURRENT YEAR TRANSFERS New appropriations for IT included: 1. \$ 140,000 (including \$50,000 for replacement of firewall, \$20,000 for E-mail exchange server, \$25,000 for consultants to plan for automated patch management and evaluate data storage (SAN), and \$45,000 requested by Finance Committee) 2. \$50,000 for interim management of the Town's IT infrastructure by a provider of managed IT services.	Town Administrator will work with the Superintendent to develop an agreed upon scope of work to hire a consultant to serve as a town / school IT Executive Director for up to 6 months in FY 16. The School IT Director will hire assistance as needed to evaluate data storage options to prepare for the SAN CIP. All other IT projects except the MUNIS upgrade and any identified high priority security initiatives in progress will be deferred until a consulting IT Interim Manager is hired.
3. ACQUIRE MUNICIPAL PARCEL IN TOWN CENTER	Selectmen will discuss next steps toward acquisition and discuss next steps to fulfill WRAP and COA / CC charges
4. AMEND CHAPTER 36 OF CURRENT BYLAWS	<i>NONE – DID NOT PASS</i>
5. ACCEPTANCE OF MGL 71, 71 E	No additional action by Board of Town Administrator. School Committee will submit ATM article to create 2 new 53 E ½ Revolving Funds.
6. APPROPRIATE FUNDS FOR LIBRARY PLANNING AND DESIGN	Town Administrator to issue RFQ for Owner's Project Manager at request of Library Trustees
7. APPROPRIATE FUNDS TO UPDATE OPEN SPACE AND RECREATION PLAN	Town Administrator to procure consultant at request of Conservation Commission
8. SEEK SPECIAL LEGISLATION TO INCREASE THE CAP ON RECREATION REVOLVING FUND	Board discussion and vote to seek special legislation drafted by Town Counsel.
9. AMEND FY 16 BUDGET FUNDING SOURCES	<i>NONE</i>
10. ENERGY RESILIENCY PROJECT	<i>NONE</i>
11. AMEND MINUTEMAN REGIONAL AGREEMENT	Minuteman towns were notified of Wayland Town Meeting action.
12. RESOLUTION REGARDING RAIL TRAIL	<i>NONE</i>
13. PMBC INVOLVEMENT IN STONE'S BRIDGE RESTORATION	<i>NONE – PASSED OVER</i>

(9) FY17 OPERATING BUDGETS

DATE: NOVEMBER 16, 2015
TO: BOARD OF SELECTMEN
FROM: NAN BALMER, TOWN ADMINISTRATOR
RE: PRELIMINARY SUBMISSION OF FY 17 OPERATING BUDGET UNDER CHAPTER 19-4 OF TOWN CODE / FY 17 BUDGET PROCESS

BOARD ACTIONS REQUESTED:

- 1) REVIEW AND COMMENT ON PROPOSED FY 17 OPERATING BUDGET EXPENSES FOR UNITS OF GOVERNMENT UNDER THE BOARD'S JURISDICTION. REQUEST AREAS FOR FURTHER DISCUSSION BY THE BOARD.

- 2) REVIEW AND COMMENT ON PROPOSED FY 17 BUDGET REVIEW PROCESS.

The Town Code requires that the Town Administrator submit to the Board, one month prior to December 15th, operating budgets for departments under the Board's jurisdiction. These budgets are preliminary and submitted to you to meet the requirements of the Code and to begin a discussion about what the Selectmen would like to see in an FY 17 budget review by the Selectmen. The operating budget numbers will change over the coming weeks as departmental budgets are reviewed by the Town Administrator and Finance Director. FY 17 operating budget numbers for units of government outside the Board's jurisdiction are highlighted.

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

PROPOSED BOARD OF SELECTMEN FY 17 BUDGET PROCESS – SEE SUMMARY OF TOWN CODE BELOW	
11/16	Board submits recommendation on FY 17 capital projects for public bodies under its jurisdiction.
11/16	Town Administrator presents preliminary operating budgets and variances for units of government under the Board's jurisdiction. Board comments on operating budgets and requests areas for follow-up by staff.
11/30, 12/7, 12/14	Follow-Up: Possible focus areas --Utilities, Debt, Revenue, Funding of School / Town joint activities (IT, Facilities), Health Insurance, New positions, Departments with significant variances in operating budget.
12/15	Finance Director presents draft budget to Board of Selectmen. Board forwards operating budgets for units of government under its jurisdiction to the Finance Committee.
1/12/15	Town Administrator makes recommendations to Board on the budgets of <u>all</u> units of government and Board makes final budget recommendations to the Finance Committee for all <u>entities under its jurisdiction</u> .

The following preliminary budget schedules were prepared for the Board by Finance Director Brian Keveny:

1. FISCAL YEAR 2017 DEPARTMENTAL EXPENSE BUDGET
2. FISCAL 2017 BUDGET PROPOSAL UNDER THE BOARD OF SELECTMEN
3. FISCAL 2017 BUDGET PROPOSAL UNDER THE BOARD OF SELECTMEN – VARIANCE DETAIL AND UNCLASSIFIED BUDGET
4. PRELIMINARY FY 17 BUDGET: ALL DEPARTMENTS
5. PRELIMINARY FY 17 BUDGET: ALL DEPARTMENTS – VARIANCE DETAIL
6. FY 17 BUDGET DETAIL BY DEPARTMENT
7. EXPLANATORY STATEMENTS OF YEAR OVER YEAR VARIANCES BY DEPARTMENT

SUMMARY OF WAYLAND TOWN CODE CHAPTER 19: FINANCES

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

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

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

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

CC: Finance Director
Finance Committee

FISCAL YEAR 2017 BUDGET		EXPENDED FY 2014	EXPENDED FY 2015	APPROVED FY 2016	REQUESTED FY 2017
SELECTMEN					
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$23,463	\$20,760	\$24,000	\$24,000
	SUPPLIES	\$7,253	\$3,015	\$6,000	\$6,000
1	TOTAL EXPENSES	\$30,716	\$23,775	\$30,000	\$30,000
	TOTAL SELECTMEN	\$30,716	\$23,775	\$30,000	\$30,000
TOWN OFFICE					
	<i>Total FTEs</i>	4.50	5.00	5.00	5.00
2	PERSONNEL SERVICES	\$497,230	\$468,322	\$435,000	\$435,000
	PURCHASE OF SERVICES	\$13,820	\$14,842	\$10,000	\$10,000
	SUPPLIES	\$66,238	\$66,139	\$71,500	\$71,500
3	TOTAL EXPENSES	\$79,858	\$80,981	\$81,500	\$81,500
	TOTAL TOWN OFFICE	\$577,088	\$549,303	\$516,500	\$516,500
PERSONNEL BOARD					
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
4	PERSONNEL SERVICES	\$0	\$2,100	\$5,000	\$5,000
	PURCHASE OF SERVICES	\$4,157	\$8,540	\$10,000	\$10,000
5	TOTAL EXPENSES	\$4,157	\$8,540	\$10,000	\$10,000
	TOTAL PERSONNEL BOARD	\$4,157	\$10,640	\$15,000	\$15,000
FINANCE					
	<i>Total FTEs</i>	4.43	4.54	4.54	4.54
6	PERSONNEL SERVICES	\$274,089	\$296,267	\$318,301	\$330,318
	PURCHASE OF SERVICES	\$64,946	\$60,909	\$48,700	\$53,700
	SUPPLIES	\$991	\$1,563	\$3,000	\$3,000
7	TOTAL EXPENSES	\$65,937	\$62,472	\$51,700	\$56,700
	TOTAL FINANCE	\$340,026	\$358,729	\$370,001	\$387,018
ASSESSOR					
	<i>Total FTEs</i>	4.00	4.00	4.00	4.00
8	PERSONNEL SERVICES	\$238,932	\$243,751	\$244,460	\$255,630
	PURCHASE OF SERVICES	\$78,663	\$53,361	\$49,850	\$49,150
	SUPPLIES	\$1,705	\$3,025	\$3,000	\$3,100
9	TOTAL EXPENSES	\$80,368	\$56,386	\$52,850	\$52,250
	TOTAL ASSESSOR	\$319,300	\$300,137	\$297,310	\$307,880
TREASURER					
	<i>Total FTEs</i>	3.26	3.26	3.26	3.26
10	PERSONNEL SERVICES	\$196,076	\$208,554	\$199,000	\$183,625
	PURCHASE OF SERVICES	\$37,824	\$72,609	\$115,700	\$99,900
	SUPPLIES	\$0	\$0	\$200	\$200
11	TOTAL EXPENSES	\$37,824	\$72,609	\$115,900	\$100,100
	TOTAL TREASURER	\$233,900	\$281,163	\$314,900	\$283,725

TOWN COUNSEL				
	<i>Total FTEs</i>	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$170,312	\$142,088	\$175,000
	SUPPLIES	\$4,334	\$0	\$0
12	TOTAL EXPENSES	\$174,646	\$142,088	\$175,000
	TOTAL TOWN COUNSEL	\$174,646	\$142,088	\$175,000
INFORMATION TECHNOLOGY				
	<i>Total FTEs</i>	1.00	1.00	1.00
13	PERSONNEL SERVICES	\$84,085	\$84,693	\$83,842
	PURCHASE OF SERVICES	\$147,743	\$197,706	\$91,890
	SUPPLIES	\$52,351	\$62,308	\$146,300
14	TOTAL EXPENSES	\$200,094	\$250,014	\$238,190
	TOTAL INFORMATION TECHNOLOGY	\$284,179	\$334,707	\$322,032
TOWN CLERK				
	<i>Total FTEs</i>	2.00	2.00	2.00
15	PERSONNEL SERVICES	\$124,327	\$119,529	\$120,584
	PURCHASE OF SERVICES	\$7,598	\$13,829	\$15,643
	SUPPLIES	\$1,269	\$1,104	\$1,400
16	TOTAL EXPENSES	\$8,867	\$14,933	\$17,043
	TOTAL TOWN CLERK	\$133,194	\$134,462	\$137,627
ELECTIONS				
	<i>Total FTEs</i>	0.00	0.00	0.00
17	PERSONNEL SERVICES	\$19,966	\$22,522	\$22,608
	PURCHASE OF SERVICES	\$361	\$4,704	\$2,500
	SUPPLIES	\$7,680	\$3,714	\$9,130
18	TOTAL EXPENSES	\$8,041	\$8,418	\$11,630
	TOTAL ELECTIONS	\$28,007	\$30,940	\$34,238
REGISTRAR				
	<i>Total FTEs</i>	0.00	0.00	0.00
19	PERSONNEL SERVICES	\$275	\$275	\$275
	PURCHASE OF SERVICES	\$3,901	\$3,799	\$4,050
20	TOTAL EXPENSES	\$3,901	\$3,799	\$4,050
	TOTAL REGISTRAR	\$4,176	\$4,074	\$4,325
CONSERVATION				
	<i>Total FTEs</i>	1.83	1.83	2.37
21	PERSONNEL SERVICES	\$135,052	\$132,862	\$169,457
	PURCHASE OF SERVICES	\$9,711	\$7,941	\$23,000
	SUPPLIES	\$6,233	\$6,767	\$14,400
22	TOTAL EXPENSES	\$15,944	\$14,708	\$37,400
	TOTAL CONSERVATION	\$150,996	\$147,570	\$206,857
PLANNING				
	<i>Total FTEs</i>	1.40	1.40	1.40
23	PERSONNEL SERVICES	\$103,703	\$104,254	\$105,000
	PURCHASE OF SERVICES	\$2,746	\$2,702	\$3,000
	SUPPLIES	\$42	\$222	\$1,500
24	TOTAL EXPENSES	\$2,788	\$2,924	\$4,500
	TOTAL PLANNING	\$106,491	\$107,178	\$109,500

SURVEYOR					
	<i>Total FTEs</i>	2.00	2.00	2.00	2.00
25	PERSONNEL SERVICES	\$160,605	\$162,411	\$160,778	\$168,118
	PURCHASE OF SERVICES	\$12,519	\$21,520	\$22,800	\$23,000
	SUPPLIES	\$2,578	\$1,136	\$4,150	\$4,150
26	TOTAL EXPENSES	\$15,097	\$22,656	\$26,950	\$27,150
	TOTAL SURVEYOR	\$175,702	\$185,067	\$187,728	\$195,268
FACILITIES					
	<i>Total FTEs</i>	3.54	3.54	3.54	3.54
27	PERSONNEL SERVICES	\$270,837	\$263,107	\$279,722	\$280,077
28	PURCHASE OF SERVICES	\$196,617	\$207,285	\$263,450	\$267,000
	Contract Services				
	Repairs & Other Expenses				
29	UTILITIES	\$575,564	\$458,885	\$529,000	\$547,000
30	SUPPLIES	\$26,782	\$35,109	\$39,500	\$43,000
	TOTAL FACILITIES	\$1,069,800	\$964,386	\$1,111,672	\$1,137,077
MISC COMMITTEES					
<i>Historic Commission, Surface Water Quality Commission, Historic District Commission, Public Ceremonies Committee</i>					
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$48,307	\$19,546	\$47,275	\$47,275
31	TOTAL EXPENSES	\$48,307	\$19,546	\$47,275	\$47,275
	TOTAL MISC COMMITTEES	\$48,307	\$19,546	\$47,275	\$47,275
POLICE					
	<i>Total FTEs</i>	25.33	25.59	25.59	25.59
32	PERSONNEL SERVICES	\$2,105,446	\$2,192,172	\$2,231,344	\$2,275,760
	PURCHASE OF SERVICES	\$132,761	\$138,688	\$138,890	\$140,710
	SUPPLIES	\$181,950	\$167,962	\$181,400	\$169,400
33	TOTAL EXPENSES	\$314,711	\$306,650	\$320,290	\$310,110
	TOTAL POLICE	\$2,420,157	\$2,498,822	\$2,551,634	\$2,585,870
JOINT COMMUNICATIONS					
	<i>Total FTEs</i>	8.00	8.00	8.00	8.00
34	PERSONNEL SERVICES	\$462,562	\$449,983	\$475,400	\$475,400
	PURCHASE OF SERVICES	\$16,186	\$11,774	\$11,600	\$11,600
	UTILITIES	\$13,724	\$11,019	\$10,000	\$10,000
	SUPPLIES	\$6,005	\$4,362	\$5,500	\$5,500
35	TOTAL EXPENSES	\$36,915	\$27,155	\$27,100	\$27,100
	TOTAL JOINT COMMUNICATIONS	\$498,477	\$477,138	\$502,500	\$502,500
EMERGENCY MANAGEMENT					
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$13,447	\$15,202	\$16,000	\$16,000
	SUPPLIES	\$9,125	\$7,001	\$7,000	\$7,000
36	TOTAL EXPENSES	\$22,572	\$22,203	\$23,000	\$23,000
	TOTAL EMERGENCY MANAGEMENT	\$22,572	\$22,203	\$23,000	\$23,000

	DOG OFFICER				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$22,962	\$21,228	\$21,500	\$21,500
	SUPPLIES	\$0	\$0	\$0	\$0
37	TOTAL EXPENSES	\$22,962	\$21,228	\$21,500	\$21,500
	TOTAL DOG OFFICER	\$22,962	\$21,228	\$21,500	\$21,500
	FIRE & ALS				
	<i>Total FTEs</i>	28.87	27.87	27.87	27.87
38	PERSONNEL SERVICES	\$2,204,981	\$2,122,359	\$2,305,349	\$2,325,349
	PURCHASE OF SERVICES	\$34,528	\$39,073	\$77,500	\$74,500
	SUPPLIES	\$161,762	\$188,058	\$175,608	\$181,500
39	TOTAL EXPENSES	\$196,290	\$227,131	\$253,108	\$256,000
	TOTAL FIRE	\$2,401,271	\$2,349,490	\$2,558,457	\$2,581,349
	BUILDING & ZONING				
	<i>Total FTEs</i>	4.63	4.63	4.63	4.63
40	PERSONNEL SERVICES	\$271,999	\$278,199	\$293,767	\$293,767
	PURCHASE OF SERVICES	\$12,539	\$7,875	\$12,000	\$12,000
	SUPPLIES	\$1,705	\$1,366	\$2,501	\$2,501
41	TOTAL EXPENSES	\$14,244	\$9,241	\$14,501	\$14,501
	TOTAL BUILDING & ZONING	\$286,243	\$287,440	\$308,268	\$308,268
	SCHOOLS				
	<i>Total FTEs</i>	374.64	392.35	393.58	0.00
42	TOTAL SCHOOLS	\$33,516,931	\$35,194,711	\$36,719,239	\$0
	REGIONAL VOCATIONAL SCHOOLS				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
43	TOTAL REGIONAL VOC SCHOOLS	\$212,417	\$203,026	\$110,045	\$110,045
	DPW				
	<i>Total FTEs</i>	28.37	29.41	29.41	29.41
44	PERSONNEL SERVICES	1,304,211	1,270,236	1,465,479	1,494,790
	HIGHWAY				
	PERSONNEL SERVICES	\$925,978	\$889,973	\$980,145	\$978,349
45	PURCHASE SERVICES	\$265,702	\$172,131	\$227,700	\$227,700
46	SUPPLIES	\$65,005	\$76,888	\$74,800	\$74,800
	PARK AND CEMETERY				
	PERSONNEL SERVICES	\$378,235	\$400,283	\$505,334	\$515,441
47	PURCHASE SERVICES	\$101,809	\$65,832	\$185,500	\$185,500
48	SUPPLIES	\$93,289	\$96,241	\$107,500	\$107,500
	LANDFILL				
49	PURCHASE SERVICES	\$55,457	\$29,143	\$65,000	\$65,000
	TOTAL DPW	\$1,885,473	\$1,710,471	\$2,125,979	\$2,155,290
	SNOW				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
50	PERSONNEL SERVICES	\$154,947	\$229,040	\$125,000	\$125,000
	PURCHASE OF SERVICES	\$146,689	\$333,983	\$110,000	\$110,000
	SUPPLIES	\$333,189	\$381,118	\$216,000	\$215,000
51	TOTAL EXPENSES	\$479,878	\$715,101	\$325,000	\$325,000
	TOTAL SNOW	\$634,825	\$944,141	\$450,000	\$450,000

BOARD OF HEALTH					
	<i>Total FTEs</i>	9.15	9.29	9.29	9.29
52	PERSONNEL SERVICES	\$589,601	\$589,158	\$637,877	\$668,888
	PURCHASE OF SERVICES	\$130,144	\$138,943	\$158,290	\$159,656
	SUPPLIES	\$13,447	\$9,716	\$15,700	\$15,700
53	TOTAL EXPENSES	\$143,591	\$148,659	\$173,990	\$175,356
	TOTAL BOARD OF HEALTH	\$733,192	\$737,817	\$811,867	\$844,244
VETERANS SERVICES					
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
54	PERSONNEL SERVICES	\$0	\$0	\$0	\$0
	PURCHASE OF SERVICES	\$26,400	\$37,004	\$41,600	\$44,000
	SUPPLIES	\$2,826	\$4,938	\$3,000	\$4,000
55	TOTAL EXPENSES	\$29,226	\$41,942	\$44,600	\$48,000
	TOTAL VETERANS SERVICES	\$29,226	\$41,942	\$44,600	\$48,000
COUNCIL ON AGING					
	<i>Total FTEs</i>	2.83	2.83	3.34	3.34
56	PERSONNEL SERVICES	\$166,009	\$172,252	\$195,776	\$203,490
	PURCHASE OF SERVICES	\$44,759	\$43,752	\$46,700	\$46,700
	SUPPLIES	\$9,028	\$7,762	\$8,800	\$9,300
57	TOTAL EXPENSES	\$53,787	\$51,514	\$55,500	\$56,000
	TOTAL COUNCIL ON AGING	\$219,796	\$223,766	\$251,276	\$259,490
YOUTH SERVICES					
	<i>Total FTEs</i>	2.11	2.17	3.50	3.50
58	PERSONNEL SERVICES	\$157,401	\$167,101	\$205,053	\$222,400
	PURCHASE OF SERVICES	\$2,734	\$2,807	\$2,850	\$2,850
	SUPPLIES	\$907	\$789	\$1,225	\$1,225
59	TOTAL EXPENSES	\$3,641	\$3,596	\$4,075	\$4,075
	TOTAL YOUTH SERVICES	\$161,042	\$170,697	\$209,128	\$226,475
LIBRARY					
	<i>Total FTEs</i>	14.74	14.74	14.74	14.74
60	PERSONNEL SERVICES	\$757,017	\$771,670	\$802,800	\$823,000
	PURCHASE OF SERVICES	\$44,123	\$40,851	\$47,700	\$47,700
	SUPPLIES	\$184,164	\$177,447	\$180,500	\$185,500
61	TOTAL EXPENSES	\$228,287	\$218,298	\$228,200	\$233,200
	TOTAL LIBRARY	\$985,304	\$989,968	\$1,031,000	\$1,056,200
RECREATION					
	<i>Total FTEs</i>	1.83	2.11	2.54	2.54
	PERSONNEL SERVICES	\$244,885	\$320,364	\$160,500	\$172,000
	SUPPLIES	\$0	\$0	\$0	\$0
	TOTAL EXPENSES			\$160,500	\$172,000
62	TOTAL RECREATION	\$244,885	\$233,043	\$160,500	\$172,000

DEBT AND INTEREST					
	Total FTEs	0.00			
63	TOTAL DEBT AND INTEREST	\$7,308,513	\$7,692,910	\$7,751,620	\$7,103,305
RETIREMENT					
	Total FTEs	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$3,507,480	\$3,740,468	\$3,971,988	\$4,235,414
64	TOTAL RETIREMENT	\$3,507,480	\$3,740,468	\$3,971,988	\$4,235,414
UNCLASSIFIED					
	Total FTEs	0.00	\$0		\$0
	HEALTH & LIFE INSURANCE				
	Employee Health Insurance (439)	\$5,506,933		\$5,094,300	\$5,345,222
	Retiree Health Insurance (443)			\$1,619,918	\$1,513,353
	Employee HRA Accounts (0)	\$218,712		\$0	\$0
	Health Insurance Incentive Waiver (53)	\$165,978		\$150,000	\$170,400
	Employee & Retiree Life Insurance (667)	\$15,464		\$16,000	\$16,000
	Other Expenses	\$17,424		\$45,000	\$36,000
65	TOTAL HEALTH/LIFE INSURANCE	\$5,924,511	\$6,057,649	\$6,925,218	\$7,080,975
	OTHER INSURANCE				
66	PROPERTY, CASUALTY & LIABILITY INSURANCE	\$479,048	\$573,611	\$615,000	\$615,000
67	MEDICARE TAX - 1.45%	\$557,986	\$561,962	\$570,000	\$580,000
68	UNEMPLOYMENT COMPENSATION	\$48,914	\$32,465	\$75,000	\$75,000
69	NON CONTRIBUTORY RETIREMENT	\$16,772	\$17,537	\$18,000	\$0
70	POLICE/FIRE DISABILITY	\$6,729	\$3,082	\$15,000	\$15,000
71	OCCUPATIONAL HEALTH	\$5,091	\$1,918	\$8,000	\$8,000
	TOTAL OTHER INSURANCE	\$1,114,540	\$1,190,575	\$1,301,000	\$1,293,000
72	SICK LEAVE BUYBACK	\$7,500	\$7,500	\$40,000	\$40,000
73	RESERVE FOR SALARY SETTLEMENT	\$0	\$300,000	\$374,000	\$374,000
74	TOWN MEETING	\$89,999	\$65,288	\$90,000	\$90,000
75	STREET LIGHTING	\$114,982	\$122,538	\$130,000	\$130,000
76	RESERVE FUND BUDGET	\$0	\$0	\$300,000	\$300,000
	TOTAL UNCLASSIFIED	\$7,251,532	\$7,743,551	\$9,160,218	\$9,307,975
	TOTAL GENERAL FUND BUDGET	\$66,022,983	\$68,876,597	\$72,642,784	\$36,290,384

Town of Wayland, Ma.
Fiscal 2017-Budget Proposals
Town Administrator / Board of Selectmen

	Payroll	Expenses	Total	\$ Variance 2017 / 2016	% Variance 2017 / 2016
Selectmen	-	30,000.00	30,000.00	-	0.00%
Town Office	435,000.00	81,500.00	516,500.00	-	0.00%
Personnel Board	5,000.00	10,000.00	15,000.00	-	0.00%
Finance	330,318.00	56,700.00	387,018.00	17,018.00	4.40%
Treasurer	183,625.00	100,100.00	283,725.00	(31,175.00)	-10.99%
Legal	-	175,000.00	175,000.00	-	0.00%
Information Technology	87,669.00	599,299.00	686,968.00	364,936.00	53.12%
Conservation	174,734.00	41,200.00	215,934.00	9,077.00	4.20%
Planning	105,000.00	4,500.00	109,500.00	-	0.00%
Surveyor	168,118.00	27,150.00	195,268.00	7,540.00	3.86%
Facilities	280,077.00	857,000.00	1,137,077.00	25,405.00	2.23%
Police	2,275,760.00	310,110.00	2,585,870.00	34,236.00	1.32%
Joint Communications	475,400.00	27,100.00	502,500.00	-	0.00%
Emergency Management	-	23,000.00	23,000.00	-	0.00%
Dog Officer	-	21,500.00	21,500.00	-	0.00%
Fire Department	2,325,349.00	256,000.00	2,581,349.00	22,892.00	0.89%
Building & Zoning	293,767.00	14,501.00	308,268.00	-	0.00%
Board of Health	668,888.00	175,356.00	844,244.00	32,377.00	3.84%
Veterans	-	48,000.00	48,000.00	3,400.00	7.08%
Council on Aging	203,490.00	56,000.00	259,490.00	8,214.00	3.17%
Youth Services	222,400.00	4,075.00	226,475.00	17,347.00	7.66%
	8,234,595.00	2,918,091.00	11,152,686.00	511,267.00	0.05

Fiscal 2017-Budget Proposals									
Town Administrator / Board of Selectmen									
	FY 2017 Payroll	\$ Variance FY 17 / FY 16	% Variance FY 17 / FY 16	FY 2017 Expenses	% Variance FY 17 / FY 16	\$ Variance FY 17 / FY 16	Total FY 2017	Total \$ Variance FY 17 / FY 16	Total % Variance FY 17 / FY 16
Selectmen	-	-	0.00%	30,000.00	-	0.00%	30,000.00	-	0.00%
Town Office	435,000.00	-	0.00%	81,500.00	-	0.00%	516,500.00	-	0.00%
Personnel Board	5,000.00	-	0.00%	10,000.00	-	0.00%	15,000.00	-	0.00%
Finance	330,318.00	12,018.00	3.78%	56,700.00	5,000.00	9.67%	387,018.00	17,018.00	4.40%
Treasurer	183,625.00	(15,375.00)	-7.73%	100,100.00	(15,800.00)	-13.63%	283,725.00	(31,175.00)	-10.99%
Legal	-	-	0.00%	175,000.00	-	0.00%	175,000.00	-	0.00%
Information Technology	87,669.00	3,827.00	4.56%	599,299.00	361,109.00	151.61%	686,968.00	364,936.00	53.12%
Conservation	174,734.00	5,277.00	3.11%	41,200.00	3,800.00	10.16%	215,934.00	9,077.00	4.20%
Planning	105,000.00	-	0.00%	4,500.00	-	0.00%	109,500.00	-	0.00%
Surveyor	168,118.00	7,340.00	4.57%	27,150.00	200.00	0.74%	195,268.00	7,540.00	3.86%
Facilities	280,077.00	355.00	0.13%	857,000.00	25,050.00	3.01%	1,137,077.00	25,405.00	2.23%
Police	2,275,760.00	44,416.00	1.99%	310,110.00	(10,180.00)	-3.18%	2,585,870.00	34,236.00	1.32%
Joint Communications	475,400.00	-	0.00%	27,100.00	-	0.00%	502,500.00	-	0.00%
Emergency Management	-	-	0.00%	23,000.00	-	0.00%	23,000.00	-	0.00%
Dog Officer	-	-	0.00%	21,500.00	-	0.00%	21,500.00	-	0.00%
Fire Department	2,325,349.00	20,000.00	0.87%	256,000.00	2,892.00	1.14%	2,581,349.00	22,892.00	0.89%
Building & Zoning	293,767.00	-	0.00%	14,501.00	-	0.00%	308,268.00	-	0.00%
Board of Health	668,888.00	31,011.00	4.86%	175,356.00	1,366.00	0.79%	844,244.00	32,377.00	3.84%
Veterans	-	-	0.00%	48,000.00	3,400.00	7.62%	48,000.00	3,400.00	7.08%
Council on Aging	203,490.00	7,714.00	3.94%	56,000.00	500.00	0.90%	259,490.00	8,214.00	3.17%
Youth Services	222,400.00	17,347.00	8.46%	4,075.00	5,000.00	0.00%	226,475.00	17,347.00	7.66%
	8,234,595.00	133,930.00	1.65%	2,918,091.00	382,337.00	15.05%	11,152,686.00	511,267.00	0.05

Unclassified Fiscal 2017 Proposed Budgets									
Debt Service	0	0	0	0	0	0	7,103,305.00	(685,753.00)	-9.65%
Retirement	0	0	0	0	0	0	4,235,414.00	494,946.00	11.69%
Unclassified:	0	0	0	0	0	0	-	-	
General Insurance	0	0	0	0	0	0	615,000.00	-	0.00%
Insurance 32B	0	0	0	0	0	0	7,080,975.00	741,265.00	10.47%
Medicare Tax	0	0	0	0	0	0	580,000.00	20,000.00	3.45%
Unemployment	0	0	0	0	0	0	75,000.00	(50,000.00)	-66.67%
Non Contributory	0	0	0	0	0	0	-	(19,000.00)	#DIV/0!
Public Disability	0	0	0	0	0	0	15,000.00	-	0.00%
Reserve for Salary	0	0	0	0	0	0	374,000.00	74,000.00	19.79%
Occupational Health	0	0	0	0	0	0	8,000.00	-	0.00%
Buyback	0	0	0	0	0	0	40,000.00	(13,000.00)	-32.50%
Town Meeting	0	0	0	0	0	0	90,000.00	-	0.00%
Street Light	0	0	0	0	0	0	130,000.00	-	0.00%
Reserve Fund	0	0	0	0	0	0	300,000.00	(25,000.00)	-8.33%
	0	0	0	0	0	0	-	-	
Total Other / Unclass							9,307,975.00	728,265.00	8.49%

DRAFT PRELIMINARY BUDGET-2017					
Town of Wayland, Massachusetts FY2017 Annual Operating Budget Expenditure Estimate	FY2015 Expended	FY2016 Budget	FY2017 Requested	\$ Variance FY 17 / FY 16	% Change FY 17 / FY 16
Selectmen	23,775	30,000	30,000	0	0.00%
Town Office	549,304	516,500	516,500	0	0.00%
Personnel Board	10,640	15,000	15,000	0	0.00%
Finance	358,730	370,000	387,018	17,018	4.60%
Assessor	300,138	297,310	307,880	10,570	3.56%
Treasurer	281,164	314,900	283,725	-31,175	-9.90%
Town Counsel / Legal Services	142,088	175,000	175,000	0	
Information Technology	334,708	322,032	686,968	364,936	113.32%
Town Clerk	134,463	137,627	138,961	1,334	0.97%
Elections	30,942	34,238	48,078	13,840	40.42%
Registrar	4,074	4,325	5,275	950	21.97%
Facilities	964,386	1,111,672	1,137,077	25,405	2.29%
Miscellaneous Committees	19,546	47,275	47,275	0	0.00%
General Government	3,153,958	3,375,879	3,778,757	402,878	11.93%
Police	2,498,822	2,551,634	2,585,870	34,236	1.34%
Joint Communications Center	477,138	502,500	502,500	0	0.00%
Emergency Management	22,203	23,000	23,000	0	0.00%
Dog Officer	21,228	21,500	21,500	0	0.00%
Fire	2,349,490	2,558,457	2,581,349	22,892	0.89%
Public Safety	5,368,881	5,657,091	5,714,219	57,128	1.01%
Conservation	147,571	206,857	215,934	9,077	4.39%
Planning	107,178	109,500	109,500	0	0.00%
Surveyor	185,067	187,728	195,268	7,540	4.02%
Building & Zoning	287,440	308,268	308,268	0	0.00%
Land Planning and Use	727,256	812,353	828,970	16,617	2.05%
Schools	35,194,711	36,719,239	0	-36,719,239	-100.00%
Regional Vocational Schools	203,026	110,045	110,045	0	0.00%
Public Works	1,710,471	2,125,979	2,155,290	29,311	1.38%
Snow Removal	944,141	450,000	450,000	0	0.00%
Board of Health	737,817	811,867	844,244	32,377	3.99%
Veteran's Services	41,942	44,600	48,000	3,400	7.62%
Council on Aging	223,766	251,276	259,490	8,214	3.27%
Youth Services	170,697	209,128	226,475	17,347	8.29%
Wayland CARES	0	0	0	0	
Library	989,968	1,031,000	1,056,200	25,200	2.44%
Recreation	233,043	160,500	172,000	11,500	7.17%
Human Services	2,397,233	2,508,371	2,606,409	98,038	3.91%
Debt and Interest	7,692,910	7,751,620	7,103,305	-648,315	-8.36%
Retirement	3,740,468	3,971,988	4,235,414	263,426	6.63%
Unclassified	7,743,551	9,160,218	9,307,975	147,757	1.61%
Insurance General	573,611	615,000	615,000	-	0.00%
Insurance 32B	6,057,649	6,925,218	7,080,975		
Medicare	561,962	570,000	580,000	10,000.00	1.75%
Unemployment Compensation	32,465	75,000	75,000	-	0.00%
Non-Contributory Retirement	17,537	18,000	0	(18,000.00)	-100.00%
Police/Fire Disability	3,082	15,000	15,000	-	0.00%
Reserve for Salary Settlements	300,000.00	374,000	374,000	0	0.00%
Compensatory Time Payments	0	0	-	-	0.00%
Occupational Health	1,918	8,000	8,000	-	0.00%
sub-total - employee fringe benefits	-	-	-	-	0.00%
Sick Leave Buyback	7,500.00	40,000	40,000	-	0.00%
Town Meeting	65,289	90,000	90,000	-	0.00%
Street Lighting	122,538	130,000	130,000	-	0.00%
Reserve Fund	-	300,000	300,000	-	0.00%
TOTAL - GENERAL FUND	68,876,606	72,642,783	36,290,384	-36,352,399	-50.04%

Fiscal 2017 Preliminary Budget									
Departmental	Expenses			Personnel Services			Comparison- Fiscal 2017 / Fiscal 2016		
	Fiscal 2017	\$ Variance FY 17 / FY 16	% CHG	Fiscal 2017	\$ Variance FY 17 / FY 16	% CHG	Total 2017	Total \$ Variance FY 17 / FY 16	% CHG
Selectmen	30,000.00	-	0.00%	-	-	0.00%	30,000.00	-	0.00%
Town Office	81,500.00	-	0.00%	435,000.00	-	0.00%	516,500.00	-	0.00%
Personnel Board	10,000.00	-	0.00%	5,000.00	-	0.00%	15,000.00	-	0.00%
Finance	56,700.00	5,000.00	9.67%	330,318.00	12,018.00	3.78%	387,018.00	17,018.00	4.40%
Assessor	52,250.00	(600.00)	-1.14%	255,630.00	11,170.00	4.57%	307,880.00	10,570.00	3.43%
Treasurer	100,100.00	(15,800.00)	-13.63%	183,625.00	(15,375.00)	-7.73%	283,725.00	(31,175.00)	-10.99%
Legal	175,000.00	-	0.00%	-	-	0.00%	175,000.00	-	0.00%
Information Technology	599,299.00	361,109.00	151.61%	87,669.00	3,827.00	4.56%	686,968.00	364,936.00	53.12%
Town Clerk	17,330.00	287.00	1.68%	121,631.00	1,047.00	0.87%	138,961.00	1,334.00	0.96%
Elections	10,170.00	(1,460.00)	-12.55%	37,908.00	15,300.00	67.68%	48,078.00	13,840.00	28.79%
Registrar	5,000.00	950.00	23.46%	275.00	-	0.00%	5,275.00	950.00	18.01%
Conservation	41,200.00	3,800.00	10.16%	174,734.00	5,277.00	3.11%	215,934.00	9,077.00	4.20%
Planning	4,500.00	-	0.00%	105,000.00	-	0.00%	109,500.00	-	0.00%
Surveyor	27,150.00	200.00	0.74%	168,118.00	7,340.00	4.57%	195,268.00	7,540.00	3.86%
Facilities	857,000.00	25,050.00	3.01%	280,077.00	355.00	0.13%	1,137,077.00	25,405.00	2.23%
Misc Committees	47,275.00	-	0.00%	-	-	0.00%	47,275.00	-	0.00%
Police	310,110.00	(10,180.00)	-3.18%	2,275,760.00	44,416.00	1.99%	2,585,870.00	34,236.00	1.32%
Joint Communications	27,100.00	-	0.00%	475,400.00	-	0.00%	502,500.00	-	0.00%
Emergency Management	23,000.00	-	0.00%	-	-	0.00%	23,000.00	-	0.00%
Dog Officer	21,500.00	-	0.00%	-	-	0.00%	21,500.00	-	0.00%
Fire Department	256,000.00	2,892.00	1.14%	2,325,349.00	20,000.00	0.87%	2,581,349.00	22,892.00	0.89%
Building & Zoning	14,501.00	-	0.00%	293,767.00	-	0.00%	308,268.00	-	0.00%
Minutemen Regional	110,045.00	-	0.00%	-	-	0.00%	110,045.00	-	0.00%
Highway	302,500.00	-	0.00%	979,349.00	19,204.00	2.00%	1,281,849.00	19,204.00	1.50%
Snow and Ice	325,000.00	-	0.00%	125,000.00	-	0.00%	450,000.00	-	0.00%
Transfer Station	65,000.00	-	0.00%	-	-	0.00%	65,000.00	-	0.00%
Parks	293,000.00	-	0.00%	515,441.00	10,107.00	2.00%	808,441.00	10,107.00	1.25%
Board of Health	175,356.00	1,366.00	0.79%	668,888.00	31,011.00	4.86%	844,244.00	32,377.00	3.84%
Veterans	48,000.00	3,400.00	7.62%	-	-	0.00%	48,000.00	3,400.00	7.08%
Council on Aging	56,000.00	500.00	0.90%	203,490.00	7,714.00	3.94%	259,490.00	8,214.00	3.17%
Youth Services	4,075.00	-	0.00%	222,400.00	17,347.00	8.46%	226,475.00	17,347.00	7.66%
Library	233,200.00	5,000.00	2.19%	823,000.00	20,200.00	2.52%	1,056,200.00	25,200.00	2.39%
Recreation	-	-	0.00%	172,000.00	11,500.00	7.17%	172,000.00	11,500.00	6.69%
Total	4,378,861.00	381,514.00	9.83%	11,264,829.00	222,458.00	2.04%	15,643,690.00	603,972.00	4.09%
Debt Service	7,103,305.00	(685,753.00)	-8.80%	-	-	0.00%	7,103,305.00	(685,753.00)	-9.65%
Retirement	4,235,414.00	494,946.00	13.23%	-	-	0.00%	4,235,414.00	494,946.00	11.69%
Unclassified:									
General Insurance	615,000.00	-	0.00%	-	-	0.00%	615,000.00	-	0.00%
Insurance 32B	7,080,975.00	741,265.00	11.69%	-	-	0.00%	7,080,975.00	741,265.00	10.47%
Medicare Tax	580,000.00	20,000.00	3.57%	-	-	0.00%	580,000.00	20,000.00	3.45%
Unemployment	75,000.00	(50,000.00)	-40.00%	-	-	0.00%	75,000.00	(50,000.00)	-66.67%
Non Contributory	-	(19,000.00)	-100.00%	-	-	0.00%	-	(19,000.00)	#DIV/0!
Public Disability	15,000.00	-	0.00%	-	-	0.00%	15,000.00	-	0.00%
Reserve for Salary	374,000.00	74,000.00	24.67%	-	-	0.00%	374,000.00	74,000.00	19.79%
Occupational Health	8,000.00	-	0.00%	-	-	0.00%	8,000.00	-	0.00%
Buyback	40,000.00	(13,000.00)	-24.53%	-	-	0.00%	40,000.00	(13,000.00)	-32.50%
Town Meeting	90,000.00	-	0.00%	-	-	0.00%	90,000.00	-	0.00%
Street Light	130,000.00	-	0.00%	-	-	0.00%	130,000.00	-	0.00%
Reserve Fund	300,000.00	(25,000.00)	-7.69%	-	-	0.00%	300,000.00	(25,000.00)	-8.33%
Total Other / Unclass	9,307,975.00	728,265.00	8.49%	-	-	0.00%	20,646,694.00	728,265.00	8.49%
Subtotal Town Depts.	25,025,555.00	918,972.00	3.83%	11,264,829.00	222,458.00	2.04%	36,290,384.00	1,141,430.00	3.27%
School Department	-	(6,486,348.00)	-100.00%	-	(28,946,699.00)	-100.00%	-	(35,433,047.00)	-100.00%
Total Town / School	25,025,555.00	(5,567,376.00)	-18.27%	11,264,829.00	(28,724,241.00)	-72.12%	36,290,384.00	(34,291,617.00)	-48.78%

NEXT YEAR BUDGET COMPARISON REPORT

PROJECTION: 20171 FY 17 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR: (10) GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2017 REQUEST	2017 REV REQ	2017 BRD APPV	PCT CHANGE
1220 (1220) SELECTMEN							
10122002 (10122002) SELECTMEN EXPENSES							
52 (52) PURCHASE OF SERVICES							
10122002 52100 CONTRAC SE	3,806.95	5,000.00	5,000.00	5,000.00	.00	.00	.0%
10122002 52112 TRAIN	6,053.67	8,000.00	8,000.00	8,000.00	.00	.00	.0%
10122002 52114 DUES	10,899.50	11,000.00	11,000.00	11,000.00	.00	.00	.0%
TOTAL (52) PURCHASE OF SERVI	20,760.12	24,000.00	24,000.00	24,000.00	.00	.00	-100.0%
54 (54) SUPPLIES							
10122002 54100 SUPPLIES	1,816.12	3,000.00	3,000.00	3,000.00	.00	.00	.0%
10122002 54116 BEAUTIFICA	1,198.89	3,000.00	3,000.00	3,000.00	.00	.00	.0%
TOTAL (54) SUPPLIES	3,015.01	6,000.00	6,000.00	6,000.00	.00	.00	-100.0%
TOTAL (10122002) SELECTMEN E	23,775.13	30,000.00	30,000.00	30,000.00	.00	.00	-100.0%
TOTAL (1220) SELECTMEN	23,775.13	30,000.00	30,000.00	30,000.00	.00	.00	-100.0%

NEXT YEAR BUDGET COMPARISON REPORT

PROJECTION: 20171 FY 17 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR: (10) GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2017 REQUEST	2017 REV REQ	2017 BRD APPV	PCT CHANGE
1230 (1230) TOWN OFFICE							
10123001 (10123001) TOWN OFFICE PERSONNEL SE							
51 (51) PERSONNEL SERVICES							
10123001 51001 SALARIES	468,322.69	435,000.00	435,000.00	435,000.00	.00	.00	.0%
TOTAL (51) PERSONNEL SERVICE	468,322.69	435,000.00	435,000.00	435,000.00	.00	.00	-100.0%
TOTAL (10123001) TOWN OFFICE	468,322.69	435,000.00	435,000.00	435,000.00	.00	.00	-100.0%
10123002 (10123002) TOWN OFFICE EXPENSES							
52 (52) PURCHASE OF SERVICES							
10123002 52100 CONTRAC SE	5,827.82	5,000.00	5,000.00	5,000.00	.00	.00	.0%
10123002 52130 PRINTING	9,014.87	5,000.00	5,000.00	5,000.00	.00	.00	.0%
TOTAL (52) PURCHASE OF SERVI	14,842.69	10,000.00	10,000.00	10,000.00	.00	.00	-100.0%
54 (54) SUPPLIES							
10123002 54100 SUPPLIES	36,540.65	38,500.00	38,500.00	38,500.00	.00	.00	.0%
10123002 54121 POSTAGE	29,598.53	33,000.00	33,000.00	33,000.00	.00	.00	.0%
TOTAL (54) SUPPLIES	66,139.18	71,500.00	71,500.00	71,500.00	.00	.00	-100.0%
TOTAL (10123002) TOWN OFFICE	80,981.87	81,500.00	81,500.00	81,500.00	.00	.00	-100.0%
TOTAL (1230) TOWN OFFICE	549,304.56	516,500.00	516,500.00	516,500.00	.00	.00	-100.0%

NEXT YEAR BUDGET COMPARISON REPORT

PROJECTION: 20171 FY 17 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR: (10) GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2017 REQUEST	2017 REV REQ	2017 BRD APPV	PCT CHANGE
1240 (1240) PERSONNEL BOARD							
10124001 (10124001) PERSONNEL BOARD P S							
51 (51) PERSONNEL SERVICES							
10124001 51922 ADJ FUND	2,100.00	5,000.00	5,000.00	5,000.00	.00	.00	.0%
TOTAL (51) PERSONNEL SERVICE	2,100.00	5,000.00	5,000.00	5,000.00	.00	.00	-100.0%
TOTAL (10124001) PERSONNEL B	2,100.00	5,000.00	5,000.00	5,000.00	.00	.00	-100.0%
10124002 (10124002) PERSONNEL BOARD EXPENSES							
52 (52) PURCHASE OF SERVICES							
10124002 52100 CONTRAC SE	3,026.00	5,000.00	5,000.00	5,000.00	.00	.00	.0%
10124002 52112 TRAIN	5,514.31	5,000.00	5,000.00	5,000.00	.00	.00	.0%
TOTAL (52) PURCHASE OF SERVI	8,540.31	10,000.00	10,000.00	10,000.00	.00	.00	-100.0%
TOTAL (10124002) PERSONNEL B	8,540.31	10,000.00	10,000.00	10,000.00	.00	.00	-100.0%
TOTAL (1240) PERSONNEL BOARD	10,640.31	15,000.00	15,000.00	15,000.00	.00	.00	-100.0%

NEXT YEAR BUDGET COMPARISON REPORT

PROJECTION: 20171 FY 17 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR: (10) GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2017 REQUEST	2017 REV REQ	2017 BRD APPV	PCT CHANGE
1350 (1350) FINANCE							
10135001 (10135001) FINANCE PERSONNEL SERVICE							
51 (51) PERSONNEL SERVICES							
10135001 51001 SALARIES	296,257.40	316,800.00	316,800.00	328,818.00	.00	.00	3.8%
10135001 51140 OVERTIME	.00	1,500.00	1,500.00	1,500.00	.00	.00	.0%
TOTAL (51) PERSONNEL SERVICE	296,257.40	318,300.00	318,300.00	330,318.00	.00	.00	-100.0%
TOTAL (10135001) FINANCE PER	296,257.40	318,300.00	318,300.00	330,318.00	.00	.00	-100.0%
10135002 (10135002) FINANCE EXPENSES							
52 (52) PURCHASE OF SERVICES							
10135002 52100 CONTRAC SE	59,186.26	40,000.00	40,000.00	45,000.00	.00	.00	12.5%
10135002 52112 TRAIN	1,189.55	8,000.00	8,000.00	8,000.00	.00	.00	.0%
10135002 52114 DUES	534.00	700.00	700.00	700.00	.00	.00	.0%
TOTAL (52) PURCHASE OF SERVI	60,909.81	48,700.00	48,700.00	53,700.00	.00	.00	-100.0%
54 (54) SUPPLIES							
10135002 54100 SUPPLIES	1,563.42	3,000.00	3,000.00	3,000.00	.00	.00	.0%
TOTAL (54) SUPPLIES	1,563.42	3,000.00	3,000.00	3,000.00	.00	.00	-100.0%
TOTAL (10135002) FINANCE EXP	62,473.23	51,700.00	51,700.00	56,700.00	.00	.00	-100.0%
TOTAL (1350) FINANCE	358,730.63	370,000.00	370,000.00	387,018.00	.00	.00	-100.0%

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PROJECTION: 20171 FY 17 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR: (10) GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2017 REQUEST	2017 REV REQ	2017 BRD APPV	PCT CHANGE
1450 (1450) TREASURER							
10145001 (10145001) TREASURER PERSONNEL SERV							
51 (51) PERSONNEL SERVICES							
10145001 51001 SALARIES	208,052.91	199,000.00	199,000.00	183,625.00	.00	.00	-7.7%
10145001 51140 OVERTIME	501.75	.00	.00	.00	.00	.00	.0%
TOTAL (51) PERSONNEL SERVICE	208,554.66	199,000.00	199,000.00	183,625.00	.00	.00	-100.0%
TOTAL (10145001) TREASURER P	208,554.66	199,000.00	199,000.00	183,625.00	.00	.00	-100.0%
10145002 (10145002) TREASURER EXPENSES							
52 (52) PURCHASE OF SERVICES							
10145002 52100 CONTRAC SE	61,457.00	105,000.00	105,000.00	85,000.00	.00	.00	-19.0%
10145002 52112 TRAIN	172.00	1,600.00	1,600.00	2,700.00	.00	.00	68.8%
10145002 52114 DUES	140.00	100.00	100.00	200.00	.00	.00	100.0%
10145002 52129 LOCKBOX S	10,840.48	9,000.00	9,000.00	12,000.00	.00	.00	33.3%
TOTAL (52) PURCHASE OF SERVI	72,609.48	115,700.00	115,700.00	99,900.00	.00	.00	-100.0%
54 (54) SUPPLIES							
10145002 54100 SUPPLIES	.00	200.00	200.00	200.00	.00	.00	.0%
TOTAL (54) SUPPLIES	.00	200.00	200.00	200.00	.00	.00	-100.0%
TOTAL (10145002) TREASURER E	72,609.48	115,900.00	115,900.00	100,100.00	.00	.00	-100.0%
TOTAL (1450) TREASURER	281,164.14	314,900.00	314,900.00	283,725.00	.00	.00	-100.0%

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FOR PERIOD 13

ACCOUNTS FOR: (10) GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2017 REQUEST	2017 REV REQ	2017 BRD APPV	PCT CHANGE
1510 (1510) LEGAL							
10151002 (10151002) LEGAL EXPENSES							
52 (52) PURCHASE OF SERVICES							
10151002 52108 LEGAL SERV	142,088.55	175,000.00	175,000.00	175,000.00	.00	.00	.0%
TOTAL (52) PURCHASE OF SERVI	142,088.55	175,000.00	175,000.00	175,000.00	.00	.00	-100.0%
TOTAL (10151002) LEGAL EXPEN	142,088.55	175,000.00	175,000.00	175,000.00	.00	.00	-100.0%
TOTAL (1510) LEGAL	142,088.55	175,000.00	175,000.00	175,000.00	.00	.00	-100.0%

NEXT YEAR BUDGET COMPARISON REPORT

PROJECTION: 20171 FY 17 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR: (10) GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2017 REQUEST	2017 REV REQ	2017 BRD APPV	PCT CHANGE
1550 (1550) INFORMATION TECHNOLOGY							
10155001 (10155001) INFORMATION TECHNOLOGY P							
51 (51) PERSONNEL SERVICES							
10155001 51001 SALARIES	84,693.70	83,842.00	83,842.00	87,699.00	.00	.00	4.6%
TOTAL (51) PERSONNEL SERVICE	84,693.70	83,842.00	83,842.00	87,699.00	.00	.00	-100.0%
TOTAL (10155001) INFORMATION	84,693.70	83,842.00	83,842.00	87,699.00	.00	.00	-100.0%
10155002 (10155002) INFORMATION TECHNOLOGY E							
10155002 54125 HARDWARE	.00	.00	.00	35,000.00	.00	.00	.0%
10155002 54126 HARD.MAINT	.00	.00	.00	7,487.00	.00	.00	.0%
TOTAL () UNDEFINED CHAR	.00	.00	.00	42,487.00	.00	.00	.0%
35 (35) SUPPLY & MATERIALS							
10155002 55535 COMP OTHER	.00	.00	.00	500.00	.00	.00	.0%
10155002 55536 SOFTWARE	.00	.00	.00	186,000.00	.00	.00	.0%
TOTAL (35) SUPPLY & MATERIAL	.00	.00	.00	186,500.00	.00	.00	.0%
52 (52) PURCHASE OF SERVICES							
10155002 52100 CONTRAC SE	197,392.63	84,890.00	84,890.00	2,510.00	.00	.00	-97.0%
10155002 52101 PROF SERV	.00	.00	.00	40,000.00	.00	.00	.0%
10155002 52112 TRAIN	314.00	7,000.00	7,000.00	30,780.00	.00	.00	339.7%
10155002 52113 TRAVEL	.00	.00	.00	500.00	.00	.00	.0%
10155002 52114 DUES	.00	.00	.00	3,000.00	.00	.00	.0%
TOTAL (52) PURCHASE OF SERVI	197,706.63	91,890.00	91,890.00	76,790.00	.00	.00	-100.0%
54 (54) SUPPLIES							
10155002 54100 SUPPLIES	.00	1,000.00	1,000.00	500.00	.00	.00	-50.0%
10155002 54102 COMP SUP	6,884.70	4,000.00	4,000.00	1,000.00	.00	.00	-75.0%
10155002 54124 SOFTWARE	.00	111,300.00	111,300.00	.00	.00	.00	-100.0%
10155002 54500 SMALL EQUI	45,423.84	30,000.00	30,000.00	15,000.00	.00	.00	-50.0%
TOTAL (54) SUPPLIES	52,308.54	146,300.00	146,300.00	16,500.00	.00	.00	-100.0%
TOTAL (10155002) INFORMATION	250,015.17	238,190.00	238,190.00	322,277.00	.00	.00	-100.0%
10155003 (10155003) DC IT EXPENSES							
10155003 54125 HARDWARE	.00	.00	.00	90,000.00	.00	.00	.0%

NEXT YEAR BUDGET COMPARISON REPORT

PROJECTION: 20171 FY 17 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR:	2015	2016	2016	2017	2017	2017	PCT
(10) GENERAL FUND	ACTUAL	ORIG BUD	REVISED BUD	REQUEST	REV REQ	BRD APPV	CHANGE
10155003 54126 HARD.MAINT	.00	.00	.00	10,930.00	.00	.00	.0%
TOTAL () UNDEFINED CHAR	.00	.00	.00	100,930.00	.00	.00	.0%
35 (35) SUPPLY & MATERIALS							
10155003 55536 SOFTWARE	.00	.00	.00	11,092.00	.00	.00	.0%
TOTAL (35) SUPPLY & MATERIAL	.00	.00	.00	11,092.00	.00	.00	.0%
52 (52) PURCHASE OF SERVICES							
10155003 52100 CONTRA SE	.00	.00	.00	153,000.00	.00	.00	.0%
TOTAL (52) PURCHASE OF SERVI	.00	.00	.00	153,000.00	.00	.00	.0%
54 (54) SUPPLIES							
10155003 54124 SOFTWARE	.00	.00	.00	12,000.00	.00	.00	.0%
TOTAL (54) SUPPLIES	.00	.00	.00	12,000.00	.00	.00	.0%
TOTAL (10155003) DC IT EXPEN	.00	.00	.00	277,022.00	.00	.00	.0%
TOTAL (1550) INFORMATION TEC	334,708.87	322,032.00	322,032.00	686,998.00	.00	.00	-100.0%

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PROJECTION: 20171 FY 17 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR: (10) GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2017 REQUEST	2017 REV REQ	2017 BRD APPV	PCT CHANGE
1710 (1710) CONSERVATION							
10171001 (10171001) CONSERVATION P S							
51 (51) PERSONNEL SERVICES							
10171001 51001 SALARIES	129,968.24	165,957.00	165,957.00	171,234.00	.00	.00	3.2%
10171001 51140 OVERTIME	2,894.14	3,500.00	3,500.00	3,500.00	.00	.00	.0%
TOTAL (51) PERSONNEL SERVICE	132,862.38	169,457.00	169,457.00	174,734.00	.00	.00	-100.0%
TOTAL (10171001) CONSERVATIO	132,862.38	169,457.00	169,457.00	174,734.00	.00	.00	-100.0%
10171002 (10171002) CONSERVATION EXPENSES							
52 (52) PURCHASE OF SERVICES							
10171002 52100 CONTRAC SE	7,941.63	22,500.00	22,500.00	22,500.00	.00	.00	.0%
10171002 52112 TRAIN	.00	500.00	500.00	500.00	.00	.00	.0%
TOTAL (52) PURCHASE OF SERVI	7,941.63	23,000.00	23,000.00	23,000.00	.00	.00	-100.0%
54 (54) SUPPLIES							
10171002 54100 SUPPLIES	6,767.17	14,400.00	14,400.00	18,200.00	.00	.00	26.4%
TOTAL (54) SUPPLIES	6,767.17	14,400.00	14,400.00	18,200.00	.00	.00	-100.0%
TOTAL (10171002) CONSERVATIO	14,708.80	37,400.00	37,400.00	41,200.00	.00	.00	-100.0%
TOTAL (1710) CONSERVATION	147,571.18	206,857.00	206,857.00	215,934.00	.00	.00	-100.0%

TOWN OF WAYLAND



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PROJECTION: 20171 FY 17 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR: (10) GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2017 REQUEST	2017 REV REQ	2017 BRD APPV	PCT CHANGE
1750 (1750) PLANNING							
10175001 (10175001) PLANNING PERSONNEL SERVI							
51 (51) PERSONNEL SERVICES							
10175001 51001 SALARIES	104,254.81	105,000.00	105,000.00	105,000.00	.00	.00	.0%
TOTAL (51) PERSONNEL SERVICE	104,254.81	105,000.00	105,000.00	105,000.00	.00	.00	-100.0%
TOTAL (10175001) PLANNING PE	104,254.81	105,000.00	105,000.00	105,000.00	.00	.00	-100.0%
10175002 (10175002) PLANNING EXPENSES							
52 (52) PURCHASE OF SERVICES							
10175002 52100 CONTRAC SE	2,665.89	800.00	800.00	800.00	.00	.00	.0%
10175002 52112 TRAIN	36.66	1,000.00	1,000.00	1,000.00	.00	.00	.0%
10175002 52113 TRAVEL	.00	800.00	800.00	800.00	.00	.00	.0%
10175002 52114 DUES	.00	400.00	400.00	400.00	.00	.00	.0%
TOTAL (52) PURCHASE OF SERVI	2,702.55	3,000.00	3,000.00	3,000.00	.00	.00	-100.0%
54 (54) SUPPLIES							
10175002 54100 SUPPLIES	222.42	1,500.00	1,500.00	1,500.00	.00	.00	.0%
TOTAL (54) SUPPLIES	222.42	1,500.00	1,500.00	1,500.00	.00	.00	-100.0%
TOTAL (10175002) PLANNING EX	2,924.97	4,500.00	4,500.00	4,500.00	.00	.00	-100.0%
TOTAL (1750) PLANNING	107,179.78	109,500.00	109,500.00	109,500.00	.00	.00	-100.0%

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FOR PERIOD 13

ACCOUNTS FOR: (10) GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2017 REQUEST	2017 REV REQ	2017 BRD APPV	PCT CHANGE
1770 (1770) SURVEYOR							
10177001 (10177001) SURVEYOR PERSONNEL SERVI							
51 (51) PERSONNEL SERVICES							
10177001 51001 SALARIES	162,411.43	160,778.00	160,778.00	168,118.00	.00	.00	4.6%
TOTAL (51) PERSONNEL SERVICE	162,411.43	160,778.00	160,778.00	168,118.00	.00	.00	-100.0%
TOTAL (10177001) SURVEYOR PE	162,411.43	160,778.00	160,778.00	168,118.00	.00	.00	-100.0%
10177002 (10177002) SURVEYOR EXPENSES							
52 (52) PURCHASE OF SERVICES							
10177002 52100 CONTRAC SE	16,350.68	18,000.00	18,000.00	18,000.00	.00	.00	.0%
10177002 52112 TRAIN	3,531.04	3,000.00	3,000.00	3,000.00	.00	.00	.0%
10177002 52116 EQUIP REPA	1,639.01	1,800.00	1,800.00	2,000.00	.00	.00	11.1%
TOTAL (52) PURCHASE OF SERVI	21,520.73	22,800.00	22,800.00	23,000.00	.00	.00	-100.0%
54 (54) SUPPLIES							
10177002 54100 SUPPLIES	1,136.68	4,150.00	4,150.00	4,150.00	.00	.00	.0%
TOTAL (54) SUPPLIES	1,136.68	4,150.00	4,150.00	4,150.00	.00	.00	-100.0%
TOTAL (10177002) SURVEYOR EX	22,657.41	26,950.00	26,950.00	27,150.00	.00	.00	-100.0%
TOTAL (1770) SURVEYOR	185,068.84	187,728.00	187,728.00	195,268.00	.00	.00	-100.0%

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ACCOUNTS FOR: (10) GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2017 REQUEST	2017 REV REQ	2017 BRD APPV	PCT CHANGE
1918 (1918) FACILITIES UTILITIES							
10191802 (10191802) FACILITIES UTILITIES							
53 (53) UTILITIES							
10191802 53101 HEAT OIL	4,271.53	.00	.00	.00	.00	.00	.0%
10191802 53102 NAT GAS	118,829.33	125,000.00	125,000.00	125,000.00	.00	.00	.0%
10191802 53103 ELECTRIC	225,241.19	260,000.00	260,000.00	271,000.00	.00	.00	4.2%
10191802 53104 PHONE	68,904.62	90,000.00	90,000.00	92,000.00	.00	.00	2.2%
10191802 53105 WATER	8,583.76	18,000.00	18,000.00	18,000.00	.00	.00	.0%
10191802 53106 WASTEW	27,981.37	36,000.00	36,000.00	41,000.00	.00	.00	13.9%
TOTAL (53) UTILITIES	453,811.80	529,000.00	529,000.00	547,000.00	.00	.00	-100.0%
TOTAL (10191802) FACILITIES	453,811.80	529,000.00	529,000.00	547,000.00	.00	.00	-100.0%
TOTAL (1918) FACILITIES UTIL	453,811.80	529,000.00	529,000.00	547,000.00	.00	.00	-100.0%

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ACCOUNTS FOR: (10) GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2017 REQUEST	2017 REV REQ	2017 BRD APPV	PCT CHANGE
1919 (1919) FACILITIES SUPPLIES							
10191902 (10191902) FACILITES SUPPLIES							
54 (54) SUPPLIES							
10191902 54105 SUPP CUSTO	25,221.02	21,500.00	21,500.00	25,000.00	.00	.00	16.3%
10191902 54111 VEH GAS	2,605.95	8,000.00	8,000.00	8,000.00	.00	.00	.0%
10191902 54500 SMALL EQUI	7,282.17	10,000.00	10,000.00	10,000.00	.00	.00	.0%
TOTAL (54) SUPPLIES	35,109.14	39,500.00	39,500.00	43,000.00	.00	.00	-100.0%
TOTAL (10191902) FACILITES S	35,109.14	39,500.00	39,500.00	43,000.00	.00	.00	-100.0%
TOTAL (1919) FACILITIES SUPP	35,109.14	39,500.00	39,500.00	43,000.00	.00	.00	-100.0%

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FOR PERIOD 13

ACCOUNTS FOR: (10) GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2017 REQUEST	2017 REV REQ	2017 BRD APPV	PCT CHANGE
1920 (1920) FACILITIES							
10192001 (10192001) FACILITIES P S							
51 (51) PERSONNEL SERVICES							
10192001 51001 SALARIES	258,251.23	267,722.00	267,722.00	273,077.00	.00	.00	2.0%
10192001 51140 OVERTIME	4,856.26	12,000.00	12,000.00	7,000.00	.00	.00	-41.7%
TOTAL (51) PERSONNEL SERVICE	263,107.49	279,722.00	279,722.00	280,077.00	.00	.00	-100.0%
TOTAL (10192001) FACILITIES	263,107.49	279,722.00	279,722.00	280,077.00	.00	.00	-100.0%
10192002 (10192002) FACILITIES EXP							
52 (52) PURCHASE OF SERVICES							
10192002 52100 CONTRA SE	64,219.42	63,450.00	63,450.00	70,000.00	.00	.00	10.3%
10192002 52112 TRAIN	.00	2,000.00	2,000.00	3,000.00	.00	.00	50.0%
10192002 52113 TRAVEL	6.16	2,000.00	2,000.00	2,000.00	.00	.00	.0%
10192002 52115 BUI REPAIR	51,860.89	80,000.00	80,000.00	75,000.00	.00	.00	-6.3%
10192002 52117 VEH REPAIR	3,719.76	4,500.00	4,500.00	4,500.00	.00	.00	.0%
10192002 52121 DISPOSAL	16,985.51	17,500.00	17,500.00	18,500.00	.00	.00	5.7%
10192002 52131 ELEVA RPR	4,644.00	12,000.00	12,000.00	10,000.00	.00	.00	-16.7%
10192002 52132 ELEC REPR	35,314.41	42,000.00	42,000.00	42,000.00	.00	.00	.0%
10192002 52133 HVAC REPR	30,535.53	40,000.00	40,000.00	42,000.00	.00	.00	5.0%
TOTAL (52) PURCHASE OF SERVI	207,285.68	263,450.00	263,450.00	267,000.00	.00	.00	-100.0%
53 (53) UTILITIES							
10192002 53102 NAT GAS	386.03	.00	.00	.00	.00	.00	.0%
10192002 53103 ELECTRIC	4,280.81	.00	.00	.00	.00	.00	.0%
10192002 53104 PHONE	3,917.12	.00	.00	.00	.00	.00	.0%
10192002 53105 WATER	.00	.00	.00	.00	.00	.00	.0%
10192002 53106 WASTE	185.00	.00	.00	.00	.00	.00	.0%
TOTAL (53) UTILITIES	8,768.96	.00	.00	.00	.00	.00	.0%
54 (54) SUPPLIES							
10192002 54105 SUPP CUSTO	-5,435.66	.00	.00	.00	.00	.00	.0%
10192002 54111 VEH GAS	48.68	.00	.00	.00	.00	.00	.0%

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ACCOUNTS FOR: (10) GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2017 REQUEST	2017 REV REQ	2017 BRD APPV	PCT CHANGE
2100 (2100) POLICE							
10210001 (10210001) POLICE PERSONNEL SERVICE							
51 (51) PERSONNEL SERVICES							
10210001 51001 SALARIES	1,936,742.84	2,006,344.00	2,006,344.00	2,050,760.00	.00	.00	2.2%
10210001 51140 OVERTIME	255,429.23	225,000.00	225,000.00	225,000.00	.00	.00	.0%
TOTAL (51) PERSONNEL SERVICE	2,192,172.07	2,231,344.00	2,231,344.00	2,275,760.00	.00	.00	-100.0%
TOTAL (10210001) POLICE PERS	2,192,172.07	2,231,344.00	2,231,344.00	2,275,760.00	.00	.00	-100.0%
10210002 (10210002) POLICE EXPENSES							
52 (52) PURCHASE OF SERVICES							
10210002 52100 CONTRAC SE	32,613.75	32,640.00	32,640.00	34,460.00	.00	.00	5.6%
10210002 52111 PHYSICALS	4,099.00	5,250.00	5,250.00	5,250.00	.00	.00	.0%
10210002 52112 TRAIN	25,297.50	27,000.00	27,000.00	27,000.00	.00	.00	.0%
10210002 52116 EQUIP REPA	7,358.91	7,800.00	7,800.00	7,800.00	.00	.00	.0%
10210002 52117 VEH REPAIR	22,267.25	21,100.00	21,100.00	21,100.00	.00	.00	.0%
10210002 52127 TRAFFIC CO	43,156.15	40,000.00	40,000.00	40,000.00	.00	.00	.0%
10210002 52139 SPEC SERV	3,896.03	5,100.00	5,100.00	5,100.00	.00	.00	.0%
TOTAL (52) PURCHASE OF SERVI	138,688.59	138,890.00	138,890.00	140,710.00	.00	.00	-100.0%
54 (54) SUPPLIES							
10210002 54100 SUPPLIES	13,073.71	15,000.00	15,000.00	15,000.00	.00	.00	.0%
10210002 54111 VEH GAS	46,228.94	64,000.00	64,000.00	52,000.00	.00	.00	-18.8%
10210002 54115 UNIFORMS	17,818.30	11,400.00	11,400.00	11,400.00	.00	.00	.0%
10210002 54500 SMALL EQUI	841.50	1,000.00	1,000.00	1,000.00	.00	.00	.0%
10210002 54503 VEHICLES	90,000.00	90,000.00	90,000.00	90,000.00	.00	.00	.0%
TOTAL (54) SUPPLIES	167,962.45	181,400.00	181,400.00	169,400.00	.00	.00	-100.0%
TOTAL (10210002) POLICE EXPE	306,651.04	320,290.00	320,290.00	310,110.00	.00	.00	-100.0%
TOTAL (2100) POLICE	2,498,823.11	2,551,634.00	2,551,634.00	2,585,870.00	.00	.00	-100.0%

TOWN OF WAYLAND



NEXT YEAR BUDGET COMPARISON REPORT

PROJECTION: 20171 FY 17 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR: (10) GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2017 REQUEST	2017 REV REQ	2017 BRD APPV	PCT CHANGE
2110 (2110) JOINT COMMUNICATIONS CENTER							
10211001 (10211001) JCC PERSONNEL SERVICES							
51 (51) PERSONNEL SERVICES							
10211001 51001 SALARIES	394,404.42	399,400.00	399,400.00	399,400.00	.00	.00	.0%
10211001 51140 OVERTIME	55,579.50	76,000.00	76,000.00	76,000.00	.00	.00	.0%
TOTAL (51) PERSONNEL SERVICE	449,983.92	475,400.00	475,400.00	475,400.00	.00	.00	-100.0%
TOTAL (10211001) JCC PERSONN	449,983.92	475,400.00	475,400.00	475,400.00	.00	.00	-100.0%
10211002 (10211002) JCC EXPENSES							
52 (52) PURCHASE OF SERVICES							
10211002 52100 CONTRAC SE	8,723.75	8,000.00	8,000.00	8,000.00	.00	.00	.0%
10211002 52112 TRAIN	2,436.45	1,000.00	1,000.00	1,000.00	.00	.00	.0%
10211002 52116 EQUIP REPA	614.63	2,600.00	2,600.00	2,600.00	.00	.00	.0%
TOTAL (52) PURCHASE OF SERVI	11,774.83	11,600.00	11,600.00	11,600.00	.00	.00	-100.0%
53 (53) UTILITIES							
10211002 53104 PHONE	11,019.96	10,000.00	10,000.00	10,000.00	.00	.00	.0%
TOTAL (53) UTILITIES	11,019.96	10,000.00	10,000.00	10,000.00	.00	.00	-100.0%
54 (54) SUPPLIES							
10211002 54100 SUPPLIES	1,686.96	2,500.00	2,500.00	2,500.00	.00	.00	.0%
10211002 54115 UNIFORMS	2,675.54	3,000.00	3,000.00	3,000.00	.00	.00	.0%
TOTAL (54) SUPPLIES	4,362.50	5,500.00	5,500.00	5,500.00	.00	.00	-100.0%
TOTAL (10211002) JCC EXPENSE	27,157.29	27,100.00	27,100.00	27,100.00	.00	.00	-100.0%
TOTAL (2110) JOINT COMMUNICA	477,141.21	502,500.00	502,500.00	502,500.00	.00	.00	-100.0%

NEXT YEAR BUDGET COMPARISON REPORT

PROJECTION: 20171 FY 17 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR: (10) GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2017 REQUEST	2017 REV REQ	2017 BRD APPV	PCT CHANGE
2120 (2120) EMERGENCY MANAGEMENT							
10212002 (10212002) EMERGENCY MANAGEMENT EXP							
52 (52) PURCHASE OF SERVICES							
10212002 52100 CONTRAC SE	9,412.00	10,000.00	10,000.00	10,000.00	.00	.00	.0%
10212002 52112 TRAIN	5,790.89	6,000.00	6,000.00	6,000.00	.00	.00	.0%
TOTAL (52) PURCHASE OF SERVI	15,202.89	16,000.00	16,000.00	16,000.00	.00	.00	-100.0%
54 (54) SUPPLIES							
10212002 54100 SUPPLIES	7,001.58	7,000.00	7,000.00	7,000.00	.00	.00	.0%
TOTAL (54) SUPPLIES	7,001.58	7,000.00	7,000.00	7,000.00	.00	.00	-100.0%
TOTAL (10212002) EMERGENCY M	22,204.47	23,000.00	23,000.00	23,000.00	.00	.00	-100.0%
TOTAL (2120) EMERGENCY MANAG	22,204.47	23,000.00	23,000.00	23,000.00	.00	.00	-100.0%

NEXT YEAR BUDGET COMPARISON REPORT

PROJECTION: 20171 FY 17 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR: (10) GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2017 REQUEST	2017 REV REQ	2017 BRD APPV	PCT CHANGE
2130 (2130) DOG OFFICER							
10213002 (10213002) DOG OFFICER EXPENSES							
52 (52) PURCHASE OF SERVICES							
10213002 52100 CONTRAC SE	21,228.00	21,500.00	21,500.00	21,500.00	.00	.00	.0%
TOTAL (52) PURCHASE OF SERVI	21,228.00	21,500.00	21,500.00	21,500.00	.00	.00	-100.0%
TOTAL (10213002) DOG OFFICER	21,228.00	21,500.00	21,500.00	21,500.00	.00	.00	-100.0%
TOTAL (2130) DOG OFFICER	21,228.00	21,500.00	21,500.00	21,500.00	.00	.00	-100.0%

TOWN OF WAYLAND



NEXT YEAR BUDGET COMPARISON REPORT

PROJECTION: 20171 FY 17 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR: (10) GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2017 REQUEST	2017 REV REQ	2017 BRD APPV	PCT CHANGE
2200 (2200) FIRE							
10220001 (10220001) FIRE PERSONNEL SERVICES							
51 (51) PERSONNEL SERVICES							
10220001 51001 SALARIES	1,825,412.22	1,985,349.00	1,985,349.00	1,995,349.00	.00	.00	.5%
10220001 51128 ALS SAL	24,908.78	50,000.00	50,000.00	30,000.00	.00	.00	-40.0%
10220001 51140 OVERTIME	272,038.09	270,000.00	270,000.00	300,000.00	.00	.00	11.1%
TOTAL (51) PERSONNEL SERVICE	2,122,359.09	2,305,349.00	2,305,349.00	2,325,349.00	.00	.00	-100.0%
TOTAL (10220001) FIRE PERSON	2,122,359.09	2,305,349.00	2,305,349.00	2,325,349.00	.00	.00	-100.0%
10220002 (10220002) FIRE EXPENSES							
52 (52) PURCHASE OF SERVICES							
10220002 52100 CONTRAC SE	29,402.20	48,000.00	48,000.00	45,000.00	.00	.00	-6.3%
10220002 52111 PHYSICALS	424.00	5,000.00	5,000.00	5,000.00	.00	.00	.0%
10220002 52112 TRAIN	9,247.00	14,000.00	14,000.00	19,000.00	.00	.00	35.7%
10220002 52118 EQUIP RENT	.00	500.00	500.00	500.00	.00	.00	.0%
10220002 52171 PARA TRAIN	.00	10,000.00	10,000.00	5,000.00	.00	.00	-50.0%
TOTAL (52) PURCHASE OF SERVI	39,073.20	77,500.00	77,500.00	74,500.00	.00	.00	-100.0%
54 (54) SUPPLIES							
10220002 54110 VEH PARTS	19,240.32	12,000.00	12,000.00	17,500.00	.00	.00	45.8%
10220002 54111 VEH GAS	26,293.95	30,000.00	30,000.00	30,000.00	.00	.00	.0%
10220002 54115 UNIFORMS	30,932.89	28,000.00	28,000.00	30,000.00	.00	.00	7.1%
10220002 54118 OFFICE SUP	3,653.50	4,000.00	4,000.00	4,000.00	.00	.00	.0%
10220002 54119 MEDICAL	28,917.02	24,000.00	24,000.00	27,500.00	.00	.00	14.6%
10220002 54122 VEHICLE RE	28,514.79	32,000.00	32,000.00	32,000.00	.00	.00	.0%
10220002 54123 MISC	7,179.71	8,108.00	8,108.00	7,000.00	.00	.00	-13.7%
10220002 54500 SMALL EQUI	33,373.09	30,000.00	30,000.00	30,000.00	.00	.00	.0%
10220002 54501 FIRE AL EQ	9,952.81	7,500.00	7,500.00	3,500.00	.00	.00	-53.3%
TOTAL (54) SUPPLIES	188,058.08	175,608.00	175,608.00	181,500.00	.00	.00	-100.0%
TOTAL (10220002) FIRE EXPENS	227,131.28	253,108.00	253,108.00	256,000.00	.00	.00	-100.0%
TOTAL (2200) FIRE	2,349,490.37	2,558,457.00	2,558,457.00	2,581,349.00	.00	.00	-100.0%

TOWN OF WAYLAND



NEXT YEAR BUDGET COMPARISON REPORT

PROJECTION: 20171 FY 17 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR: (10) GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2017 REQUEST	2017 REV REQ	2017 BRD APPV	PCT CHANGE
2410 (2410) BUILDING & ZONING							
10241001 (10241001) BUILDING & ZONING P S							
51 (51) PERSONNEL SERVICES							
10241001 51001 SALARIES	274,360.67	288,167.00	288,167.00	288,167.00	.00	.00	.0%
10241001 51140 OVERTIME	3,838.96	5,600.00	5,600.00	5,600.00	.00	.00	.0%
TOTAL (51) PERSONNEL SERVICE	278,199.63	293,767.00	293,767.00	293,767.00	.00	.00	-100.0%
TOTAL (10241001) BUILDING &	278,199.63	293,767.00	293,767.00	293,767.00	.00	.00	-100.0%
10241002 (10241002) BUILDING & ZONING EXPENS							
52 (52) PURCHASE OF SERVICES							
10241002 52100 CONTRAC SE	1,853.69	3,600.00	3,600.00	3,600.00	.00	.00	.0%
10241002 52112 TRAIN	1,666.45	2,125.00	2,125.00	2,125.00	.00	.00	.0%
10241002 52113 TRAVEL	4,064.93	4,000.00	4,000.00	4,000.00	.00	.00	.0%
10241002 52114 DUES	285.00	775.00	775.00	775.00	.00	.00	.0%
10241002 52117 VEH REPAIR	.00	1,500.00	1,500.00	1,500.00	.00	.00	.0%
TOTAL (52) PURCHASE OF SERVI	7,875.07	12,000.00	12,000.00	12,000.00	.00	.00	-100.0%
54 (54) SUPPLIES							
10241002 54100 SUPPLIES	1,285.01	500.00	500.00	500.00	.00	.00	.0%
10241002 54111 VEH GAS	81.96	2,001.00	2,001.00	2,001.00	.00	.00	.0%
TOTAL (54) SUPPLIES	1,366.97	2,501.00	2,501.00	2,501.00	.00	.00	-100.0%
TOTAL (10241002) BUILDING &	9,242.04	14,501.00	14,501.00	14,501.00	.00	.00	-100.0%
TOTAL (2410) BUILDING & ZONI	287,441.67	308,268.00	308,268.00	308,268.00	.00	.00	-100.0%

TOWN OF WAYLAND



NEXT YEAR BUDGET COMPARISON REPORT

PROJECTION: 20171 FY 17 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR: (10) GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2017 REQUEST	2017 REV REQ	2017 BRD APPV	PCT CHANGE
5110 (5110) BOARD OF HEALTH							
10511001 (10511001) BOARD OF HEALTH P S							
51 (51) PERSONNEL SERVICES							
10511001 51001 SALARIES	247,946.93	293,343.00	293,343.00	310,139.24	.00	.00	5.7%
10511001 51125 SCH NURSE	297,987.48	311,410.00	311,410.00	325,625.00	.00	.00	4.6%
10511001 51126 SUB NURSE	39,567.18	28,924.00	28,924.00	28,924.00	.00	.00	.0%
10511001 51140 OVERTIME	3,657.16	4,200.00	4,200.00	4,200.00	.00	.00	.0%
TOTAL (51) PERSONNEL SERVICE	589,158.75	637,877.00	637,877.00	668,888.24	.00	.00	-100.0%
TOTAL (10511001) BOARD OF HE	589,158.75	637,877.00	637,877.00	668,888.24	.00	.00	-100.0%
10511002 (10511002) BOARD OF HEALTH EXPENSES							
52 (52) PURCHASE OF SERVICES							
10511002 52100 CONTRAC SE	12,840.00	12,540.00	12,540.00	12,540.00	.00	.00	.0%
10511002 52101 PROF SERV	2,690.00	2,000.00	2,000.00	2,000.00	.00	.00	.0%
10511002 52104 FOOD INSP	11,655.00	11,350.00	11,350.00	11,795.00	.00	.00	3.9%
10511002 52105 SCH MENTAL	59,310.00	59,310.00	59,310.00	59,310.00	.00	.00	.0%
10511002 52109 MOSQUITO	31,322.35	37,690.00	37,690.00	39,611.45	.00	.00	5.1%
10511002 52112 TRAIN	4,810.90	5,700.00	5,700.00	5,700.00	.00	.00	.0%
10511002 52117 VEH REPAIR	775.80	1,600.00	1,600.00	1,600.00	.00	.00	.0%
10511002 52124 HAZARDOUS	13,829.54	15,000.00	15,000.00	15,000.00	.00	.00	.0%
10511002 52137 OTHER FRIN	599.99	1,400.00	1,400.00	1,400.00	.00	.00	.0%
10511002 52157 WATER MON	615.00	2,200.00	2,200.00	2,200.00	.00	.00	.0%
10511002 52178 FLOOR DRAI	80.00	2,000.00	2,000.00	1,000.00	.00	.00	-50.0%
10511002 52179 HEALTH NUS	415.00	7,500.00	7,500.00	7,500.00	.00	.00	.0%
TOTAL (52) PURCHASE OF SERVI	138,943.58	158,290.00	158,290.00	159,656.45	.00	.00	-100.0%
54 (54) SUPPLIES							
10511002 54100 SUPPLIES	1,712.19	2,000.00	2,000.00	2,000.00	.00	.00	.0%
10511002 54109 NURSE EXP	7,062.63	12,500.00	12,500.00	12,500.00	.00	.00	.0%
10511002 54111 VEH GAS	941.30	1,200.00	1,200.00	1,200.00	.00	.00	.0%
TOTAL (54) SUPPLIES	9,716.12	15,700.00	15,700.00	15,700.00	.00	.00	-100.0%
TOTAL (10511002) BOARD OF HE	148,659.70	173,990.00	173,990.00	175,356.45	.00	.00	-100.0%
TOTAL (5110) BOARD OF HEALTH	737,818.45	811,867.00	811,867.00	844,244.69	.00	.00	-100.0%

NEXT YEAR BUDGET COMPARISON REPORT

PROJECTION: 20171 FY 17 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR: (10) GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2017 REQUEST	2017 REV REQ	2017 BRD APPV	PCT CHANGE
5430 (5430) VETERANS SERVICES							
10543002 (10543002) VETERANS SERVICES EXPENSE							
52 (52) PURCHASE OF SERVICES							
10543002 52100 CONTRA SE	32,004.00	31,600.00	31,600.00	34,000.00	.00	.00	7.6%
10543002 52185 VET BEN	5,000.00	10,000.00	10,000.00	10,000.00	.00	.00	.0%
TOTAL (52) PURCHASE OF SERVI	37,004.00	41,600.00	41,600.00	44,000.00	.00	.00	-100.0%
54 (54) SUPPLIES							
10543002 54100 SUPPLIES	4,938.73	3,000.00	3,000.00	4,000.00	.00	.00	33.3%
TOTAL (54) SUPPLIES	4,938.73	3,000.00	3,000.00	4,000.00	.00	.00	-100.0%
TOTAL (10543002) VETERANS SE	41,942.73	44,600.00	44,600.00	48,000.00	.00	.00	-100.0%
TOTAL (5430) VETERANS SERVIC	41,942.73	44,600.00	44,600.00	48,000.00	.00	.00	-100.0%

NEXT YEAR BUDGET COMPARISON REPORT

PROJECTION: 20171 FY 17 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR: (10) GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2017 REQUEST	2017 REV REQ	2017 BRD APPV	PCT CHANGE
5460 (5460) C.O.A.							
10546001 (10546001) C.O.A. PERSONNEL SERVICE							
51 (51) PERSONNEL SERVICES							
10546001 51001 SALARIES	172,252.58	195,276.00	195,276.00	202,990.00	.00	.00	4.0%
10546001 51140 OVERTIME	.00	500.00	500.00	500.00	.00	.00	.0%
TOTAL (51) PERSONNEL SERVICE	172,252.58	195,776.00	195,776.00	203,490.00	.00	.00	-100.0%
TOTAL (10546001) C.O.A. PERS	172,252.58	195,776.00	195,776.00	203,490.00	.00	.00	-100.0%
10546002 (10546002) C.O.A. EXPENSES							
52 (52) PURCHASE OF SERVICES							
10546002 52100 CONTRAC SE	7,070.56	6,500.00	6,500.00	7,000.00	.00	.00	7.7%
10546002 52136 TRANSP	15,135.58	15,200.00	15,200.00	14,700.00	.00	.00	-3.3%
10546002 52149 TAX WORKOF	21,546.37	25,000.00	25,000.00	25,000.00	.00	.00	.0%
TOTAL (52) PURCHASE OF SERVI	43,752.51	46,700.00	46,700.00	46,700.00	.00	.00	-100.0%
54 (54) SUPPLIES							
10546002 54121 POSTAGE	5,629.89	6,800.00	6,800.00	6,800.00	.00	.00	.0%
10546002 54500 SMALL EQUI	2,132.79	2,000.00	2,000.00	2,500.00	.00	.00	25.0%
TOTAL (54) SUPPLIES	7,762.68	8,800.00	8,800.00	9,300.00	.00	.00	-100.0%
TOTAL (10546002) C.O.A. EXPE	51,515.19	55,500.00	55,500.00	56,000.00	.00	.00	-100.0%
TOTAL (5460) C.O.A.	223,767.77	251,276.00	251,276.00	259,490.00	.00	.00	-100.0%

NEXT YEAR BUDGET COMPARISON REPORT

PROJECTION: 20171 FY 17 OPERATING BUDGET

FOR PERIOD 13

ACCOUNTS FOR: (10) GENERAL FUND	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2017 REQUEST	2017 REV REQ	2017 BRD APPV	PCT CHANGE
5470 (5470) YOUTH SERVICES							
10547001 (10547001) YOUTH SERVICES P S							
51 (51) PERSONNEL SERVICES							
10547001 51001 SALARIES	167,101.00	205,053.00	205,053.00	222,400.00	.00	.00	8.5%
TOTAL (51) PERSONNEL SERVICE	167,101.00	205,053.00	205,053.00	222,400.00	.00	.00	-100.0%
TOTAL (10547001) YOUTH SERVI	167,101.00	205,053.00	205,053.00	222,400.00	.00	.00	-100.0%
10547002 (10547002) YOUTH SERVICES EXPENSES							
52 (52) PURCHASE OF SERVICES							
10547002 52100 CONTRAC SE	555.50	850.00	850.00	850.00	.00	.00	.0%
10547002 52112 TRAIN	2,252.00	2,000.00	2,000.00	2,000.00	.00	.00	.0%
TOTAL (52) PURCHASE OF SERVI	2,807.50	2,850.00	2,850.00	2,850.00	.00	.00	-100.0%
54 (54) SUPPLIES							
10547002 54100 SUPPLIES	789.32	1,225.00	1,225.00	1,225.00	.00	.00	.0%
TOTAL (54) SUPPLIES	789.32	1,225.00	1,225.00	1,225.00	.00	.00	-100.0%
TOTAL (10547002) YOUTH SERVI	3,596.82	4,075.00	4,075.00	4,075.00	.00	.00	-100.0%
TOTAL (5470) YOUTH SERVICES	170,697.82	209,128.00	209,128.00	226,475.00	.00	.00	-100.0%

Explanatory Statement of Changes In Expenses Template
Department/Committee/etc. (name of your entity): Finance Department

Item description	Salary or Expense type	FY 16 Appropriated	FY 17 Proposed	Change	Detailed explanation/supporting rationale
Salaries	Salary	\$318,300	\$330,318	\$12,018	Payroll employee change from 19 hours to 28 hours
Contractual Services	Expense	\$48,700	\$53,700	\$5,000	Increase in CAFR cost
Supplies	Expense	\$3,000	\$3,000	\$0	
		\$0.00	\$0.00	\$0.00	
		\$0.00	\$0.00	\$0.00	
		\$0.00	\$0.00	\$0.00	
		\$0.00	\$0.00	\$0.00	
All Other-Net		\$0.00	\$0.00	\$0.00	
Total		\$370,000.00	\$387,018.00	\$17,018.00	

Explanatory Statement of Changes In Expenses Template
Department/Committee/etc. (name of your entity): Treasury

Item description	Salary or Expense type	FY 16 Appropriated	FY 17 Proposed	Change	Detailed explanation/supporting rationale
Salaries	Salary	\$199,000.00	\$183,625.00	-\$15,375.00	Differential in Treasurer's Salary
Contractual Services	Expense	\$105,000.00	\$85,000.00	-\$20,000.00	Less reliant on outside services.
Dues	Expense	\$100.00	\$200.00	\$100.00	Both Treasurer/Collector and Assist Treasurer/Collector
Training and Education	Expense	\$1,600.00	\$2,700.00	\$1,100.00	Both Treasurer/Collector and Assist Treasurer/Collector
Banking and Lockbox Services	Expense	\$9,000.00	\$12,000.00	\$3,000.00	Expanding Pmt Options for Citizens with New Technology
		\$0.00	\$0.00	\$0.00	
		\$0.00	\$0.00	\$0.00	
All Other-Net					
Supplies		\$200.00	\$200.00	\$0.00	No Change
Total		\$314,900.00	\$283,725.00	-\$31,175.00	

Explanatory Statement of Changes In Expenses Template
Department/Committee/etc. (name of your entity): POLICE

Item description	Salary or Expense type	FY 16 Appropriated	FY 17 Proposed	Change	Detailed explanation/supporting rationale
Salaries	Salary	\$2,231,344	\$2,275,760	\$44,416	Increase due to contractual step and educational increases.
Contractual Services	Expense	\$32,640	\$34,460	\$1,820	Increase due to two new service contracts for department servers
Vehicle Gasoline	Expense	\$64,000	\$52,000	(\$12,000)	Reduction due to lower fuel price
		\$0.00	\$0.00	\$0.00	
		\$0.00	\$0.00	\$0.00	
		\$0.00	\$0.00	\$0.00	
		\$0.00	\$0.00	\$0.00	
All Other-Net		\$0.00	\$0.00	\$0.00	
Total		\$2,327,984.00	\$2,362,220.00	\$34,236.00	

Explanatory Statement of Changes In Expenses Template
Department/Committee/etc. (name of your entity): Fire Department

Item description	Salary or Expense type	FY 16 Appropriated	FY 17 Proposed	Change	Detailed explanation/supporting rationale
Salary	Salary	\$1,985,349.00	\$1,995,349.00	\$10,000.00	The majority of this increase is due to step increases and increase in certification and education funds as outlined in the current Collective Bargaining Agreement. Currently the CBA is still being negotiated.
ALS Salary	Salary	\$50,000.00	\$30,000.00	-\$20,000.00	Three of the four work shifts are now operating at the Paramedic level and the need for the part time staff is being decreased.
Overtime	Salary	\$270,000.00	\$300,000.00	\$30,000.00	This increase is reflecting both step increases and the departments need for increased and more practical training. We have found that this training is not possible to do effectively on duty and have the ability to respond to incidents etc..
Contractual Services	Expense	\$48,000.00	\$45,000.00	-\$3,000.00	We are now using a web based program for all Patient care reports. We will no longer need to pay for the EMS portion of the Pamet Suite of software that we had been using.
Training and Education	Expense	\$14,000.00	\$19,000.00	\$5,000.00	As indicated in our ISO review this year, training and education has been lacking. We will be adding more training and outside instructors to put us back on track with mandated and skill enhancement programs.
Medic Training	Expense	\$10,000.00	\$5,000.00	-\$5,000.00	Currently we have no staff interested in going to Paramedic school. We will now use these funds to take care of the recertification programs to keep the medics certified.
Vehicle Parts	Expense	\$12,000.00	\$17,500.00	\$5,500.00	As our fleet and equipment gets older and is being used more, we are seeing a need to repair and replace parts on a regular basis.
Uniforms	Expense	\$28,395.00	\$30,000.00	\$1,605.00	The overall cost of uniforms and clothing has increased.
Medical Supplies	Expense	\$24,000.00	\$27,500.00	\$3,500.00	An increase in the cost of medications, medical supplies and the increase in call volume all dictate the need for this increase.
Misc.	Expense	\$8,108.00	\$6,803.00	-\$1,305.00	When ever possible I am trying to show expenses in correct line items and reduce the need for the Misc. category
Fire Alarm	Expense	\$7,500.00	\$3,500.00	-\$4,000.00	Wired fire alarm system is being converted to a wireless system with less parts and materials being needed for and repair.
All Other-Net					
		\$0.00	\$0.00	\$0.00	
Total		\$2,457,352.00	\$2,479,652.00	\$22,300.00	

Explanatory Statement of Changes In Expenses Template
Department/Committee/etc. (name of your entity): _ Veterans

Item description	Salary or Expense type	FY 16 Appropriated	FY 17 Proposed	Change	Detailed explanation/supporting rationale
Salaries	Salary	\$0	\$0	\$0	0
Contractual Services	Expense	\$41,600	\$44,000	\$2,400	Increase due to benefits payments
Supplies	Expense	\$3,000	\$4,000	\$0	Increase due to need for additional supplies
		\$0.00	\$0.00	\$0.00	
		\$0.00	\$0.00	\$0.00	
		\$0.00	\$0.00	\$0.00	
		\$0.00	\$0.00	\$0.00	
All Other-Net		\$0.00	\$0.00	\$0.00	
Total		\$44,600.00	\$48,000.00	\$2,400.00	

Explanatory Statement of Changes In Expenses Template

Department/Committee/etc. (name of your entity): _____ **Wayland Council On Aging**

<u>Item description</u>	<u>Salary or Expense type</u>	<u>FY 16 Appropriated</u>	<u>FY 17 Proposed</u>	<u>Change</u>	<u>Detailed explanation/supporting rationale</u>
<u>Personnel</u>	<u>Salaries plus \$500 Overtime</u>	<u>\$195,776.00</u>	<u>\$203,490.00</u>	<u>\$7,214.00</u>	<u>Step increase for new position of Project Coordinator, settlement of AFSCME contract including 2% COLA, \$500 OT (Other staff at top steps)</u>
<u>Purchase of Services</u>		<u>\$46,700.00</u>	<u>\$46,700.00</u>	<u>\$0.00</u>	<u>Contractual: 7000; Transportation: 14700; Tax Work Off: 25000</u>
<u>Supplies</u>		<u>\$8,800.00</u>	<u>\$9,300.00</u>	<u>\$500.00</u>	<u>Reduced transportation request as funding for back-up vehicles limited</u>
		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>Postage: 6800; Small Equipment: 2500</u>
		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>SmEquip: Office Reorg incl locking drawer files for CORIs, I-9s, SHINE , etc</u>
		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
<u>All Other-Net</u>		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
<u>Total</u>		<u>\$251,276.00</u>	<u>\$259,490.00</u>	<u>\$8,214.00</u>	

Explanatory Statement of Changes In Expenses Template

Department/Committee/etc. (name of your entity): Youth & Family Services/Youth Advisory Committee

Item description	Salary or Expense type	FY 16 Appropriated	FY 17 Proposed	Change	Detailed explanation/supporting rationale
Salaries		\$205,053.00	\$222,400.00	\$17,347.00	Expected contractual step/cost of living increases
Operating Expenses				\$0.00	
	Contracted Services	\$850.00	\$850.00	\$0.00	
	Training and Education	\$2,000.00	\$2,000.00	\$0.00	
	Supplies	\$1,225.00	\$1,225.00	\$0.00	
		\$0.00	\$0.00	\$0.00	
		\$0.00	\$0.00	\$0.00	
All Other-Net		\$0.00	\$0.00	\$0.00	
Total		\$209,128.00	\$226,475.00	\$17,347.00	

Explanatory Statement of Changes In Expenses Template
Department/Committee/etc. (name of your entity): FACILITIES

Item description	Salary or Expense type	FY 16 Appropriated	FY 17 Proposed	Change	%	Detailed explanation/supporting rationale
FACILITIES UTILITIES						
Heating Oil		\$ -	\$ -			
Natural gas		\$ 125,000.00	\$ 125,000.00	\$ -	0.00%	
Electricity		\$ 260,000.00	\$ 271,000.00	\$ 11,000.00	4.23%	15 % increase in delivery minus 50% of expected solar benefit
Telephone		\$ 90,000.00	\$ 92,000.00	\$ 2,000.00	2.22%	escalation
Water Charges		\$ 18,000.00	\$ 18,000.00	\$ -	0.00%	
Wastewater Charges		\$ 36,000.00	\$ 41,000.00	\$ 5,000.00	13.89%	pump out all tanks next summer, scheduled maintenance
	sub total	\$ 529,000.00	\$ 547,000.00	\$ 18,000.00	3.40%	
FACILITIES SUPPLIES						
Supplies Custodial		\$ 21,500.00	\$ 25,000.00	\$ 3,500.00	16.28%	over budget last year
Vehicle Gasoline		\$ 8,000.00	\$ 8,000.00	\$ -	0.00%	
Small Equipment		\$ 10,000.00	\$ 10,000.00	\$ -	0.00%	
	sub total	\$ 39,500.00	\$ 43,000.00	\$ 3,500.00	8.86%	
FACILITIES P S						
Salaries		\$ 267,722.00	\$ 270,932.00	\$ 3,210.00	1.20%	2% expected increase by custodian contract, PBD level
Overtime		\$ 12,000.00	\$ 7,000.00	\$ (5,000.00)	-41.67%	consistant under budget last 3 years
	sub total	\$ 279,722.00	\$ 277,932.00	\$ (1,790.00)	-0.64%	
FACILITIES EXPENSES						
Contractual Services		\$ 63,450.00	\$ 70,000.00	\$ 6,550.00	10.32%	over budget last year and tracking high this year.
Training & Education		\$ 2,000.00	\$ 3,000.00	\$ 1,000.00	50.00%	anticipate more use MCPPO and peer organizations
Travel		\$ 2,000.00	\$ 2,000.00	\$ -	0.00%	
Building Repairs/Improvements		\$ 80,000.00	\$ 75,000.00	\$ (5,000.00)	-6.25%	added 10K last year for office moves only need 5K this year for Conservartion
Vehicle Repairs		\$ 4,500.00	\$ 4,500.00	\$ -	0.00%	
Disposal		\$ 17,500.00	\$ 18,500.00	\$ 1,000.00	5.71%	over budget last year and tracking high this year.
Elevator Repair/Service		\$ 12,000.00	\$ 10,000.00	\$ (2,000.00)	-16.67%	consistant under budget last 3 years
Electrical Repair/Service		\$ 42,000.00	\$ 42,000.00	\$ -	0.00%	
HVAC Repair/Service		\$ 40,000.00	\$ 42,000.00	\$ 2,000.00	5.00%	anticipate increase as WHS ages
	sub total	\$ 263,450.00	\$ 267,000.00	\$ 3,550.00	1.35%	
Total		\$1,111,672.00	\$1,134,932.00	\$23,260.00	2.09%	

Explanatory Statement of Changes in Expenses Template

Department/Committee/etc. : _____ Town Surveyor

Item description	Salary or Expense type	FY 16 Appropriated	FY 17 Proposed	Change	Detailed explanation/supporting rationale
Personnel Services	Salary	\$160,778.00	\$168,118.00	\$7,340.00	Collective bargaining increase. Bargaining unit was operating under a lapsed contract during the FY-16 budget formulation
		\$0.00	\$0.00	\$0.00	
Equipment repairs annd Maint	Expense	\$1,800.00	\$2,000.00	\$200.00	Line item has remained unchanged for 10+ years. Costs associated with maintaining equipment have increased over that period of time
		\$0.00	\$0.00	\$0.00	
		\$0.00	\$0.00	\$0.00	
		\$0.00	\$0.00	\$0.00	
		\$0.00	\$0.00	\$0.00	
All Other-Net		\$0.00	\$0.00	\$0.00	
Total		\$162,578.00	\$170,118.00	\$7,540.00	

Explanatory Statement of Changes In Expenses Template

Department/Committee/etc. (name of your entity): Information Technology

Item description	Salary or Expense type	FY 16 Appropriated	FY 17 Proposed	Change	Detailed explanation/supporting rationale
Personnel Services	Salaries	\$83,842.00	\$87,669.00	\$3,827.00	Note - Staff is union - Increase of 2%
*Shared Data Center Expenses	Hardware	\$0.00	\$90,000.00	\$90,000.00	New line items for Shared Data Center Expenses
	Hardware Warranty/Maint	\$0.00	\$10,930.00	\$10,930.00	
	Software	\$0.00	\$12,000.00	\$12,000.00	
	Software License/Agree	\$0.00	\$11,092.00	\$11,092.00	
	**Contractual Services	\$0.00	\$153,000.00	\$153,000.00	
Expenses	Hardware	\$0.00	\$35,000.00	\$35,000.00	New line items. Increases resulting from IT Master Plan and cost increases.
	Hardware Warranty/Maint	\$0.00	\$7,487.00	\$7,487.00	
	Software	\$111,300.00	\$0.00	-\$111,300.00	
	Software License/Agree	\$0.00	\$186,000.00	\$186,000.00	
	Contractual Services	\$84,890.00	\$2,510.00	-\$82,380.00	
	Professional Services	\$0.00	\$40,000.00	\$40,000.00	
	Engineering Services	\$0.00	\$0.00	\$0.00	
	Training	\$7,000.00	\$30,780.00	\$23,780.00	
	Travel	\$0.00	\$500.00	\$500.00	
	Dues	\$0.00	\$3,000.00	\$3,000.00	
	Supplies	\$1,000.00	\$500.00	-\$500.00	
	Computer Supplies	\$4,000.00	\$1,000.00	-\$3,000.00	
	Computer Accessories	\$0.00	\$500.00	\$500.00	
	Small Equipment	\$30,000.00	\$15,000.00	-\$15,000.00	
Total		\$322,032.00	\$686,968.00	\$364,936.00	

* Shared Data Center Expenses represents only the Town portion of shared expenses, except for Contractual Services.

** Contractual Services for Shared Data Center represents the full amount from the IT Master Plan.

(10) FY17 PERSONNEL
REQUESTS

DATE: NOVEMBER 16, 2015
TO: BOARD OF SELECTMEN
FROM: NAN BALMER, TOWN ADMINISTRATOR
RE: FY 17 PERSONNEL REQUESTS

REQUESTED ACTION: NONE

BACKGROUND: John Senchyshyn will review FY 17 requests for new positions and the process by which the Town approves new positions.

(11) FY17 CAPITAL
PROJECTS

DATE: NOVEMBER 16, 2015
TO: BOARD OF SELECTMEN
FROM: NAN BALMER, TOWN ADMINISTRATOR
RE: FY 17 CAPITAL PROJECTS

REQUESTED ACTION:

VOTE TO RECOMMEND TO THE FINANCE COMMITTEE APPROVAL OF FY 17 CAPITAL PROJECTS FOR DEPARTMENTS UNDER THE JURISDICTION OF THE BOARD OF SELECTMEN

BACKGROUND:

The Board reviewed FY 17 capital projects requested by departments under its jurisdiction and decided to take action on its recommendation to the Finance Committee after Special Town Meeting. The attached draft recommendation to the Finance Committee incorporates the following changes discussed by the Board on 11/2:

FIRE:

- Ladder Truck: Reduced from \$950,000 to \$900,000 – Increased trade-in value of existing truck.
- Fire Vehicle: Deleted – Can be funded in future year.

CONSERVATION:

- Dam Repairs and Land Acquisition: Deleted.

FACILITIES:

- Library Rotunda Windows: Can be repaired while awaiting outcome of library project.
- COA / CC Construction: Listed as recommended, pending Board consideration, at \$5.6 million.

INFORMATION TECHNOLOGY

- Firewall: Deleted / funded in FY 16

DATE: NOVEMBER 16, 2015

TO: FINANCE COMMITTEE

FROM: NAN BALMER, TOWN ADMINISTRATOR

RE: FY 17 CAPITAL PROJECTS

The Board of Selectmen considered FY 17 capital projects submitted by departments reporting to the Board of Selectmen through the Town Administrator. The requirements for Selectmen approval of budgets under their jurisdiction are included in section 19-4 of the Town Code.

(<http://www.ecode360.com/12284934>)

While sensitive to the volume of capital requests for FY 17, the Selectmen recommend the following capital requests for FY 17 for departments under the Selectmen's jurisdiction:

PROJECT	RECOMMENDED FUNDING
FIRE*	
1. RESCUE PUMP	\$ 490,000
2. LADDER TRUCK	\$ 900,000
JOINT COMMUNICATION CENTER	
REPEATER	\$25,000
CONSERVATION	
STORAGE SHED	\$30,000
MAINSTONE FARM	UNDER CONSIDERATION
FACILITIES	
COA – CC CONSTRUCTION	\$5,600,000
TRANSFER STATION IMPROVEMENTS	\$48,000
DEMOLITION OF OLD DPW BUILDING	\$330,000
INFORMATION TECHNOLOGY	
DATA STORAGE (SAN)	\$80,000
AUTOMATED PATCH MANAGEMENT	\$40,000

***Fire:** *The requests are listed in priority order. While recognizing the Finance Committee will make the funding decisions, the Selectmen support continuing use of Ambulance receipts as a funding source for the annual operating budget and for Fire capital requests. The board discussed minimizing tax impact on residents while providing necessary fire equipment.*

CC: Fire Chief, Facilities Director, Conservation Administrator, Conservation Chair, Superintendent, School IT Director

(15) REPORT OF THE TOWN
ADMINISTRATOR

**TOWN ADMINISTRATOR'S REPORT
WEEK ENDING NOVEMBER 13, 2015**

HOLIDAY LIGHTS

The Facilities Director will arrange for holiday lighting of the hedges and trees at the Public Safety Building, funded by the Facilities Department and expected before Thanksgiving.

LIQUOR LICENSE

The special legislation filed by the Board to add a liquor license at Town Center was passed by the House and was sent to the Senate.

IT BUDGET

Please see the attached preliminary FY 17 Information Technology Budget. It is provided to as an early indication of the additional operating expense that is recommended to implement the IT plan. An estimated \$220,000 in additional personnel expense will be requested subject to action by the Personnel Board. Discussions with the Superintendent and School staff are ongoing regarding terms of employment of an interim IT consultant and the potential creation of the regular position of IT Executive Director. My thanks to Elizabeth Doucette for developing the budget proposal which included incorporation of the new IT plan, and a detailed analysis and segregation of IT expenses.

MINUTEMAN

The attached letter was sent to the Secretary of the Minuteman School Committee inform the district of Wayland's vote at Special Town Meeting to approve the article to amend the Regional Agreement to allow Wayland to withdraw from the district. An e-mail notification was sent to all towns.

MINUTES

Attached please find draft minutes for your review for the meetings of October 5th, 19th, and 26th. Please send your comments to Mary Ann DiNapoli. Thanks.

**Town of Wayland
Official Budget Request
Fiscal Year 2017**

DEPARTMENT			INFORMATION TECHNOLOGY				
SUMMARY OF BUDGET							
			<u>EXPENDED</u> FY 14	<u>EXPENDED</u> FY 15	<u>APPROVED</u> FY 16	<u>SPENT</u> YTD 10/19/15	<u>REQUESTED</u> FY 17
10155001	51001	SALARIES	83842	83842	83842	32,113	87,669
10155003	54125	DC HARDWARE					90,000
	54126	DC HARDWARE WARR/MAINT				3,256	10,930
	54124	DC SOFTWARE				3,334	12,000
	55536	DC SOFTWARE LIC/AGREE					11,092
	52100	DC CONTRACTUAL SERVICES				80,192	153,000
10155002	54125	HARDWARE				2,034	35,000
	54126	HARDWARE WARR/MAINT					7,487
	54124	SOFTWARE			111,300		0
	55536	SOFTWARE LIC/AGREE					186,000
	52100	CONTRACTUAL SERVICES	139,883	171,484	84,890		2,510
	52101	PROFESSIONAL SERVICES	3000				40,000
	52102	ENGINEERING SERVICES					0
	52112	TRAINING	7,000	7,000	7,000		30,780
	52113	TRAVEL					500
	52114	DUES					3,000
	54100	SUPPLIES	1		1,000		500
	54102	COMPUTER SUPPLIES	12000	5,000	4,000	650	1,000
	55535	COMPUTER ACCESSORIES				75	500
	54500	SMALL EQUIPMENT	50,000	38,000	30,000		15,000
		TOTAL	295,726	305,326	322,032	121,654	686,968



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

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

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

November 12, 2015

Mr. David Horton, Secretary
Minuteman School Committee
758 Marrett Road
Lexington MA 02421

Dear Mr. Horton,

In response to the letter dated July 16, 2015 from the Minuteman School Committee, the Town of Wayland included on its Special Town Meeting warrant an article calling for the acceptance of an amendment setting forth the terms by which the Town of Wayland may withdraw from the Minuteman Regional School District.

This letter is to let you know that the Town of Wayland considered the proposed amendment and at its Special Town Meeting on Tuesday November 10, 2015, voted to adopt the proposed amendment by a vote of 137 to 13.

Please feel free to contact me if you have any questions or would like further information regarding this matter.

Thank you.

Sincerely,

Nan Balmer
Town Administrator

cc: Wayland Board of Selectmen
Paul Stein, Wayland School Superintendent



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TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

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

DRAFT

Board of Selectmen
Meeting Minutes
October 5, 2015

Attendance: Lea T. Anderson, Mary M. Antes, Tony V. Boschetto (arrived 6:38 p.m.) Cherry C. Karlson, Joseph F. Nolan

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 Exchange, Purchase, Lease or Value of Real Estate in regard to the Municipal Parcel at Town Center and the Value of Real Property at 87 Old Connecticut Path, Wayland, Commonly Known as Mainstone; and 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 6:31 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 exchange, purchase, lease or value of real estate in regard to the municipal parcel at Town Center, and the value of real property at 87 Old Connecticut Path, Wayland, commonly known as Mainstone; and 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, negotiating or litigating position of the Town. Roll call vote: YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: T. Boschetto. ABSTAIN: none. Adopted 4-0. Chair C. Karlson invites attendance by Town Administrator Nan Balmer, Council on Aging Director Julie Secord, Council on Aging /Community Center Advisory Committee members Steve Correia, Jean Milburn, Bill Sterling, and Bill Steinberg, Facilities Director Ben Keefe, 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 7:04 p.m.

A2. Call to Order by Chair Chair C. Karlson called the open meeting of the Board of Selectmen to order at 7:05 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. L. Anderson reminded the public that community flu clinics will be conducted through October.

A3. Public Comment Ken Isaacson, 228 Lakeshore Drive, and former WayCAM Director, described a new public access program, "The Buzz," on WayCAM television beginning Sunday, October 11, and said the first episode will be an interview with the Town Administrator.

A13. Review and Approve Consent Calendar (See Separate Sheet) M. Antes moved, seconded by J. Nolan, to approve the consent calendar. YEA: L. Anderson, M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSTAIN: none. Adopted 5-0.

A14. Review Correspondence (See Separate Index Sheet) The Board reviewed the week's correspondence. Board members highlighted the town's receipt of the 2014 Water Fluoridation Quality Award from the U.S. Center for Disease Control and Prevention, the disapproval by the State Attorney General of the 2015 Annual Town Meeting petitioners' proposed bylaw regarding the distribution of advertising due to freedom of speech, and the invitation from the Town of Weston to meet on October 28 to discuss resolving differences regarding the funding of a new Minuteman High School.

A4. Continued Hearing on Application for Alteration of Premises, China Rose LLC, 15 East Plain Street C. Karlson re-opened the hearing from September 8, 2015, on the application for an alteration of premises at China Rose LLC. She noted that the two Board members who were not present at the September 8 hearing have reviewed the meeting on videotape. The Board was joined by the owner, Jeff Mei, his attorney Michael Guagenty, and Town Counsel Mark Lanza. N. Balmer reviewed the steps taken by J. Mei and the town staff to respond to the concerns of the neighbors. M. Guagenty distributed a schematic of the proposed design, and said the lounge area will be 1/6 of the floor plan. T. Boschetto noted that alcohol can be served anywhere in the restaurant. J. Nolan said the Police Chief had no concerns regarding the renovation, and that food would continue to be served.

Gretchen Dresens, 155 Main Street, expressed concern that the business will be dominated by the bar, and that traffic will increase. George Bernard, 103 East Plain Street, brought empty beer bottles and cans he had found in the woods. Jeff Horan, 15 Center Street, said dumpsters are being emptied in the early morning hours, and the expansion of the bar area was excessive. Michael Coons, 7 Stanton Street, commended J. Mei on the appearance of the property, and noted that traffic is also generated by Dunkin Donuts and the fitness club. Bruce Kennedy, 33 Pleasant Street, said the expansion is reasonable, and thanked J. Mei for his support of local sports teams. Andrew Ferguson, 22 Parkland Drive, supported the expansion and said he prefers to be able to patronize local businesses. David Pearlman 34 Pequot Road, said the expansion of the lounge was reasonable, and he supports local businesses.

The hearing was closed at 7:49 p.m. J. Nolan said he recognizes the concerns of neighbors but the Board should support local business. T. Boschetto said he supports the alteration, saying the restaurant would be more successful with a new layout. L. Anderson said she is sensitive to the needs of the neighbors, but felt that the expansion was a reasonable request. J. Nolan moved, seconded by L. Anderson, to approve the application of China Rose LLC for an alteration of premises under its common victualler pouring license. YEA: L. Anderson, M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSTAIN: none. Adopted 5-0.

A5. Hearing on Liquor License Violation, Bertucci's Restaurant, 14 Elissa Avenue C. Karlson opened the hearing at 7:55 p.m. for the liquor license violation at Bertucci's Restaurant at 14 Elissa Avenue. The Board was joined by Police Chief Robert Irving, Police Detective Sergeant Jamie Burger, Bertucci's Regional Vice President John Testa, Bertucci's Attorney Timothy Perry, Wayland Manager Derrick Plante, and Assistant Manager Michael Bunnell. R. Irving explained the process for conducting compliance checks. J. Berger reviewed the events of August 20, 2015, in which an underage couple was served an alcoholic beverage. He said it was subsequently found there was no designated manager on duty, and no notice of TIPS Certification. Attorney T. Perry said that this is the first violation. He said Bertucci's wants to do the right thing, and the employee was terminated. He reviewed the steps Bertucci's has taken to ensure compliance. L. Anderson asked if Wayland's rules are different from other towns; T. Perry said the notification to the Police Chief of any change in assistant managers is unique. J. Nolan said he appreciates the acknowledgment of the incident by the principals of the company. C. Karlson said the town is grateful for the restaurant's fundraisers and community support. Board members discussed the turnover of staff and

the breakdown of the process. R. Irving said that while he is concerned that the incident occurred so soon after meeting with the manager, it is offset by the tremendous cooperation of the parties, and he recommended a one-day suspension and one-year probation. C. Karlson closed the hearing at 8:25 p.m.

J. Nolan moved, seconded by M. Antes, that, for allowing the sale of alcohol to an underage person, for not having a designated manager on duty, and for failure to maintain TIPS Certification on August 20, 2015, the liquor license for Bertucci's Restaurant, 14 Elissa Avenue, Wayland, is hereby suspended for a period of one day, on Monday, October 19, 2015, or, if there is a fundraiser that day, an alternate date at the discretion of the Town Administrator or the Chief of Police. The liquor license of Bertucci's Restaurant is also placed on probation for a period of one year, commencing on October 5, 2015, and ending on October 5, 2016. During the period of probation, any violation of Massachusetts Liquor Laws, Chapter 138, or the rules supplement for "Provisions and Consumption of Alcoholic Beverages" will result in an automatic penalty of three days suspension of the liquor license for each separate violation. YEA: L. Anderson, M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSTAIN: none. Adopted 5-0.

A7. Potential Vote regarding "No Parking" Restrictions on Bradford Street The Board was joined by Police Chief Robert Irving and Housing Authority Director Brian Boggia. B. Boggia said the parking on Bradford Street poses a danger to pedestrians, and he requested that the Board designate a part of the street as a "No Parking – Loading Zone." The Board discussed the criteria for a loading zone, and suggested a grace period before enforcement. J. Nolan moved, seconded by M. Antes, to designate the area on Bradford Street, on the south side from Main Street to the Wayland Housing Authority driveway, as "No Parking," with some area to be designated as a commercial loading zone, to go into effect for six months, at which time it may be reviewed upon the recommendation of the Chief of Police. YEA: L. Anderson, M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSTAIN: none. Adopted 5-0.

A6. Consideration and Potential Approval of One-Day Liquor License for Family Promise MetroWest, November 7, 2015 M. Antes moved, seconded by J. Nolan, to approve the one-day liquor license for Family Promise MetroWest on November 7, 2015, at Temple Shir Tikva from 7:00 p.m. to 11:00 p.m. YEA: L. Anderson, M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSTAIN: none. Adopted 5-0.

A9. Discuss and Potentially Approve an Intermunicipal Agreement with the Town of Sudbury for Septage Disposal Facility Disposition The Board discussed the Intermunicipal Agreement with the Town of Sudbury for the disposition of the septage disposal facility, and the letter from resident Werner Gossels, and the opinion from Special Counsel. John Dyer, 30 Cochituate Road, and a member of the former Septage Committee, said he agreed with W. Gossels. He noted that he never saw the final management report, and he felt the final decision should be made at a town meeting. C. Karlson requested that the last financial statement of February 28, 2010, be sent to John Dyer. She noted the opinion of Special Counsel that the IMA does not need to be approved by town meeting, although any appropriations will require approval by town meeting. J. Nolan moved, seconded by L. Anderson, to approve the Intermunicipal Agreement with the Town of Sudbury for the septage disposal facility disposition. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSTAIN: T. Boschetto. Adopted 4-0-1. T. Boschetto expressed concern that the terms were not made public after the vote in executive session.

A8. Discussion and Potential Vote on Positions, Withdrawal, and Order of Special Town Meeting Warrant Articles The Board discussed the article on the acquisition of the municipal parcel in town center. It was noted that liability issues are executive session material. M. Antes moved, seconded by J. Nolan, to recommend to Special Town Meeting the approval of the article, "Acquire Municipal Parcel in Town Center." YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSTAIN: T. Boschetto. Adopted 4-0-1.

The Board was joined by the Recreation Commission (Asa Foster, Stas Gayshan, Frank Krasin, Anna Meliones, and Brud Wright) and Recreation Director Jessica Brodie, to discuss the article, "Seek Special Legislation for Chapter 44 Section 53 E½ Municipal Revolving Fund." C. Karlson expressed concern about the effectiveness of the article, and suggested removing the article from Special Town Meeting in order to continue discussions regarding a financial plan. She said topics for review include a potential stabilization fund, an enterprise fund, and a possible targeted enterprise fund, citing the town beach as an example. J. Nolan said there is concern regarding the current balance in the revolving fund. T. Boschetto said the goal is to be well-prepared for town meeting, and it's possible the public may not have sufficient time to comment. B. Wright said Special Town Counsel has advised there are no limits on the 53 E½ balance, and the Recreation Commission envisions using the excess funds for capital improvements. A. Meliones said the article simply supports sending a request to the state level. B. Wright said there are irrelevant issues being raised. He said the Recreation Commission has a five-year capital plan to show the use of the funds. C. Karlson said the town made a promise to its auditors to match revolving fund expenses to income. The Board discussed removing the article from Special Town Meeting, citing the conflicting financial plans. T. Boschetto said he has never seen the Board remove an article proposed by another board, and felt there is merit to bringing it to town meeting. B. Wright expressed confidence in the article going forward. J. Brodie said the Recreation budget is an ongoing process, and there was never a model created after the formation of the DPW to pay salaries from the revolving fund; she said the current fee structure does not support salaries. J. Nolan moved, seconded by L. Anderson, to recommend to Special Town Meeting the approval of the article, "Seek Special Legislation for Chapter 44 Section 53 E½ Municipal Revolving Fund." YEA: none. NAY: M. Antes, C. Karlson, J. Nolan. ABSTAIN: L. Anderson, T. Boschetto. The motion failed, 0-3-2.

A10. Town Administrator Evaluation: Discuss Process and Review Draft Evaluation Form The Board reviewed the process for the Town Administrator evaluation. N. Balmer said she supports a public evaluation process. C. Karlson asked the Board to send their individual evaluations to her by October 19, and she will prepare a final evaluation for November 2. T. Boschetto said he would like to have a 360 evaluation, which includes feedback from many sources. C. Karlson agreed, although she noted it may be better suited to the discussion of goals.

A11. Town Administrator Goals: Discussion and Potential Vote to Accept N. Balmer reviewed the Town Administrator Goals. The Board asked for more specific goals, and suggested an IT implementation plan, improved interaction with the public regarding permitting, and staff training and support.

A12. Discussion and Potential Vote on Policies T. Boschetto moved, seconded by J. Nolan, to approve the Board policies, "Provision and Consumption of Alcoholic Beverages," "Appointments to Town Boards and Committees," and "Proclamations and Certificates of Recognition." YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSTAIN: T. Boschetto. Adopted 5-0.

A15. Report of the Town Administrator N. Balmer said the Board is invited to tour Mainstone Farms on October 28. She said Sherman's Bridge was closed last week to replace planks. She said staff is still working on the application to invest OPEB funds in PRIT. She reported on a presentation on the Minuteman School Building project, and provided a response from Fire Chief Houghton regarding natural gas leaks.

A16. Selectmen's Reports and Concerns T. Boschetto said his resignation from the Board will be effective on November 10, 2015, and he will work to make it a smooth transition. The Board thanked him for his contributions. M. Antes said the Lobster Fest on October 4 to support the Friends of the Council on Aging was a great success. She reported on the October 3 Massachusetts Selectmen's Association meeting. J. Nolan reported on the 495 Partnership meeting; he said he spoke to Lieutenant Governor Karyn Polito about regional transportation priorities. L. Anderson reported on the Massachusetts Municipal Association legislative breakfast on October 16. C. Karlson provided an update on the last meeting of the OPEB

Advisory Committee, on September 29 and said she has prepared a list of follow-up items. She also reported on the Wayland Real Asset Planning (WRAP) Committee meeting on September 30.

A17. Enter into Executive Session 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 Municipal Parcel at Town Center and the Value of Real Property at 87 Old Connecticut Path, Wayland, Commonly Known as Mainstone; and 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 10:45 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 value of real property at 87 Old Connecticut Path, Wayland, commonly known as Mainstone, because a public discussion of the matter may have a detrimental effect on the bargaining or negotiating position of the Town. The discussion of the municipal parcel at Town Center and the pending action regarding Bernstein et al v. Planning Board et al was discussed at an earlier executive session. Roll call vote: YEA: L. Anderson, M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSTAIN: none. Adopted 5-0. Chair C. Karlson invites attendance by Town Administrator Nan Balmer. The Board will reconvene in open session for the purpose of adjourning in approximately five minutes.

The Board returned to open session at 10:55 p.m.

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 L. Anderson, to adjourn the meeting of the Board of Selectmen at 10:56 p.m. YEA: L. Anderson, M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSTAIN: none. Adopted 5-0.

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 5, 2015 Board of Selectmen's Meeting

1. Memorandum of 10/2/15 from Office of the Town Administrator, re: Application of China Rose for an Alteration of Premises
2. Notice of Hearing, 9/23/15, to Derrick A. Plante, Bertucci's Restaurant, re: Liquor License Violation, with Incident Report from Police Department, August 20, 2015

3. Application for a One-Day Liquor License for Family Promise MetroWest, November 7, 2015, at the Temple Shir Tikva
4. Memorandum of 7/27/15 from Police Chief Robert Irving to Nan Balmer, Town Administrator, re: No Parking Zones, Bradford Street
5. Chart of Special Town Meeting Articles with Assignees and Positions
6. Memorandum of 10/5/15 from John Senchyshyn, Assistant Town Administrator/HR Director, to Board of Selectmen, re: Sudbury/Wayland Septage Intermunicipal Agreement
7. Guidelines for Town Administrator Evaluation, 10/5/15, prepared by Cherry Karlson, Chair, Board of Selectmen
8. Memorandum of 10/1/15 from Office of the Town Administrator, re: Revised Policies on Liquor Licenses, Appointments to Town Boards and Committees, and Proclamations and Certificates of Recognition
9. Memorandum of 10/2/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Town Administrator Goals
10. Town Administrator's Report for the Week Ending October 2, 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 October 19, 2015

Attendance: Lea T. Anderson, Mary M. Antes, Tony V. Boschetto (arrived 6:53 p.m.), Cherry C. Karlson, Joseph F. Nolan

Also Present: Town Administrator Nan Balmer

A1. 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 At 6:35 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 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, because a public discussion of these matters may have a detrimental effect on the bargaining, negotiating or litigating position of the Town. Roll call vote: YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: T. Boschetto. ABSTAIN: none. Adopted 4-0. Chair C. Karlson invites attendance by Town Administrator Nan Balmer, Director of Public Works Stephen Kadlik, Conservation Administrator Brian Monahan, Board of Public Works Chair Chris Brown, Town Counsel Mark Lanza, and Executive Assistant MaryAnn DiNapoli. The Board will reconvene in open session in approximately twenty-five minutes.

The Board returned to open session at 7:13 p.m.

A2. Call to Order by Chair Chair C. Karlson called the open meeting of the Board of Selectmen to order at 7:14 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 a League of Women Voters forum on October 20 regarding the Town Center, and a Council on Aging/Community Center Advisory Committee forum on October 22 regarding the environmental issues at the municipal pad.

A3. Public Comment Richard Turner, 7 Nob Hill Road, expressed concerns about the maintenance of the Veterans' Memorial and the condition of the U.S. flags being flown at the town buildings. He said he spent four hours cleaning the Veteran's Memorial himself, and the town needs to take responsibility.

A4. Vote to Sign Special Town Meeting Warrant M Antes, moved, seconded by L. Anderson, to sign the warrants for the November 2015 Special Town Meeting. Roll call vote: YEA: L. Anderson, M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A5. Discuss Resignation of Selectman with Town Counsel and Transition of Board Portfolio

Assignments The Board was joined by Town Counsel Mark Lanza to discuss filling the Board position left vacant by the resignation of T. Boschetto. M. Lanza said the Board of Selectmen can call for a special election to fill the interim position, or wait until the annual town election in April 2016. Alternatively, two hundred registered voters can call a special town election to fill the remainder of the term. It was the sense of the Board that the cost of a special town election was not justified for the limited time involved. The Board revised the portfolio assignments.

A6. Discussion about Minuteman The Board was joined by Mary Ellen Castagno, Wayland's representative to Minuteman. L. Anderson reported on a meeting in Lexington on October 15 with representatives of the Wayland School Committee and Lexington town officials. She said Lexington was looking for input while considering their comments for their November Special Town Meeting article. L. Anderson said she explained Wayland's rationale for leaving the district, and the financial implications. She said Lexington felt it was time to focus on building a new Minuteman school, and not on Wayland. M. Castagno said they discussed the impact on tuition and the ability of the students to attend the school. L. Anderson said the Town of Dover has expressed a desire to withdraw as well, but the timing is not good. The Town of Stow has an article at its Special Town Meeting on November 16, and has invited someone from Wayland to speak. Board members discussed the costs of withdrawal and the timing of the final decision. T. Boschetto said he would speak in Stow, and L. Anderson said she would speak in Weston.

A7. Interview and Potential Committee Appointment Randall Moore joined the meeting via telephone to interview for a position on the Audit Committee. He reviewed his background in management consulting and his interest in the position. T. Boschetto moved, seconded by J. Nolan, to appoint Randall Moore to the Audit Committee for a term to expire on June 30, 2018. YEA: L. Anderson, M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A8. 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 At 8:05 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 collective bargaining pertaining to the Police and Fire unions, because a public discussion of these matters may have a detrimental effect on the bargaining or 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 Senchyshyn. Fire Chief David Houghton and Police Chief Bob Irving. The Board will reconvene in open session in approximately twenty minutes.

The Board returned to open session at 8:38 p.m.

A9. Presentation and Potential Vote on FY17 Capital Projects Fire Chief David Houghton appeared before the Board to review the Fire Department capital requests. He said he is requesting three vehicles: a ladder and fire truck, a rescue pump truck, and a fire vehicle. He said his first priority is a ladder truck, which will provide greater reach; he also noted that the current truck cannot ventilate roofs with solar panels. He said the rescue pump truck will replace engine two, which has rot and may be deemed unsafe. Finally, he requested a new fire vehicle which can accommodate a command console in the back, and he said the current fire vehicle could be repurposed as a fleet car. Board members discussed the advisability of using ambulance receipts for funding; C. Karlson said it is a Finance Committee decision. In regard to the JCC request, D. Houghton explained the need for repeaters for the radio system.

The Board was joined by Ben Keefe, Facilities Director. He reviewed the need to replace the Library rotunda windows, the roof and door repairs at the transfer station building, and the demolition of the old DPW building. He said he included the new Council on Aging facility as a placeholder, but expects it will become a town meeting article. He said the demolition cost of \$330,000 for the old DPW building is an estimate. The Board discussed the potential mitigation needs on the site, and the advisability of postponing the demolition with an expectation that a library project will receive reimbursement funds from the state. B. Keefe said there may be safety issues. C. Karlson said the Board is anticipating more information from the Wayland Real Asset Planning (WRAP) Committee. M. Antes asked about renovations to Station Two and the Town Building. B. Keefe said there is funding in the current budget for a Station Two tight tank and electrical work, and window repairs and exterior painting at the Town Building.

A14. Review and Approve Consent Calendar (See Separate Sheet) M. Antes moved, seconded by J. Nolan, to approve the consent calendar. YEA: L. Anderson, M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSTAIN: none. Adopted 5-0.

A10. Review Draft Motions for Special Town Meeting Warrant Articles The Board reviewed the draft motions for the Special Town Meeting. C. Karlson asked that any comments on the motions be forwarded to her for discussion at the next meeting.

A9. Presentation and Potential Vote on FY17 Capital Projects (Continued) The Board discussed the sustainability of the debt service cost and reviewed the town policy. T. Boschetto said he would prefer to create a policy of debt neutrality, then prioritize capital requests accordingly; he suggested that the Board be proactive in its recommendations. C. Karlson said the Finance Committee controls the budget. J. Nolan said that while it is the responsibility of the Finance Committee to make budget decisions, it would be helpful for the Board to have an understanding of the debt service.

A11. Town Administrator Evaluation: Receive Individual Draft Comments C. Karlson said she has received the individual comments from the Board, and will combine them into a final document for discussion on November 2.

A9. Presentation and Potential Vote on FY17 Capital Projects (Continued) The Board was joined by Brian Monahan, Conservation Administrator. He said the request for Snake Brook Dam repairs has been withdrawn for further study. He said work needs to be done on the shed and office upgrades, and the request for land acquisition is a placeholder. The Board agreed to review the open capital balance at the next meeting.

A12. Town Administrator Goals: Discussion and Potential Vote to Accept The Board reviewed the revised goals of the Town Administrator. It was suggested that the timelines for the goals be staggered and extended through September 2016. J. Nolan said he would advocate for a stronger administrator. N. Balmer said she agreed, but noted the volume of work and communication, and the lack of control over elected boards. J. Nolan moved, seconded by M. Antes, to accept the goals as drafted by the Town Administrator dated October 19, 2015, with the caveat that the Town Administrator be empowered to make minor revisions in the language of bullet two on page one. YEA: L. Anderson, M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSTAIN: none. Adopted 5-0.

A13. Discussion and Potential Vote on Policies The Board reviewed the current Board policy on signs. There was discussion regarding the approval of signs on library and school property, the potential use of LED signs, and the input of resident Michael Lowery. M. Antes agreed to review and revise the policy for future Board consideration.

A15. Review Correspondence (See Separate Index Sheet) The Board reviewed the week's correspondence. J. Nolan highlighted the need for better maintenance of the Veterans' Memorial and the U.S. flags on town property. L. Anderson noted the designation of Wayland as one of the safest towns in Massachusetts. The Board thanked T. Boschetto for his service.

A16. Report of the Town Administrator N. Balmer said there will be a tour of Mainstone Farm for the Board on October 28. It was the sense of the Board to request a written legal opinion regarding the option of pursuing a long-term lease or a purchase of the municipal parcel. The Board asked that correspondence from resident Mark Hayes be directed to the town office.

A17. Selectmen's Reports and Concerns J. Nolan said the Board of Public Works may present certain capital requests as town meeting articles. C. Karlson reported the on Massachusetts Municipal Association legislative breakfast on October 16.

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 L. Anderson, to adjourn the meeting of the Board of Selectmen at 10:42 p.m. YEA: L. Anderson, M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSTAIN: none. Adopted 5-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of October 19, 2015

1. Letter of 10/15/15 from Richard Turner, Veterans Graves Officer, to Board of Selectmen
re: Maintenance of Veterans' Memorials
2. Fire Department Capital Request for FY2017
3. Résumé of Randall Moore, Applicant for the Audit Committee

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



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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
October 26, 2015

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

Absent: 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 7:00 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. L. Anderson reminded residents of the ongoing flu clinics, and said she will speak in Weston on the Minuteman issue on October 28. C. Karlson noted the Moderator's Forum on October 28.

A2. Public Comment Rachel Bratt, 26 Charena Road and Chair, Wayland Housing Partnership, distributed a memo urging the Board to add an addendum to the River's Edge RFP to inform developers of the new Wayland housing production plan. She said the Housing Partnership did not vote that she represent them in this matter. Town Planner Sarkis Sarkisian said the new housing production plan has not yet been approved. Mark Hayes, 1 Sylvan Way, expressed concern that the computer security of the town has not been properly addressed. Linda Segal, 9 Aqueduct Road, said she received, through a public records request, a sampling proposal by LSP Ben Gould dated August 31 regarding the municipal parcel. She noted the proposal was not in the Selectmen's packet, and it recommended a sampling plan over more land. She also said that the environmental issues at the municipal parcel are not comparable to previous town land purchases.

A3. Meet with Andrew Gallinaro, Senior Vice President, Director of Asset Management for National Development for the Town Center Project The Board was joined by Andrew Gallinaro, Senior Vice President, and Scott Turner, Property Manager, for National Development. A. Gallinaro said they are a local firm based in Newton, and they manage mixed-use developments within the 495 belt. He said they manage the business property, not the housing, with the exception of the apartments above the storefronts. The Board discussed the occupancy rates and the foot traffic. M Antes asked about concerts on the green, and C. Karlson asked about the potential for an ice skating rink. A. Gallinaro said he would be happy to support community functions. J. Nolan noted the development of the municipal pad would increase the traffic to the retail center.

A4. Presentation and Recommendations Regarding Information Technology Analysis by Craig Finley, McGladrey Associates, with Representatives of the Finance Committee and the Personnel Board Craig Finley of McGladrey Associates, now known as RSM, appeared before the Board to discuss information technology. He reviewed strategy, organization and applications, and a roadmap for development. He discussed meeting with the staff and looking at the current policies and procedures; he said the current model in Wayland does not provide the necessary support. He said the shared service environment between the town and the schools has stressed the current staff; that Munis is not being used to capacity, and that the help desk tool has limited use. In regard to infrastructure, he noted end of life

equipment and unsupported operating systems. In regard to risks and controls, he said there is a need to document policies and procedures and assign responsibilities. He said Wayland allocated 1.3% of revenue to IT, and the industry average is 3.6%. He advised proceeding in three phases: address immediate existing technology needs, then enhance strategy and support, and thirdly, leverage technology as a strategic enabler. The Board discussed state grants, outsourcing a firewall management service, determining storage needs, migrating the email platform, and educating the staff about risk. He said having an Executive IT Director is key, and should be addressed at the April Annual Town Meeting. Long-term goals include document management, patch management, upgraded network equipment, improved management of Munis, and an actively updated town website.

C. Karlson asked about school services, the comparison to peer towns, and the need to mitigate risks on a faster timetable. C. Finley said the focus of the study was town services, although the school is involved in the Munis discussion. He said most towns allocate approximately 2% of revenue to IT, and he cited Foxborough and North Andover as having successfully integrated the school and town IT functions. He emphasized the importance of assigning an Executive IT Director to guide the project in a timely manner. J. Nolan noted the key issue is security, and asked what could be done in the near term. C. Finley said awareness, training, and having a key staff member to take responsibility is most important. L. Anderson said residents are questioning the order of events, and asked if patch management should be a priority. C. Finley said the funding needs to be approved at town meeting and staff needs to be put in place to manage it correctly. Nancy Funkhouser, Chair, Finance Committee, said if any modifications to the current year transfer were being considered for Special Town Meeting, it should be done quickly. Gordon Cliff, 2 Highfields Road, asked for more peer town examples. C. Finley cited Hanson/Whitman, Plymouth, Abington and Weston. Mark Hayes, 1 Sylvan Way, said the town should move forward quickly with a new hire or outsource the job if necessary. Leisha Simon, IT Director, agreed that the town needed more staff for a consolidated effort. Rajiv Shridhar, 17 Snakebrook Road, discussed patch management in regard to security, and suggested that the review extend to the schools. The Board thanked everyone for their work on this project.

A6. Energy Initiatives Advisory Committee Update The Board was joined by Ben Keefe, Facilities Director, and Ellen Tohn, Energy Initiatives Advisory Committee, to provide an update on the solar project. He said Ameresco has offered two construction schedule options, and recommended Option Two, noting that although it will postpone the project until the summer of 2016, it is more economical and will not interfere with the school schedule. He also advised the Board that the net metering allocation caps have been assigned for the high school, the middle school, and the DPW building. It was the sense of the Board to confirm the choice of Option Two.

A5. FY17 Capital The Board was joined by Financial Analyst Beth Doucette and IT Director Leisha Simon to discuss the IT capital requests, including firewall upgrades, patch management, and Munis upgrades. C. Karlson asked if patch management could be done sooner by outsourcing. E. Doucette said staffing is essential for implementation and support. The Board discussed whether it was advisable to expand the current year transfer request. L. Simon said from a security standpoint, it would be advisable, but from a staffing standpoint, it would be very difficult. L. Anderson suggested putting the patch management in place with a consultant to oversee it, and C. Karlson asked B. Doucette to get an estimate of the cost. It was the sense of the Board to proceed with the development of a job description for an Executive IT Director. Nancy Funkhouser, Chair, Finance Committee, asked the Board to prepare a budget request for Special Town Meeting as soon as possible; J. Nolan said the Board will need to justify the increase from the printed warrant. In regard to the long-term plans, L. Simon discussed the need to replace end of life equipment, the High School core network, and secure storage capacity.

The Board was joined by Fire Chief David Houghton. He said he considers both the ladder truck and the rescue pump truck to be essential. In regard to the former DPW building, he advised the Board that Massachusetts passed new fire prevention codes in January, which will increase the cost of securing and monitoring the vacant building. He said that without heat, the roof is subject to collapse under the snow, and he advised the Board that it may not be in the best interest of the town to delay the demolition. C. Karlson asked for an actual cost of demolition without site cleanup or removal of the slab.

It was the sense of the Board to support the JCC repeaters, the ladder truck and rescue pump truck for the Fire Department, the SAN, and the transfer station improvements. C. Karlson said she would prefer to wait until after Special Town Meeting to vote on the Library windows or the Council on Aging facility. The Board asked N. Balmer to prepare a memo to the Finance Committee for review at a future meeting.

A7. Continued Discussion of Combined Draft of Town Administrator Evaluation C. Karlson distributed a revised draft of the Town Administrator evaluation, and noted that the individual Board comments are in the packet. She said she will have a final version after Special Town Meeting.

A8. Review and Approve Consent Calendar (See Separate Sheet) J. Nolan moved, seconded by M. Antes, to approve the consent calendar with edits to the minutes. YEA: L. Anderson, M. Antes, T., C. Karlson, J. Nolan. NAY: none. ABSENT: Boschetto ABSTAIN: none. Adopted 5-0.

A9. Review Correspondence (See Separate Index Sheet) The Board reviewed the week's correspondence. L. Anderson noted Lexington's 3-2 vote not to approve Wayland's request to withdraw from Minuteman.

A10. Report of the Town Administrator N. Balmer said she has requested a legal opinion from environmental counsel on the advisability of going forward as a lease, purchase, or eminent domain taking of the municipal parcel in regard to mitigating the risk when acquiring contaminated property. In regard to OPEB, she said the town is preparing an application to join PRIT. She reminded the Board of the Mainstone Farm tour on October 28, and noted the request from the Public Ceremonies Committee to attend the Veterans' Day services on November 11.

A11. Selectmen's Reports and Concerns M. Antes reported on a Habitat for Humanity meeting with town staff to talk to families about town services. J. Nolan suggested that the town consider improving the ability to accept credit cards when updating IT, and he asked that the interface with staff in the building department be improved. L. Anderson reported on the meeting in Weston on October 21 regarding Minuteman. J. Nolan said he will attend the Department of Transportation conference on October 28. C. Karlson reported on the League of Women Voters forum on Town Center on October 20, and the Council on Aging/Community Center Advisory Committee forum on October 22 regarding the environmental issues at the municipal pad. She asked that the Board consider removing the discussion of environmental issues from executive session. She reminded Board members to complete the Conflict of Interest test, and said the Board discussion about Town Counsel policy will be scheduled after Special Town Meeting.

A12. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any The Chair said, "I know of none."

A13. 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 10:07 p.m. YEA: L. Anderson, M. Antes, C. Karlson, J. Nolan. NAY: none. ABSENT: T. Boschetto. ABSTAIN: none. Adopted 4-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of October 26, 2015

1. Letter from Richard Turner, Chair, Public Ceremonies Committee, to Board of Selectmen, re: Wayland Veterans Day Events
2. Memorandum of 10/21/2015 from Mary Hays to Board of Selectmen re: One Key Computer Security Problem that Puts Wayland at Risk, and SANS Top 20 Critical Security Controls
3. Promotional Literature, National Development
4. Thing from Rachel Bratt

Items Included as Part of Agenda Packet for Discussion During the October 26, 2015 Board of Selectmen's Meeting

1. Memorandum of 10/26/15 from John Senchyshyn, Assistant Town Administrator/HR Director, to Board of Selectmen, re: Meeting with Representatives from the Town Center Management Group
2. Memorandum of 10/26/15 from John Senchyshyn, Assistant Town Administrator/HR Director, to Board of Selectmen, re: Presentation of Information Technology from McGladrey Associates and Final Report
3. Memorandum of 10/26/15 from John Senchyshyn, Assistant Town Administrator/HR Director, to Board of Selectmen, re: Presentation, Discussion and Review of FY17 Capital Requests under the Jurisdiction of the Board of Selectmen, and Memorandum of 10/19/15 from Nan Balmer, Town Administrator to Board of Selectmen re: FY 17 Capital Project
4. Memorandum of 10/22/15 from Ben Keefe, Facilities Director, to Board of Selectmen, re: Solar Project Update
5. Memorandum of 10/26/15 from John Senchyshyn, Assistant Town Administrator/HR Director, to Board of Selectmen, re: Town Administrator Evaluation



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, November 16, 2015
Wayland Town Building
Selectmen's Meeting Room
CONSENT CALENDAR

1. Vote the Question of Approving and Signing the Weekly Payroll and Expense Warrants
2. Vote the Question of Approving the Invoice from Anderson & Kreiger LLP, Reference 112932/5415-001, dated June 17, 2015: \$2,256.00
3. Vote the Question of Approving the Invoice from Anderson & Kreiger LLP, Reference 113651/5415-001, dated August 17, 2015: \$4,480.11
4. Vote the Question of Approving the Invoice from Anderson & Kreiger LLP, Reference 114017/5415-001, dated September 17, 2015: \$12,572.68
5. Vote the Question of Approving the Invoice from Byrne McKinney & Associates Inc., Land Appraisal, River's Edge, Invoice 2014-199 dated August 11, 2015,: \$6,500.00
6. Vote the Question of Approving the Invoice from Edward H. Marchant, Real Estate Advisor, dated August 9, 2015: \$1,000.00

ANDERSON
KREIGER

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

June 17, 2015

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

Reference # 112932 / 5415-001

In Reference To: River's Edge Special Counsel

Total Current Billing:	2,256.00
Previous Balance Due:	1,256.18
Total Now Due:	<u>3,512.18</u>

PLEASE NOTE: ALL BALANCES DUE WITHIN 30 DAYS

B/S PENDING APPROVAL
BY REOC

ANDERSON
KREIGER

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

August 17, 2015

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

Reference # 113651 / 5415-001

In Reference To: River's Edge Special Counsel

Total Current Billing:	4,480.11
Previous Balance Due:	7,823.16
Total Now Due:	12,303.27

PLEASE NOTE: ALL BALANCES DUE WITHIN 30 DAYS

ANDERSON
KREIGER

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

September 17, 2015

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

Reference # 114017 / 5415-001

In Reference To: River's Edge Special Counsel

Total Current Billing:	12,572.68
Previous Balance Due:	6,736.11
Total Now Due:	19,308.79

PLEASE NOTE: ALL BALANCES DUE WITHIN 30 DAYS

Joe 9/21/15
contingent on R GAC

BYRNE MCKINNEY & ASSOCIATES, INC.

607 BOYLSTON STREET, SIXTH FLOOR, BOSTON, MA 02116

Tel: 617-578-9777 ♦ Fax: 617-578-9778 ♦ E-Mail: byrnemckinney@byrnemckinney.com

Invoice

BILL TO
Ms. Elizabeth Doucette Office Of The Town Administrator 41 Cochituate Road Wayland, MA. 01778-2614

DATE	INVOICE #
8/11/2015	2014-199

Byrne McKinney and Associates, Inc. Tax ID# 04-3069241

JOB #	REP
2015-10	PSM

DESCRIPTION	AMOUNT
Land Appraisal--River's Edge	6,500.00
Total	\$6,500.00

EDWARD H. MARCHANT
EHM/Real Estate Advisor
9 Rawson Road
Brookline, MA 02445-4507

August 9, 2015

Economic Development Committee
Town of Wayland
Wayland Town Building
41 Cochituate Road
Wayland, MA 01778

Attention: Rebecca Stanizzi, Chair

INVOICE

For real estate advisory services to the Economic Development Committee re: review of the draft Request for Proposal, Design Guidelines and Land Disposition Agreement for the development of the proposed River's Edge project, including telephone conversation with Rebecca Stanizzi to review and discuss my questions, suggested edits and suggested additions. Work authorized by Rebecca Stanizzi in email dated July 1, 2015.

\$1,000.00



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**REVISED LIST OF PUBLIC DOCUMENTS PROVIDED TO
THE BOARD OF SELECTMEN FROM OCTOBER 29, 2015,
THROUGH AND INCLUDING NOVEMBER 12, 2015,
OTHERWISE NOT LISTED AND INCLUDED IN THE
CORRESPONDENCE PACKET FOR NOVEMBER 16, 2015**

Items Distributed To the Board of Selectmen –October 29-November 12, 2015

1. None

**Items Distributed for Information and Use by the Board of Selectmen at the
Meetings of November 2 and November 9, 2015**

1. Letter of 10/30/15 from Raytheon to Nan Balmer, Town Administrator, re: Future Municipal Parcel at Wayland Town Center
2. Discussion Points and Municipal Land Data Base, 10/30/15, from Gretchen Schuler, Wayland Real Asset Planning (WRAP) Committee
3. Public Comment, IT Transfer Update for Special Town Meeting
4. Email of 11/9/15 from Beth Butler, School Committee, re: Minuteman

**Items Included as Part of Agenda Packet for Discussion During the November 16,
2015 Board of Selectmen's Meeting**

1. Memorandum of 11/16/15 from Nan Balmer, Town Administrator, to Board of Selectmen re: Order for Location of Conduit, 41 Shaw Drive, and Backup Material
2. Memorandum of 11/13/15 from Office of the Town Administrator to Board of Selectmen re: Appointment to Vacant Position as Associate to the Planning Board and Letters of Interest from Jennifer Steel, Nicole Riley, and Paul Morenberg
3. Discussion Points and Municipal Land Data Base provided by Gretchen Schuler, Wayland Real Asset Planning (WRAP) Committee
4. Memorandum of 11/13/15 from Office of the Town Administrator to Board of Selectmen re: Appointment to River's Edge Advisory Committee and Letter of Interest from Mike Ellenbogen
5. Chart of 2015 Special Town Meeting Article and Suggested Board of Selectmen/Town Administrator Next Steps prepared by Nan Balmer, Town Administrator
6. Memorandum of 11/16/15 from Nan Balmer, Town Administrator, to Board of Selectmen re: Preliminary Submission of FY17 Operating Budget Under Chapter 19-4 of Town Code/FY17 Budget Process
7. Memorandum of 11/16/15 from Nan Balmer, Town Administrator, to Board of Selectmen re: FY17 Personnel Requests
8. Memorandum of 11/16/15 from Nan Balmer, Town Administrator, to Board of Selectmen re: FY17 Capital Projects, and Memorandum of 11/16/15 from Nan Balmer, Town Administrator, to Finance Committee re: FY17 Capital Projects
9. Town Administrator's Report for the Week Ending November 13, 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, November 16, 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, Information Technology
2. Public Comment, Board of Public Works Decision on Plowing of Common Drives
3. Letter of 10/30/15 from Raytheon to Nan Balmer, Town Administrator, re: Future Municipal Parcel at Wayland Town Center
4. Letter of 11/2/15 from Stephen Kadlik, DPW Director, to William L. Shannon, re: Water Ban, with Letter received 10/29/15 from William L. Shannon
5. Letter of 11/4/15 from Nathalie L. Rice, Town Clerk, Town of Lexington, to Nan Balmer, Town Administrator, Certified Vote from Special Town Meeting
6. Letter of 11/4/15 from Minuteman School Committee to Board of Selectmen re: Confirmation of Lexington Vote
7. Letter of 11/5/15 from Stephen Kadlik, DPW Director, to Janis Kaps, re: 21 Shawmut Road Extension
8. Memorandum of 11/10/15 from Concord Select Board to Selectmen of Minuteman Communities re: Boxborough's Proposed Protocol for Adopting Regional Amendment; Bonding, and Withdrawing of October 2015
9. Monthly Report, Animal Control, October 2015
10. Monthly Report, Police Department, October 2015

Conservation Commission

11. First Amendment to the Chapter 194 Permit, 11/9/15, from Brian Monahan, Conservation Administrator, re: 74 Sears Road

Zoning Board of Appeals

12. Public Hearing, November 24, 2015, 59 Woodland Road

Minutes

13. Council on Aging/Community Center Advisory Committee, February 12, 2015, October 1, 2015, October 14, 2015
14. Economic Development Committee, February 26, 2015, March 26, 2015, June 18, 2015
15. Electronic Voting Implementation Subcommittee, October 8, 2015
16. Finance Committee, September 16, 2015
17. Municipal Affordable Housing Trust Fund Board, October 7, 2015
18. Planning Board, October 6, 2015, October 20, 2015
19. Wayland Real Asset Planning (WRAP) Committee, October 14, 2015

State

20. Letter of 10/27/15 from Massachusetts Municipal Association re: New Constellation Business Development Managers
21. Email of 11/2/15 from Massachusetts Municipal Association re: Massachusetts Municipal Management Association Scholarship Programs
22. Department of Public Utilities, Notice of Filing and Public Hearings, D.P.U. 15-161, D.P.U. 15-164 D.P.U. 15-169

DiNapoli, MaryAnn

From: Senchyshyn, John
Sent: Friday, October 30, 2015 6:48 PM
To: DiNapoli, MaryAnn
Subject: FW: New IT Director for Wayland: A better, lower cost option
Attachments: 10.30.2015 - Public letter to the BoS re outsourced IT Director.pdf

For the packet ...

From: Mark Hays [mailto:markallenhays@gmail.com]
Sent: Friday, October 30, 2015 6:42 PM
To: Karlson, Cherry; Lea@Anderson.name; Nolan, Joseph F.; Boschetto, Anthony V.; Antes, Mary
Cc: Balmer, Nan; Doucette, Elizabeth; Senchyshyn, John
Subject: New IT Director for Wayland: A better, lower cost option

Dear members of the Wayland Board of Selectmen:

Reflecting on the McGladrey report, Wayland could avoid hiring a dedicated IT Director and Business Systems Administrator. Both positions could be outsourced, which would provide four key benefits.

Attached is a letter with details.

Have a great weekend!

Mark

New IT Director for Wayland: A Better, Lower Cost Alternative

30 October, 2015

To: Wayland Board of Selectmen
41 Cochituate Road
Wayland ,MA 01778

From: Mark Hays
Cell: 508.661.9733
Email: MarkAllenHays@Gmail.com

Dear members of the Wayland Board of Selectmen:

Reflecting on the McGladrey report, Wayland could avoid hiring a dedicated IT Director and Business Systems Administrator. Both positions could be outsourced, which would provide four key benefits:

- 1. Difficult to hire:** It would be very difficult for Wayland to hire a talented and experienced IT Director – competing with the salaries, bonuses and stock options offered by growing IT companies in the Boston metro area. For the ‘Business Systems Analyst’ proposed by McGladrey (2A, page 16) it would be even more difficult to find anyone with MUNIS experience.
It would be much easier to ‘rent’ an experienced IT Director from an outsourcing company – and a MUNIS consultant from Taylor Technologies.
- 2. Time:** Even if Wayland hired an IT recruiting firm, it would be difficult and time consuming to find the right candidates for either position. Plus, new hires often do not work out – which would lead to a restart and more delays.
- 3. Cost:** Wayland needs a solid manager, full time, in both positions -- for a while. After all of the upgrades are in place and an IT outsourcing company is handling much of the day-to-day, both positions will drop to ~30% to ~50% of a FTE. Costs might be a bit higher in Year 1, but would drop every year thereafter. Plus, no benefits or long-term costs.
- 4. Reliability:** If Wayland does hire a qualified candidate into either position, there is a good chance they will jump to another company. Then we would need to restart the process. Outsourcing removes this risk.

In short, outsourcing is a better option for both positions.

For similar reasons, IT outsourcing has become an increasingly popular option for many non-profits and SMB organizations that need solid IT resources.

Please let me know if you have any questions.



Mark Hays

Confidential Computer Security Information

This public letter does not include details regarding the major security problem which have not already been made public. Please include a copy in your next meeting packet, to be posted on the Wayland Web site.

CC: Wayland Finance Committee, School Committee, Dr. Paul Stein, Nan Balmer, and public media.

DiNapoli, MaryAnn

From: Senchyshyn, John
Sent: Monday, November 02, 2015 6:56 AM
To: DiNapoli, MaryAnn
Subject: FW: Increase needed in the IT Transfer at STM
Attachments: 10.30.2015 - Public letter to the BoS re increase in IT transfer.pdf; Wayland FY2015 IT priorities and plan - v1e - 10.31.2015.pdf

From: Mark Hays [mailto:markallenhays@gmail.com]
Sent: Saturday, October 31, 2015 12:01 PM
To: Karlson, Cherry; Lea@Anderson.name; Nolan, Joseph F.; Boschetto, Anthony V.; Antes, Mary
Cc: Balmer, Nan; Doucette, Elizabeth; Senchyshyn, John
Subject: Increase needed in the IT Transfer at STM

Dear members of the Wayland Board of Selectmen:

Attached is an updated review of the increase needed in the IT Transfer request for STM. I found a couple of corrections:

- I had omitted the cost of the SAN upgrade, which should also include upgrades for the data backup system
- The McGladrey report did not include the total cost for the OS / hardware upgrades

These changes bring the total to \$497,000 in FY2015, very close to my original estimate. A 10% allowance should be added for unexpected costs, bringing the total to \$547,000.

Also attached is a recap of the high priority upgrades and a timeline for implementation. Much work needs to be done.

This timeline also highlights the significant delays that would be created if you wait to fund the upgrades at ATM in April.

Please let me know if you have any questions.

Mark Hays

IT Transfer: Increase Needed at Special Town Meeting

30 October, 2015

To: Wayland Board of Selectmen
41 Cochituate Road
Wayland ,MA 01778

From: Mark Hays
Cell: 508.661.9733
Email: MarkAllenHays@Gmail.com

Dear members of the Wayland Board of Selectmen:

The McGladrey / RSM presentation at Monday’s BoS meeting was very informative. Hopefully it is now clear that a larger transfer to cover the cost of recommended IT upgrades is a good idea. As McGladrey noted, Wayland has been underfunding IT: just 1.3% of revenue last year, compared to an average of 3.6%. Now Wayland needs to play catch-up and urgent computer security upgrades cannot wait.

I urge you to work with the Wayland Finance Committee and School Committee to propose an amendment at Special Town Meeting to boost the FY2015 transfer for “Town Information Technology” from \$70,000 to \$547,000 – to be funded out of the current free cash surplus. This will cover the cost of high priority security upgrades, the new Wayland IT Director position, managed IT services and related changes noted in McGladrey’s report, plus the upgrades included in the current transfer request:

- 1. **Hosted Exchange email service** \$ 20,000
- 2. **New firewalls plus onsite vendor installation and configuration services** \$ 50,000
- 3. **Endpoint security system** with onsite vendor installation and configuration services – which will cost more than McGladrey’s estimate of \$25K to \$40K on page 15, 1H. \$80,000 is the average for Year 1 based on a review of leading vendors. Note: “endpoint security” is the current term for this type of product, which includes patch and vulnerability management. \$ 80,000
- 4. **Managed IT services** outsourced to a vendor as shown on page 15, 1A, for 6 months. This will accelerate the upgrades, improve quality – at lower cost. \$ 50,000

5. **New change control process** with oversight by the IT managed services company, as shown on page 15, 1D. There will be some cost as shown to the right, although this was not noted by McGladrey \$ 25,000

6. **New Wayland IT Director**, six months at \$125,000 / year as shown on page 15, 1G Wayland should consider outsourcing this position vs a direct hire. \$ 77,500

7. **Upgrade old Windows OS and replace hardware** \$ 25,000
This is a critical security issue; old versions of Windows are very vulnerable to attack. In addition to the server listed in McGladrey's report, 10 old computers in the WPS / WHS food service area need to be replaced. McGladrey's report did not include the total cost, which is shown here.

8. **SAN / backup upgrade** including replacement of old systems and 'tiered storage' to reduce costs. The data backup process and system was not noted in McGladrey's report but should be included. The total cost will vary widely, based on the outcome of McGladrey's review. I increased the maximum to cover upgrades for data backup. FY2015 costs could be reduced with a lease; the total below is based on a max cost of \$130,000. \$50,000 to \$130,000

9. **Penetration testing** by a recognized third party, which is included on pages 7, 12 and 29 of the McGladrey report. This cannot be done in-house and will probably cost a bit more than McGladrey's estimate. Penetration testing should also be scheduled *after* the new firewalls and endpoint security systems are installed – roughly in late March of 2016. If this test is run first, as shown in the timeline on page 12, 1B, it will simply need to be repeated after the firewalls and endpoint security systems are installed, which would double the cost. \$ 40,000

Total: \$497,500

10% fudge factor: \$ 49,750

New IT transfer budget: \$547,250

I hope you will take quick action and amend the IT transfer request -- to protect confidential information that belongs to Wayland residents and reduce the risk to our tax dollars.

Please let me know if you have any questions.



Mark Hays

No Confidential Computer Security Information

This public letter does not include details regarding the major security problem which have not already been made public. Please include a copy in your next meeting packet, to be posted on the Wayland Web site.

CC: Wayland Finance Committee, School Committee, Dr. Paul Stein, Nan Balmer, and public media

FY2015 High Priority IT and Computer Security Upgrade Recommendations

Ranked by ID number – not priority order

ID	Description	Cost in FY2015	Internal / External Resources	Notes
1A	Contract outsourced managed IT services	\$50,000	<ul style="list-style-type: none"> Internal: 2 mo, .1 FTE 	<ul style="list-style-type: none"> Will support IT security and infrastructure upgrades
1B	Conduct formal network penetration test	\$40,000	<ul style="list-style-type: none"> External service: 2 wks Internal: 1 wk, 1 FTE 	<ul style="list-style-type: none"> Schedule after new firewalls and end point security are installed
1C	Replace existing firewalls	\$50,000	<ul style="list-style-type: none"> Vendor implementation Training for internal IT 	<ul style="list-style-type: none"> Rapid RFP based on existing market review Included in current transfer request for STM
1D	Implement formal change control process	\$25,000	<ul style="list-style-type: none"> External implementation and management Training for internal IT 	<ul style="list-style-type: none"> Part of the RFP for managed IT services Cost was not shown in McGladrey's report
1E	Assess Storage Area Network (SAN) and replace aging hardware (Add backup upgrades)	TBD \$50K - \$130K	<ul style="list-style-type: none"> Based on assessment by McGladrey Internal: 2 mo, .3 FTE 	<ul style="list-style-type: none"> Wide potential cost range Data backup upgrades should be included

FY2015 High Priority IT and Computer Security Upgrade Recommendations

ID	Description	Cost	Internal / External	Notes
1F	Shift to hosted version of MUNIS, additional training and consider additional modules	No impact in FY2015	<ul style="list-style-type: none"> Internal: 2 mo, .4 FTE 	<ul style="list-style-type: none"> Launch conversion ASAP with assistance from the vendor
1G	Hire Executive IT Director	\$77,500	<ul style="list-style-type: none"> Hire recruiter or outsource Internal: 2 mo, .1 FTE 	<ul style="list-style-type: none"> Includes \$15K bump for recruiter fee or outsource overhead
1H	Implement endpoint security solution	\$80,000	<ul style="list-style-type: none"> Vendor install and onsite configuration Training for Wayland, 1 FTE, 2 weeks 	<ul style="list-style-type: none"> Complements the firewall upgrade Actual cost will be higher than McGladrey's estimate
1I	Replace legacy Windows OS on workstations & servers	\$25,000	<ul style="list-style-type: none"> Internal: 1 mo, 1 FTE 	<ul style="list-style-type: none"> <u>Extremely</u> critical security issue; rapid implementation 10 computers in WHS food service also need to be replaced McGladrey report did not include the total cost, as shown here
1J	Migrate to hosted email service	\$20,000	<ul style="list-style-type: none"> Internal: 6wk, 1 FTE 	<ul style="list-style-type: none"> Included in current IT transfer request for STM

Total for high priority upgrades: \$497,500

FY2015 High Priority IT and Computer Security Upgrade Schedule

ID	Description	November	December	January	February	March	April	May
1A	Outsourced IT services	Draft and release RFPs	Review RFP responses	Pick vendor & contract				
1B	Penetration test			Draft and release RFPs	Review RFP responses	Pick vendor & contract	Run pen test	
1C	New firewalls	Draft and release RFPs	Review RFP responses	Pick vendor & contract	Vendor installs, configures and trains staff – outsourced & local			
1D	Change control process					Managed IT services company implements change control		
1E	SAN / backup upgrade	McGladrey study of VM, tiered storage and backup needs		Draft and release RFPs	Review RFP responses	Pick vendors & contract	Vendor install and training	
1F	MUNIS: shift to hosted version	Contract w vendor	Vendor manages data conversion & transition					
1G	New Wayland IT Director	Define role & pick recruiter	Find & review candidates		Pick candidate			
1H	Endpoint security	Draft and release RFPs	Review RFP responses	Pick vendor & contract	Vendor installs, configures & trains staff – outsourced & local			
1I	Upgrade OS and hardware	Wayland IT upgrades and installs						
1J	Email: shift to hosted service	Draft and release RFPs	Review responses	Pick vendor & contract	Vendor manages conversion & trains staff – outsourced & local			

FY2015 High Priority IT and Computer Security Upgrades: Key Points

- ▶ **Implementation work:** Vendors should be responsible for the installation and configuration of complex new security solutions, e.g. the 'Next Generation' firewalls and endpoint security. These are not "do it myself" projects. The vendor and managed IT services teams can also provide ongoing operational support and oversight.
- ▶ **Schedule:** Multiple systems can be installed and configured at the same time, with the vendor in charge of implementation. We are not limited to a slow, serial process.
- ▶ **RFPs:** McGladrey and McCann can assist with the RFP process with help from Wayland IT experts, e.g. Dave Watkins, Rajiv Shridhar, Dave Bernstein, Mark Hays and Dave Howe.
- ▶ **Costs:** In some cases, Year 1 costs can be reduced with subscription agreements and leases vs a standard purchase, e.g. for endpoint security and the SAN / backup upgrades.
- ▶ **Timing:** High priority security upgrades should not be delayed until the new IT Director is hired. The number of vendors is limited and deep expertise is available from local IT volunteers.
- ▶ **Recruiting the new IT Director:** The IT industry is doing well nationally and in the Boston metro area specifically. Many companies find that it is difficult to recruit experienced IT talent. In addition, Wayland will not be able to offer the level of salary, bonus potential and stock options needed to compete with commercial vendors. We should definitely consider outsourcing this position.
- ▶ **Managed IT services:** Qualified companies will be easier to find because Boston is a tech hub and most personnel must be local. Outsourcing of IT services is also a popular trend.

DiNapoli, MaryAnn

From: Balmer, Nan
Sent: Tuesday, November 03, 2015 8:57 AM
To: DiNapoli, MaryAnn
Subject: FW: Firewalls and Endpoint security -- complementary protection
Attachments: Wayland - Front and Back Door Threats - v1b - 11.2.2015.pdf; Forbes - Three Reasons Why Endpoints Cannot Remain A Security Blind Spot.pdf

correspondence

From: Mark Hays [mailto:markallenhays@gmail.com]
Sent: Tuesday, November 03, 2015 8:50 AM
To: Karlson, Cherry; Lea@Anderson.name; Nolan, Joseph F.; Boschetto, Anthony V.; Antes, Mary
Cc: Balmer, Nan; Doucette, Elizabeth; Senchyshyn, John
Subject: Firewalls and Endpoint security -- complementary protection

Dear members of the Wayland Board of Selectmen:

I put together a short Powerpoint that explains how the new firewalls will protect the "front door" to the internet while an endpoint security system protects all of the back doors. A copy is attached in PDF format.

Also attached is an article from Forbes that describes the importance of endpoint security in a non-technical way.

Hopefully this will clarify why these security systems are a matched pair -- that need to be installed together.

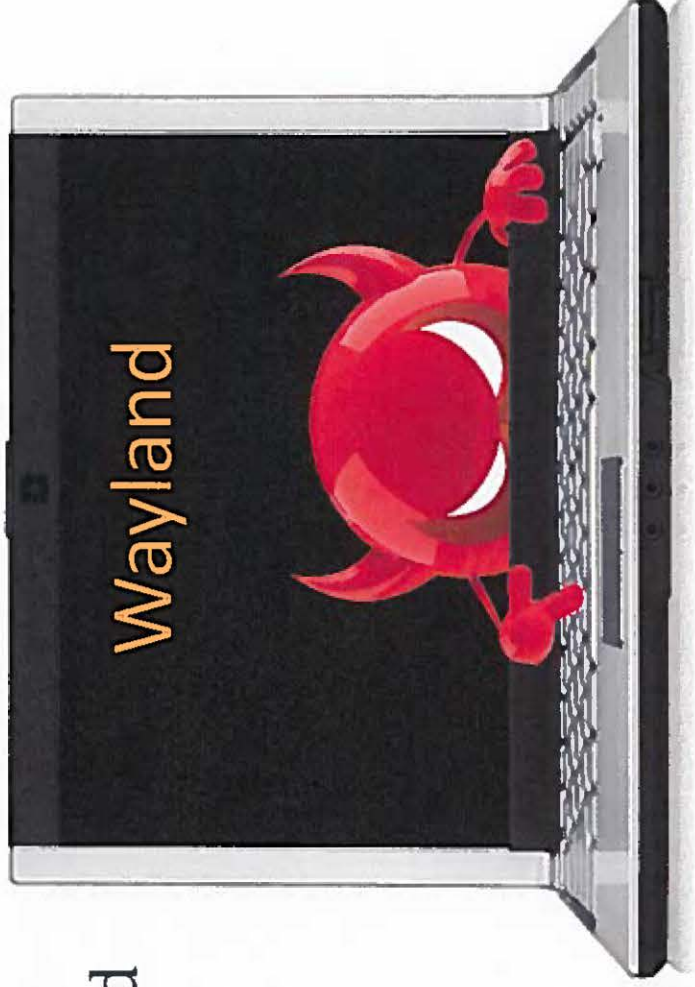
Please let me know if you have any questions.

Mark Hays



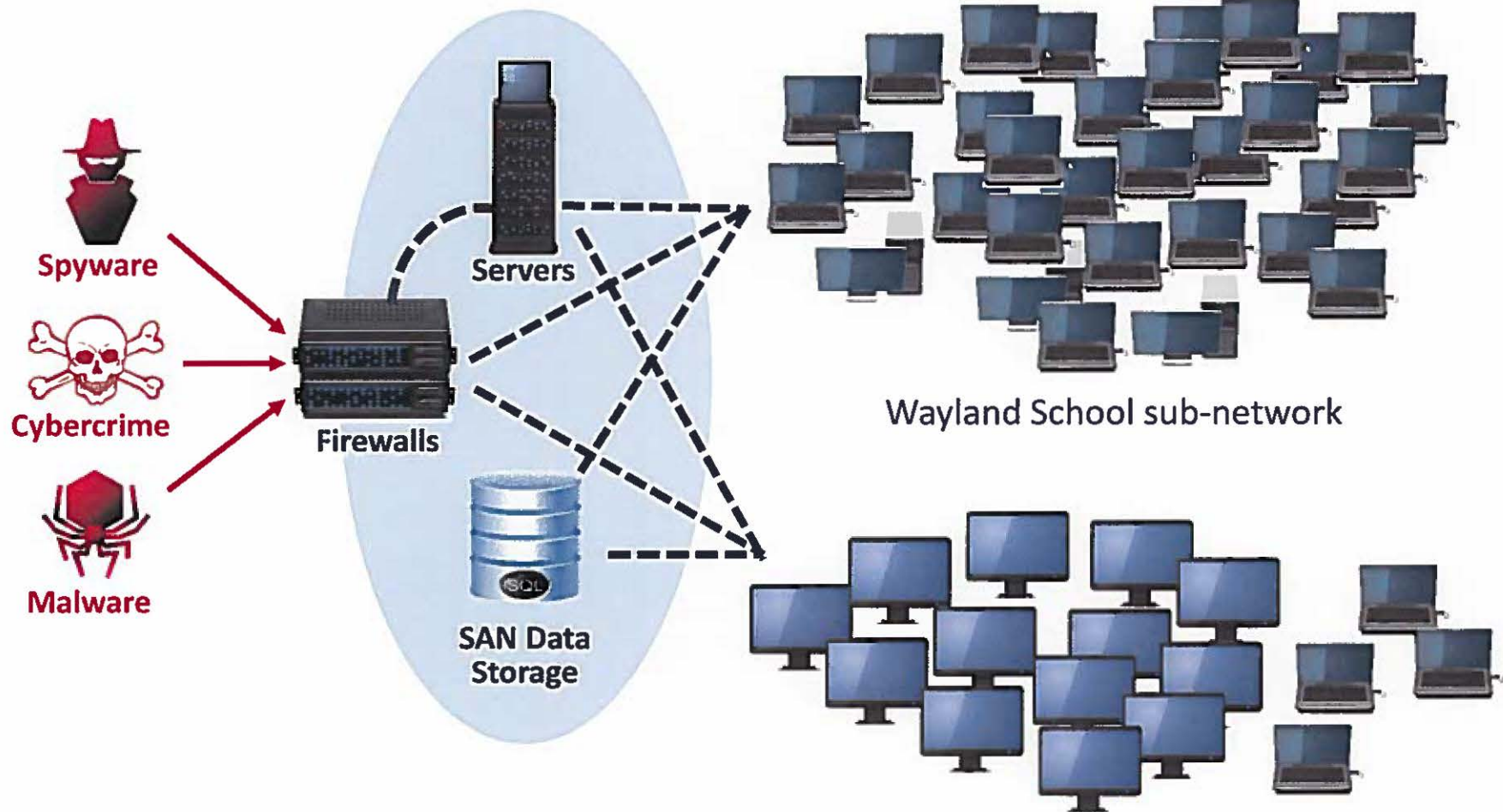
Endpoint Security: a Critical Upgrade

With thousands of endpoints, Wayland needs more than firewalls





Threats: New Firewalls Protect the Front Door

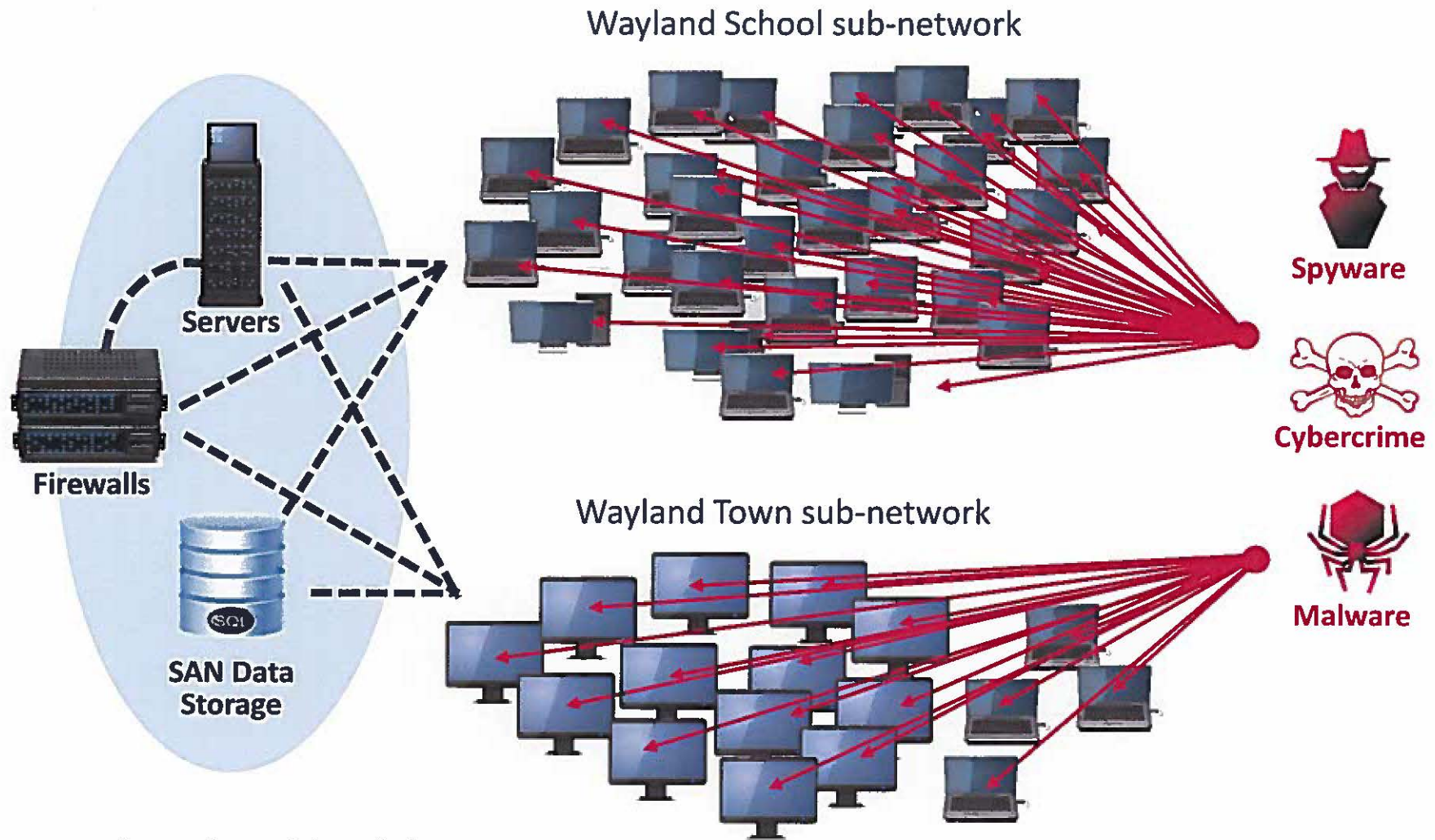


Firewalls protect Wayland from external threats via the Web

Wayland Town sub-network



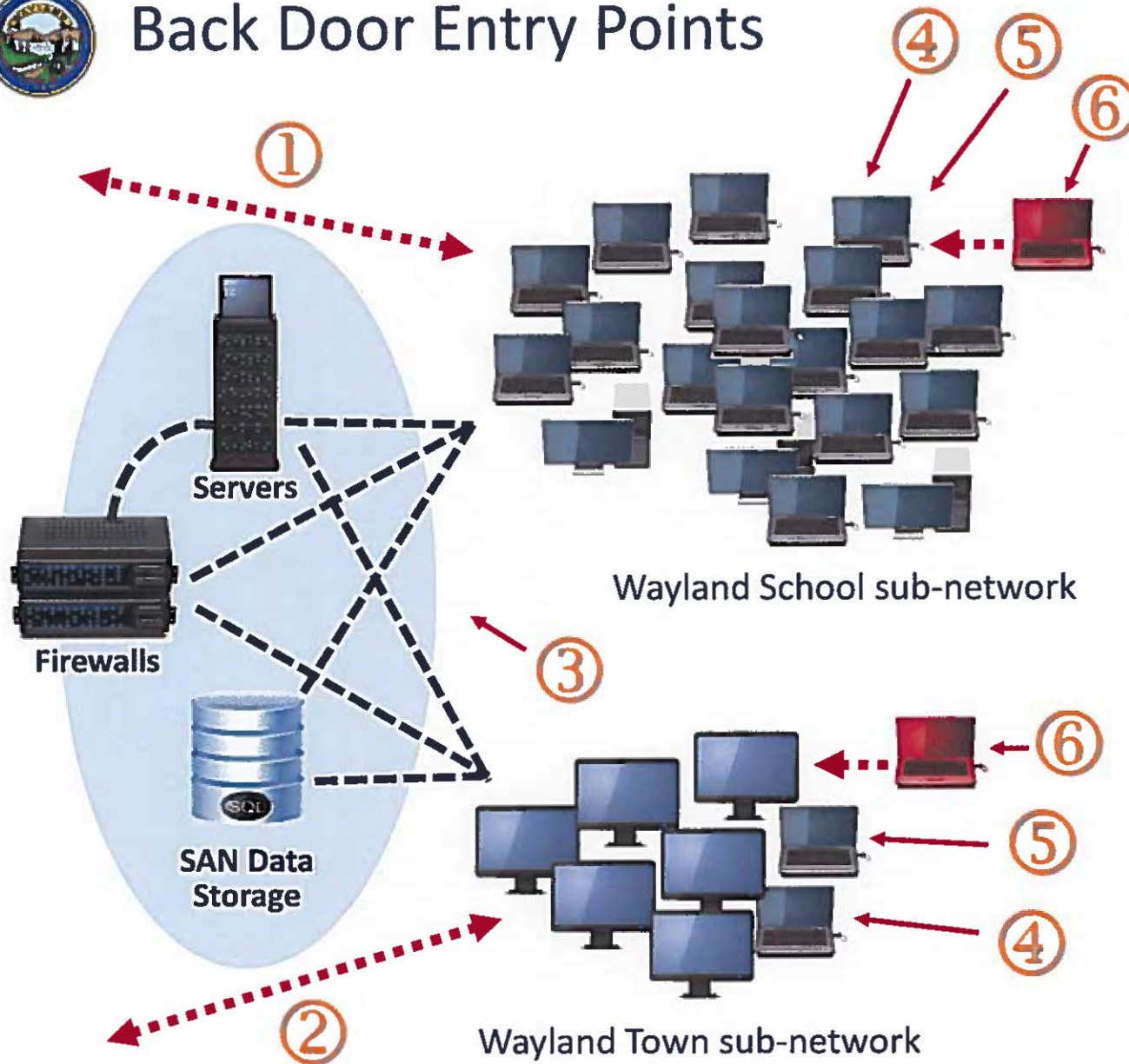
Threats: 2,000 Back Doors



... on the other side of the firewall, 2,000 back doors



Back Door Entry Points



Hackers can mount malware attacks inside the firewalls, moving quickly from computer to computer:

- 1. Tunnel**
User installs a tunnel through the firewall, e.g. Middle School students and Browsec
- 2. Penetration**
Malware eludes detection and crosses the firewall
- 3. Sharing**
Town and School share resources, which can spread an infection
- 4. USB, CD & DVD**
User brings a malware to work on a portable storage device
- 5. Mobile**
User logs in with their mobile phone / tablet
- 6. Home computer**
User logs in from home or brings a personal computer to work



Front and Back Door Threats: Summary

- ❌ Hacking teams know there are many ways to avoid and elude firewall barriers
- ❌ After malware infects a computer inside the firewall, hackers can quickly probe for other vulnerable computers to spread their control
- ❌ If hackers penetrate one side of the Wayland network, they can reach the other side – e.g. from the School to the Town
- ❌ Endpoint security protects these ‘back door’ entry points, which complements firewall protection on the internet ‘front door’
- ❌ Wayland must install these security upgrades as a pair to protect the entire network and confidential data



Real Insights from Real Incidents
Key findings from 4,000 Advanced Attacks

[READ THE REPORT >](#)



Frontline Contributor

Dispatches on Cybersecurity

Opinions expressed by Forbes Contributors are their own.

SECURITY 9/26/2014 @ 11:32AM | 1,192 views

Three Reasons Why Endpoints Cannot Remain A Security Blind Spot

POST WRITTEN BY

Lior Div, CEO and cofounder, Cybereason
Lior Div is cofounder and CEO of [Cybereason](#) and an expert in hacking operations, forensics, cryptography and evasion.

In an age when security teams are under great pressure to protect their organization from a growing cyber threat, it is critical to defend all aspects of your company. In [his recent article in Network World](#), Jon Oltsik discussed the importance of endpoint security, while revealing the fact that many security teams neglect their endpoints, and instead focus on network security.

Your endpoints are at risk when network security solutions are prioritized. Moreover, many fail to understand that endpoints are the most valuable source of information for real-time detection and response to cyberattacks. Here are three reasons why companies should not disregard their endpoints.

1. Endpoint visibility increases the chances of early detection

Hackers recognize that the best way to carry out a cyberattack is to live on the endpoints. Endpoints are notorious for having major weak points: endpoints are known to be underprotected, versatile, and constantly linked to error-prone humans. These vulnerabilities increase a hacker's success rate, and they target endpoints because of this. In fact, a 2014 study



Real Insights from Real Incidents

Key findings from 4,000 Advanced Attacks

[READ THE REPORT >](#)

conducted by Ponemon Institute LLC, revealed that 40% of respondents stated that their endpoints were the entry point of an attack while 71% stated that endpoint threats were more difficult than ever to suppress.

Even the most devastating attacks start small. Although a hacker's end-goal is to obtain more lucrative information, they know that this information is very controlled in well-defended servers; therefore, hackers always prey on the least secure devices, i.e. endpoints, and then escalate their privileges to access company servers.

Because compromising an endpoint is a hacker's early move, continuously monitoring your endpoints can help you detect a breach in its most immature state, when the least amount of damage has occurred.

2. Endpoints can eliminate false positives

Attackers make an effort to appear legitimate to the various security systems. To do so, hackers will leverage endpoints to gather intelligence about the targeted organization. Learning company operations and employee behavior enables them to better ingrain themselves into a system without being detected, as they appear to be legitimate users.

Hackers also know that users make mistakes and do not always follow normal patterns; therefore, hacker activity can easily resemble employee behavior. As a result, many security solutions will produce irrelevant notifications, that do not necessarily indicate hacker activity and instead overwhelm security experts.

For example, a failed login attempt may seem suspicious at first glance, but in reality be a busy employee. Because endpoint data can expose whether there was keyboard or mouse activity at the time of the failed login, security personnel can easily decipher between a benign mistake and hacker activity.

The only way that security teams can differentiate between user activity and a hacker in disguise is looking at all surrounding activity.

3. Endpoints help you connect the dots

The graphic features the FireEye logo at the top left, which consists of a stylized eye icon and the text "FireEye". Below the logo, the text "Real Insights from Real Incidents" is displayed in a bold, black font. Further down, the text "Key findings from 4,000 Advanced Attacks" is shown in a red font. At the bottom right, there is a red rectangular button with the white text "READ THE REPORT" and a right-pointing arrow. The background of the graphic is a light gray grid pattern with a large, dark blue triangular shape on the right side.

[READ THE REPORT >](#)

Because endpoint solutions are deployed on every machine, you have the capability to oversee the entire IT environment. In this way, endpoints give you the visibility to understand the connection between multiple malicious acts and give you the chance to respond most efficiently.

For example, hackers are known to use a software-pairing technique, where they install multiple malwares in order to protect and maintain their control. While most malware detection tools may detect these as isolated events and not a single operation, security personnel are at risk of failing to remove the entire attack. When this happens, hackers continue to collect information and move closer to the servers.

Mainly focusing on monitoring your company network will create large blind spots when, for example, a BYOD employee switches to another network, working from home or at a coffee shop. These inconsistencies will not allow you to understand the entirety of an attack, while endpoint data always reflects all activity.

Endpoints will provide you with the ability to understand a hacker's entire campaign, and enable you to get rid of it entirely.

RECOMMENDED BY FORBES

[25 Best Places To Retire In 2015](#)

[The Worst Mistake A Job-Seeker Can Make](#)

November 12, 2015

To: Mr. Chris Brown, Chair, Wayland Board of Public Works
Mr. Michael Lowery, Vice Chair
Mr. Woody Baston
Mr. Jonathan Mishara
Mr. Michael Wegerbauer

Cc: Ms. Nan Balmer, Wayland Town Administrator
Mr. Stephen Kadlik, Director, Wayland Department of Public Works
Chief David Houghton, Wayland Fire Department
Chief Robert Irving, Wayland Police Department

Dear Mr. Brown and members of the Board of Public Works:

I am writing on behalf of our family, to express our very strong opposition to the action of the Board of Public Works, apparently taken at your October 20th meeting, with respect to the item listed on your agenda as "Discussion and Possible Vote on the DPW Plowing of Common Drives."

http://www.wayland.ma.us/pages/WaylandMA_DPWAg/2015/30%20Agenda%2010-20-15.pdf

Even if we had the time to review every agenda of every Town board in advance, and had seen this item listed, there is no possible way we could have known that this agenda item pertained to our household.

We do not live at the end of a "Common Drive"; we live at the end of a deeded "Right-of-Way" (recorded with Middlesex South Registry of Deeds in Book 20394, Page 341), which has been plowed and sanded by the Town for at least as long as I have owned this home, purchased on May 25, 1978.

To suddenly change this policy – informing us by certified letter AFTER the vote was taken – and without sufficient notice for us and our neighbors to appear before your Board to express our opposition – was not at all transparent and was, to be quite blunt, sneaky.

There are several issues involved here:

- **Emergency.** As we have no other access to the street, we are at risk for emergency vehicles not being able to reach the house. This is a very serious concern, as our adult son who has multiple disabilities resides here with us, and has required emergency transport on more than one occasion. My husband, Gil Wolin, who serves the Town on the Finance Committee, required emergency ambulance transport on October 3. And having been the one who not only witnessed, but who called in the fatal fire at #205 in the mid-80s, I am terrified that fire engines would not be able to reach our home promptly in the winter, should they be required.
- **Ownership.** We do not own the Right-of-Way in question, and as such, cannot compel its abutters – our neighbors who own #205 West Plain or our neighbors who live in the house owned by the Wayland Housing Authority at #199 West Plain– to pave or plow the road on our behalf.
- **Access.** Several times each winter, my car gets stuck trying to get up the steep hill on the Right-of-Way. This is a serious issue, as there is no place to park at the bottom – if I cannot make the climb, the car just slides back down into the increasingly-heavy traffic on West Plain Street. As a Senior Citizen, I rely on the fine crew of the Wayland DPW to come to my rescue, not only plowing as needed, but also sanding the Right-of-Way, so I can return home. Were someone to hire a private plow, I do not imagine they would be on call to help me, nor would they sand within 30 minutes of my distressed call.
- **Cost to the Town.** It would be quite unfortunate for the Town to decide to cease plowing the Right-of-Way, as there no doubt would be a drop in home values for land-locked homes with no plowed access in winter (ours, our immediate neighbors' who share the Right-of-Way, and others in town similarly affected). The resultant drop in tax revenue likely would be much greater than the present cost to the Town to continue its 40- or 50+- year commitment to plowing our Right-of-Way.

I was not informed in advance that discussions and votes taken at the October 20th meeting might have a negative impact on our household's safety and well-being, so I did not attend. And the minutes of that meeting are not yet posted, thus I cannot personally confirm the information I heard from several different sources regarding the fact that political considerations involving Twenty Wayland and the roads at its condominiums may have been a factor in your quite unfortunate decision. In the opinion of this taxpayer, you have every right as a Board to "grandfather" in the properties that already are being plowed, and refuse to consider plowing any new ones.

As I am unable to drive at night, and my husband is still too ill to drive me to your meeting this Monday, unless I can find a ride, it is likely that I will not be able to appear personally before you. So I respectfully request that this letter be read into the Public Record, in lieu of my Public Comment.

Thank you very much,

Gail R. Shapiro
201 West Plain Street

Raytheon Company
Office of the General Counsel
870 Winter Street
Waltham, MA 02451
Tel 781 522-3062
Fax 781 522-6465
Email: jerry_a_cellucci@raytheon.com

Raytheon

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NOV - 4 2015

Board of Selectmen
Town of Wayland

Via Email and Mail Delivery

October 30, 2015
15JAC221a

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

Re: Future Municipal Parcel at Wayland Town Center, Wayland, MA (the "Municipal Parcel")

Dear Ms. Balmer:

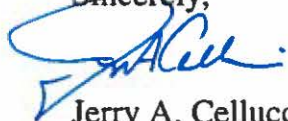
I am in receipt of your letter dated October 8, 2015 in which the Town of Wayland has requested confirmation from Raytheon Company that the Town's proposed uses of the above referenced Municipal Parcel for "municipal purposes that could possibly include a Senior/Community/Recreation Center, a boathouse, and walking paths" would be acceptable uses under the existing Notice of Activity and Use Limitation dated October 21, 1997 and recorded with the Middlesex South Registry of Deeds in Book 27793, page 141 (the "Notice").

After discussing this matter with Mr. Ben Keefe, Wayland Public Buildings Director, we believe that the uses suggested could be considered consistent with the objectives and purposes of the Notice, subject to review and approval of the request by the Licensed Site Professional (LSP), who is currently Mr. John Drobinski of ERM. The appropriate method to achieve approval of specific uses that may be described in Section 2(i) of the Notice is to seek an evaluation by the LSP "who shall render an Opinion...as to whether the proposed changes will present a significant risk of harm to health, safety, public welfare and the environment." In order to move forward, both Raytheon and ERM would like to meet with the designated Town representative(s) to get a layout of the Municipal Parcel and the proposed improvements, as well as discuss the proposed uses in more detail. To render an opinion, the LSP may require figures, drawings, and/or a written description of the proposed uses. At that point, ERM can then complete its evaluation and render an LSP Opinion as contemplated in Section 4 of the Notice.

Ms. Nan Balmer
October 30, 2015
Page 2

Please feel free to contact me if you have any additional questions or concerns. We look forward to working with the Town to assist ERM in completing its evaluation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jerry A. Cellucci".

Jerry A. Cellucci
Senior Corporate Counsel and Director
Corporate Real Estate

Cc (email): John Drobinski
Louis Burkhardt
Jonathan Hone
Benjamin Keefe



WAYLAND DEPARTMENT OF PUBLIC WORKS

TOWN OF WAYLAND

66 River Road, Wayland, Massachusetts 01778-2697

(508) 358-3672 • FAX (508) 358-4082

Stephen Kadlik

DPW Director

November 2, 2015

William L. Shannon
4 Wildwood Road
Wayland, MA 01778

Re: Town of Wayland Water Ban

Dear Mr. Shannon,

It was nice talking to you on Monday, and I am glad that you understand the predicament we are in. I can assure you that as soon as we can get our new Happy Hollow Wells up and running our water system will be back to normal.

Regarding the status of the water tank referenced in your letter, in the past there were two tanks used in town: the one that we are currently using with a 2-million gallon capacity, and one half that size that failed inspection and was going to cost too much to repair. As such, the second tank was removed, and there is not enough room on Reeves Hill to replace it with one with greater capacity. Should you have any further questions or concerns, please feel free to call or email.

Sincerely,

Stephen Kadlik
DPW Director
Town of Wayland

CC; Board of Selectmen

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NOV - 3 2015

Board of Selectmen
Town of Wayland

4

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NOV - 2 2015

Board of Selectmen
Town of Wayland

October 29, 2015

The Board of Selectmen
Town of Wayland
Wayland Town Building
Wayland, Ma. 01778

Dear Board of Selectmen,

I have just been advised that our Wayland Water Ban continues. As a property owner in Wayland (40 years) and business owner in Sudbury (30 years) I am baffled that Wayland has a full water ban while at our building in Sudbury we have had no water ban this year, 4 miles apart, very odd.

Further, how can our town allow ANY NEW BUILDING and draw on our water resources if we can't provide our current tax payers with water? That seems ridiculous. I have been a taxpayer for 40 years and not allowed to use our irrigation system this year while a variance was issued last year for a new home across the street from our home including a new irrigation system and well. How does that make any sense to anybody?

I presume that Wayland and Sudbury access the same aquifer, can't imagine why one town has no issue (other than watering at night, which is what we always have done) and Wayland has a total ban. I spoke with The Sudbury Water Company this morning and they were very surprised and indicated that they have "plenty of water".

Lastly, it was mentioned that Wayland had a water tank issue and demolished the old one prior to the construction of a new one. Really?

This situation seems exhibit complete incompetence and a total lack of respect of current taxpayers. I would appreciate a written response.

Sincerely,



William L. Shannon
4 Wildwood Road
Wayland, MA 01778

Office Telephone 978-443-4911 ext 11

CC; Wayland DPW / Water Department



Town of Lexington

Nathalie L. Rice, Town Clerk
nrice@lexingtonma.gov

Tel: 781-698-4558
Fax: 781-861-2754

November, 4, 2015

Ms. Nan Balmer, Town Administrator
Office of the Board of Selectmen
41 Cochituate Road
Wayland, MA 01778

Dear Ms. Balmer,

Please find the enclosed Certified Vote of Lexington's November 2, 2015 Special Town Meeting #2 regarding Article 2 to "Amend Minuteman Regional Agreement".

Respectfully yours,

Nathalie L. Rice
Town Clerk

cc Carl Valente, Town Manager

RECEIVED

NOV - 6 2015

Board of Selectmen
Town of Wayland

TOWN CLERK'S CERTIFICATE

I, Nathalie L. Rice, Clerk of the Town of Lexington, Massachusetts, hereby certify that at the 2015 Special Town Meeting #2 held on November 2, 2015, the following motion was Not Adopted under **ARTICLE 2**.

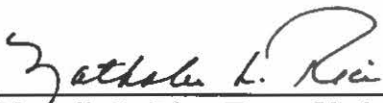
ARTICLE 2: AMEND MINUTEMAN REGIONAL AGREEMENT

MOTION: 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 Amendment was approved by the Minuteman Regional School Committee on July 7, 2015.

Declared Not Adopted - 25 in favor, 129 opposed, 3 abstentions.

A true copy.

Attest:



Nathalie L. Rice, Town Clerk



November 4, 2015

Cherry Karlson, Chair
Board of Selectmen
Town of Wayland
41 Cochituate Rd.
Wayland, MA 01778

Dear Chair Karlson:

By letter dated July 16, 2015, the Minuteman Regional School Committee requested that your Board include in the warrant for your town's next annual or special Town Meeting an article calling for the acceptance of an amendment setting forth the terms by which the Town of Wayland may withdraw from the Minuteman Regional School District. At that time, I advised you that the proposed amendment, and Wayland's withdrawal from the District, would only take effect if the town meetings of all sixteen of the District's member towns, as well as the Commissioner of Education, approved the amendment.

This letter is to let you know that the Town of Lexington was the first member town to consider the proposed amendment, and at its Town Meeting on Monday, November 2, 2015, voted to reject the proposed amendment by a vote of 129-25. Lexington's vote does not change the Regional School Committee's request made to your Board under Section IX of the Regional Agreement, as detailed in my July 16, 2015 letter, but we wanted to make you aware of the result of Lexington's vote.

Please feel free to contact Superintendent Edward Bouquillon if you or your Board have any questions or would like any further information regarding this matter.

Sincerely,

David Horton, Secretary
Minuteman School Committee

cc: Nan Balmer, Town Administrator

RECEIVED

NOV - 9 2015

Board of Selectmen
Town of Wayland

(6)



WAYLAND DEPARTMENT OF PUBLIC WORKS
TOWN OF WAYLAND
66 RIVER ROAD, Wayland, Massachusetts 01778-2697

(508) 358-3672 • FAX (508) 358-4082

November 5, 2015

Jaanis Kaps
21 Shawmut Ave. Ext.
Wayland, MA 01778

Dear Jaanis,

We would like to bring to your attention that according to the Town of Wayland's Surveyor, as well as town records, 21 Shawmut Ave. Ext. is a *common driveway*. It is not a part of the Town of Wayland's public roadway system. Consequently, the DPW will cease plowing your *common driveway* beginning with this upcoming winter season. This decision was voted on by the Board of Public Works on October 20, 2015.

We are unsure as to when or why the Town has been plowing your *common driveway* for these past years. Please seek alternate sources for plowing your *common driveway* for the upcoming snow season.

Thank you for your attention to this.

Sincerely,

Stephen Kadlik
DPW Director

Memorandum

To: Selectmen of Minuteman Voc & Tech Communities

From: Concord Select Board

Re: **Boxborough's Proposed Protocol for Adopting Regional Amendment; Bonding, and Withdrawing of October, 2015**

Date: November 10, 2015

The Concord Select Board discussed the Protocol proposed by Boxborough at its meeting on November 2, 2015 and this memorandum will summarize the consensus of the Board.

The Concord Select Board is not opposed in principle to the proposal for each District member town to vote in its 2016 annual town meeting on (1) amendment of the Minuteman Regional Agreement, (2) withdrawal of certain towns from the District, and (3) bonding of the new school building project. However, there are several important questions to which the Board would want authoritative and satisfactory answers before it could support the proposed Protocol.

These questions include:

1. On what date would the "Initial Procedure for Withdrawal" expire? How would district towns that wish to withdraw from MMRHS demonstrate their intentions to the other towns in time for the 2016 Annual Town Meeting cycles of the other towns, assuming that intention is codified in a certified copy of its own Town Meeting vote?
2. Could the timing result in District towns with ATMs earlier in the year having to vote on PA16 and debt authorization without knowing how many towns are left in the District and thus what its share of operating costs and debt would be? If so, would this be legally permissible?
3. Has the Commissioner of Education provided written endorsement of the proposal that approval of PA16 would also constitute approval of the withdrawal of Towns declaring their desire to withdraw pursuant to the Initial Procedure for Withdrawal? We understand that 603 CMR 41.03 discusses regional agreement amendments and withdrawals by towns from a district as separate, distinct decisions.
4. If withdrawal of town(s) from the District is not effective until July 1 of the year following approval by the Commissioner of PA16, but the unanimous vote by all District towns (including those withdrawing) approving bonding of the school building project is taken prior to that date, would that create uncertainty in the bond authorization? We understand that once bonding is

authorized under Mass General Laws Chapter 71 (d) or (n), the debt is then binding for member towns.

5. If there is uncertainty or confusion regarding the bond authorization, would that impact the District's efforts to commence bonding timely to take advantage of historic low interest rates? Is the market likely be concerned about potential uncertainty in the bond authorization and would that increase the cost of borrowing?
6. Would it be consistent with Chapter 71 (d) or (n) to have a provision in PA16 providing that any town withdrawing from the District pursuant to the Initial Procedure for Withdrawal would not be subject to continuing obligation for debt obligations on which it voted in the affirmative after voting for PA16, but prior to the effective date of its withdrawal?
7. Would the vote of a town to authorize borrowing made AFTER its vote to withdraw from the District be a vote with legal effect? How would this question impact bond authorization?
8. If one or more of the towns electing to withdraw from the District pursuant to the Initial Procedure for Withdrawal were to vote at its ATM (1) to approve PA16, (2) to withdraw from the District, and (3) NOT to approve the borrowing to build a new school, how would that impact the vote on the construction project? Could the District have a situation in which it has approved PA16, permitted several towns to withdraw from the District, AND does not have approval of a new building project?

These are the questions identified by the Concord Select Board after a brief review and discussion, and a brief consultation with legal counsel. There may well be more questions identified upon further reflection.

TOWN OF WAYLAND
ANIMAL CONTROL SUMMARY REPORT
OCTOBER, 2015

TOTAL NUMBER CALLS HANDLED **59**

# Complaint Calls	5
# Lost Dog Calls	5
# Lost Cat Calls	2
# Other Cat related calls	2
# Animal / Wildlife Calls	3
# Miscellaneous Calls	33

TOTAL # DOGS PICKED UP **1**

Total # not licensed
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 4

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



WAYLAND POLICE DEPARTMENT

WAYLAND, MASSACHUSETTS 01778



ROBERT IRVING
CHIEF OF POLICE

Monthly Update

October 2015

On October 2nd, police responded to a report of a shoplifting at the C.V.S. Pharmacy on Boston Post Road. A detective, who had been in the area, was able to ascertain the license plate and description of the vehicle involved and it was broadcast to area departments. Sudbury police located the vehicle in the Longfellow Health Club parking lot and notified our officers. As a result, a Worcester woman was arrested and charged with shoplifting. It was also determined that the woman was wanted on a straight warrant out of Worcester District Court for failing to pay fines.

On October 23rd, officers responded to a report of a suspicious vehicle, with a possible overdose victim, in the area of Old Connecticut Path and Stonebridge Road. Officers located the vehicle and found it was occupied by an Arlington man. Five hypodermic needles, a bent spoon and heroin were found in the car. The man was placed under arrest for Possession of a Class A Substance. He was booked and released on a Promise to Appear at Framingham District Court.

On October 26th, Wayland detectives executed a search and seizure warrant at the Wayland home of a former school employee. A computer was reported missing by the Wayland School Department. The computer was recovered and the man was charged with Larceny Over \$250 and Receiving Stolen Property Over \$250.

On October 22nd and 23rd, the Wayland Police Department went through the final assessment for certification through the Massachusetts Police Accreditation Commission. Three assessors spent two full days examining our policies and procedures to be sure we were in compliance with the standards necessary to attain certification. At the end of the day, the department was approved for certification, which will be voted on by the entire commission at their business meeting on November 5th.

RECEIVED

NOV 10 2015

Board of Selectmen
Town of Wayland

The department added several officers on bike patrols to be on Wayland streets during Halloween. No problems were reported and the town experienced a safe Halloween with no incidents. The department annually hands out reflective glow bracelets, bright orange Halloween bags and Halloween safety tips in an effort to increase safety for our children during trick or treating.



Robert Irving
Chief of Police

***Wayland Police Department
Monthly Training Report***

Officers of the Wayland Police Department attended the following training programs during the month of September 2015:

This month all members of the Police Department attended Firearms Training and State mandated qualifications. The training was held at the Wayland Police Department range during September 22-24.

Domestic Violence Advocate Training

Domestic Violence Services Network Inc.
Concord, MA

Dispatcher Alan Carvelli and Dispatcher Greg Huff began the first classes of a 4 week program to become Domestic Violence Advocates. They will be attending classes on Tuesday and Thursday Evenings and Saturday (all day) for the next several weeks.

Wayland Police Department Detective Division Report for October 2015

INVESTIGATIONS

Larceny by Check – Main Street
Larceny – Clapyit Hill Road
Residential Break & Entering – Sherman Bridge Road
Credit Card Fraud –
Shoplifting – Andrew Avenue
Harassment – Numerous addresses
Larceny/Receiving Stolen Property – Woodland Road

MEETINGS/TRAININGS

Annual Department meeting
Diversion Meeting
Acton area detectives meeting
Court Prosecutors/DA Meeting
Firearms legal update
New England HTCIA Conference

MISCELLANEOUS

Accreditation
Evidence Destructions
Citizen Police Academy
Longfellow Children's Center –Police/Fire safety presentation
Framingham District Court – MV/Criminal Hearings
Framingham Juvenile District Court – Criminal Hearings
14 LTC renewals
8 New LTC permits
Council on aging meeting

MASSACHUSETTS POLICE ACCREDITATION COMMISSION, INC.



BOARD OF DIRECTORS

2015

Mark K. Leahy, President
Chief of Police
Northborough Police Department

Matthew M. Clancy, Vice President
Chief of Police
Duxbury Police Department

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Brian A. Kyes
Chief of Police
Chelsea Police Department

Scott W. MacDonald
Chief of Police
Orleans Police Department

James M. Machado
Executive Director
Massachusetts Police Association

Donna Taylor Mooers
Executive Director

October 30, 2015

Chief Robert Irving
Wayland Police Department
38 Cochituate Road
Wayland, Massachusetts 01778

Dear Chief Irving:

This letter serves to re-confirm that the Massachusetts Police Accreditation Commission will be reviewing the *Wayland Police Department* for state Certification at its next general business meeting on Thursday, November 5, 2015.

The findings of the Assessment Team indicate that your Department has met the requirements for Certification and therefore should be presented to the Commission for review and recognition. I concur and at the above-referenced meeting, an oral summary of your assessment will be provided to the Commission in support of the award.

The meeting will take place at the Andover Country Club located at 60 Canterbury Street in Andover. Agency reviews will begin at 11:00 a.m. and will be preceded by a Reception at 10:30 a.m. If for any reason you are unable to attend this meeting, please let me know and I will reschedule the review.

Congratulations on reaching this milestone in the process again. If you have any questions concerning the review, please don't hesitate to let me know.

Looking forward to seeing you there.

For the Commission:

Donna Taylor Mooers
Executive Director

Oct 29

Dear Chief Irving,

Just a short note to say
thank you for joining our meeting
on Wednesday night. Your thoughts
and perspectives were helpful to
our project and I appreciate the
referral to the domestic violence
group.

It is always a personal pleasure

for me to speak with you
and I'm very thankful for
your leadership and service
in our community.

Again, thank you, Chief!

With best regards, Ted


CRANE & CO.

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Hi Tyler,

Thank you so much for all your help yesterday with my key fob problems! I really appreciated you going beyond the call of duty to help. Waymond is fortunate to have you in its police force.

My Grandson was quite impressed that I rode in a police car!!

Sincerely




TOWN OF WAYLAND
MASSACHUSETTS
01778
CONSERVATION COMMISSION

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

November 9, 2015

Elizabeth Konig
74 Sears Road
Wayland, MA 01778

Re: First Amendment to the Chapter 194 Permit – 74 Sears Road; File D-857

Dear Ms. Konig:

Enclosed is the amendment voted by the Conservation Commission to the Chapter 194 Permit issued for work at 74 Sears Road, Wayland.

This Amendment to the Chapter 194 Permit must be recorded at the South Middlesex Registry of Deeds. If you have not already done so, the original Chapter 194 Permit previously issued must also be filed at the Registry of Deeds. A copy of the recording information for both the Chapter 194 Permit and First Amendment should be provided to this office for the file.

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

Sincerely,

Brian J. Monahan
Conservation Administrator

Enclosure

cc: Town Clerk w/enc.
Building Commissioner w/enc.
Schofield Engineering Group w/enc.
Planning Board
Board of Selectmen
Board of Health
Abutters
File

RECEIVED
NOV 10 2015
Board of Selectmen
Town of Wayland



TOWN OF WAYLAND
MASSACHUSETTS
01778
BOARD OF APPEALS

Selectmen

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

A public hearing will be held on NOVEMBER 24, 2015 at the TOWN BUILDING, 41 COCHITUATE ROAD, WAYLAND on the following application at the time indicated:

7:30 p.m. Application of THOMAS FINELLI for any necessary approvals, special permit, and/or variance as may be required to change, alter, extend a pre-existing, nonconforming structure by more than 20% (remove existing porch, construct second story addition) within required yard setbacks under the Town of Wayland Zoning By-Laws Chapter 198 Sections 201, 203, 401.1.2, 401.1.3.2, 702.1, 703, 1604.2 and 801-Table of Dimensional Requirements. The property is located at 59 WOODLAND ROAD which is in a SINGLE RESIDENCE DISTRICT and AQUIFER PROTECTION DISTRICT. (15-27)

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

BOARD OF APPEALS

Eric Goldberg
Aida Gennis
Thomas White
Michael Connors

RECEIVED

NOV - 6 2015

Board of Selectmen
Town of Wayland

12



Town of Wayland Massachusetts

Minutes

Council on Aging /Community Center Advisory Committee

February 12, 2015

Present: Frank Krasin, Jean Milburn, Steve Correia, Bill Sterling. BOS member, Cherry Karlson.

Ex Officio: Julie Secord, Ben Keefe

Meeting Called to Order at 7:07 p.m.

No Public Comment.

Bill Sterling distributed copies of the site plan/ The group discussed how the site plan could be made easy to read for inclusion in the Spring TM warrant. Can we include information about access to the Rail Trail?. Yes. Since the interior divisions in the existing building do not represent an actual plan, perhaps only the perimeter should be shown? Should we include a map that shows Route 20 so that citizens understand where the building is located? Yes.

Frank moved that we accept the site plan. Steve made the second. Vote: 4-0 in favor.

Carol Martin is working on a draft of the article.

Jean reported that she continues to call COA offices in our peer towns, trying to collect data to compare to Wayland. It is a slow process. She described some of the data that she has collected. In Wayland, we have less than one square foot of space per citizen eligible for COA services. The department's budget has been nearly flat for a decade. Interest in using the COA increased in the year that Julie Secord arrived. Participation in programs is significantly curtailed by the small size of the space. Jean distributed some data shared by the State Office of Elder Affairs. It was a chart describing outcomes in a group of towns that built larger COA facilities, in each case, demand for programs increased dramatically. Jean also reported that she has not found a good way to benchmark the recreation facilities. Each town has a unique "patchwork" of facilities with blended services. The professional associations offer no data.

Steve Correia talked about how having a youth hang-out location in the recreation building could be a nice service. He's seen good teen facilities elsewhere.

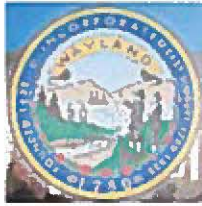
Ben departed to another meeting.

Julie was invited to tell us what, if any, data she wanted to display in COA for the information of seniors. A copy of the warrant article and a map should suffice.

Frank Krasin asked Bill Sterling if the proposed addition could have a second story. Yes.

Bill moved that we adjourn. Jean seconded the motion. All voted in favor 4-0.

Submitted by Jean Milburn



Town of Wayland Massachusetts

Community Center Advisory Committee

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

Community Center Advisory Committee (CCAC)

Minutes: October 1, 2015

In attendance: Steve Correia, Jean Milburn, Frank Krasin, Carol Glick, and Marylynn Gentry. Also in attendance were Public Buildings Director Ben Keefe and COA Director Julie Secord.

Absent: Mark Foreman and Bill Sterling.

The meeting was called to order at 11:00 am when a quorum was established.

Minutes from the last meeting were not ready so there were no minutes to approve.

1. Marylynn Gentry gave a report on her visit with the Conservation Commission. She reviewed the December 5, 2014 letter written by the Conservation Commission to the Committee with the Commission, asking for clarification where necessary. The Commission is not entertaining the redevelopment question, but recognized the 10% build-out above existing impervious surface is a consideration. They were open to the idea of a boathouse, as long as the riverfront is protected. Steve Correia questioned whether the boathouse site was even on the parcel. Marylynn will seek clarification from Bill Sterling. In summary, both Ben Keefe and Marylynn thought the conversation was productive and cordial.

David Faist, a subcontractor of CMG will conduct an on-site analysis of the building alternatives, and then will conduct the required Alternatives Analysis from the Rivers Act. Testa Engineering will be the structural engineer.

2. Ben Keefe gave a report on the current issue of the site's Phase I study. Ben Gould, the contract engineer, ran the report by Andy Irwin who raised some questions about liability. There will be a 1:00 conference call tomorrow between the attorney and two Selectmen. Two members of the COA/CCAC were invited to attend. Steve and Jean agreed to go.

3. Marylynn reported that the plans for the pop-up park were continuing. Mowing and some clearing may be needed. Frank suggested the Wayland Baseball and Softball Association might be interested in participating. They could bring their radar gun. Although a verbal ok was given, the town is still waiting for written permission from the owner to hold the event at the site.

4. Jean Milburn reported on her meeting with Wayland Real Assets Committee (WRAP). She wondered whether we should re-position the project in the public's mind. She pointed out that the library has different space needs than a COA/Community Center; namely studying, learning, and discussion while the COA/CCAC needs are more messy, dirty, and smelly (cooking, art, painting, mud). Maybe change the name to a COA/recreation center. Steve suggested we wait and see what space is available in case we only have enough room for a council on aging.

5. Ben Keefe confirmed with the committee that the intended uses contemplated for this site are ok under the Raytheon deed restriction. He is writing a letter to Raytheon listing the contemplated uses that include Municipal uses, senior center, boathouse, walking paths, and not agricultural or residences. It was suggested to add language to include that "children as well as adults will be using..."

Adjournment: At 12:27 PM, a motion was made and seconded to adjourn. The vote in favor was 5-0.

Handouts:

None

Respectfully submitted,

Marylynn Gentry



Town of Wayland Massachusetts

Minutes

October 14, 2015

Council on Aging/Community Center Advisory Committee

Meeting called to order at 7:00 pm in Wayland Town Building.

Present: Bill Sterling, Jean Milburn, Steve Correia, Mark Foreman, Frank Krasin, Marylynn Gentry. Staff: Ben Keefe

No Public Comment.

The group reviewed the September 3 2015 meeting minutes. Correction: Tonya Largy name misspelled. Bill Sterling made motion to approve as corrected. Jean Milburn made second. Minutes approved by 6-0 vote.

Bill Sterling reported that the archeological study is underway and we hope to have a report on 10/23/15.

Bill Sterling has asked Faist Engineering (<http://www.faisteng.com/>) to examine all the utility service locations and capacities at the municipal site.

Testa Engineering examined the drawings used to construct the building on the municipal pad site. The drawings were drawn to current code. If the building was built to the specified design, it should be compliant with current code. In addition, before he retired, Wayland's building inspector examined the building and found it to be satisfactory.

Steve Correia described what he has heard about the community pop-up park event. It is designed to be a fun event for folks who would like to walk on the parcels, see the exterior of the existing building, and think about how the land could be used once the town acquires it.

We discussed plans for the upcoming public forum that we will offer. Mark and Bill will make the presentation. Mark will focus on engineering issues, Bill will talk about test results and archeological matters. Our objective will be to share all the information that we have gathered and help citizens understand why this committee supports acquisition of the municipal parcel.

Frank Krasin mentioned that Ken Issacson has started a program called "The Buzz". If it has open time on its schedule, we could ask to present in that program.

Ben Keefe reported his conversation with a representative of Twenty Wayland. They have agreed to write a letter that it is their intention to work with the Town of Wayland to lift deed restrictions from the Municipal pad.

Mark made a motion to adjourn at 7:51 p.m. Steve made the second. All voted affirmative 6-0.

Minutes
February 26, 2015
Town of Wayland
Economic Development Committee

Present: Becky Stanizzi, Seth Roman, Jean Milburn, Jim Grumbach. Sarkis Sarkisian.
Guests: Lina Moscone, Jeff Rogers, Susan Wagner, Tripp Jones

The meeting began at 8:30 a.m. in the office of the Town Planner in the Town Building.

There was no public comment.

Ms. Moscone was invited to tell the committee about her new business B*Happy, which opened recently. Lina described her store and the types of services that she will offer. The store will sell gifts and party supplies and will work with customers who wish to special order items. She looks forward to working with all the organizations in Town that have parties.

Susan Wagner arrived and began to take notes about B*Happy for an article in the Town Crier. After Lina completed her remarks, she thanked the group and left.

Jeff Rogers, who will open an Ace Hardware Store in the Town Center development in August, introduced himself and his business. Jeff's business philosophy assigns a high value to listening to his customers and modifying his business practices to meet their needs. His business will include a second store, "Wayland Home & Design" which will be a housewares and home fashion store. He hopes to have both stores open for business in Sept. 2015. When asked by Becky Stanizzi, "How can we help?" He asked for assistance in meeting as many residents as possible so that he can talk with people about their shopping needs. Jeff left after concluding his remarks.

Jim Grumbach commented on the lack of progress on the settlement of disputes over the Finnerty's property. The owners and the neighbors seem to have made no progress toward settling their disagreements.

Tripp Jones dropped in to talk with the committee. Since most committee members were not acquainted with Tripp, he spoke briefly about his varied work experiences. He currently owns his own company. Tripp has worked in state government and spoke about processes for grant applications. He may be able to advise us about how to improve the Town's success rate when applying for infrastructure grants.

Seth talked about matters related to the Wayland Business Association. They are eager to have more traffic into Town Center. Completion of the Town Green would allow events to occur there and draw people into the area. Brendon Homes has offered \$150K to complete landscaping the Green, but the timetable is unknown.

Becky spoke about the progress in REAC. They will be presenting to the Selectmen soon.

The minutes of the Jan 8, 2015 meeting were approved as edited. Becky made the motion, Jim made the second. Approved 4 -0.

Becky made a motion that REAC approve payment of the bills currently being charged to the EDC budget for the River's Edge project because EDC does not have direct knowledge of the work being done. Jean made the second. Approved 4-0

The March meeting will be March 26.

Seth made the motion to adjourn. Becky made the second. Approved 4 -0

Adjourned 10:20 a.m.

Respectfully submitted,

Jean Milburn

**Minutes
Economic Development Committee
Town of Wayland
March 26, 2015**

The meeting was called to order at 8:45 a.m. in the Town Planners Office

Present: Jean Milburn, Jim Grumbach, Becky Stanizzi, Seth Roman, Sean Fair

There was no Public Comment.

The minutes were reviewed and approved with minor edits. 5-0

Becky announced that a letter of resignation has been received from Nancy.

Becky gave a brief update on the REAC's activities. BOS and DPW are discussing and resolving matters related to the access to RE. A Water Study will be conducted for RE. Wayland's BOS is in discussion with Sudbury to conclude the old septage site contract. She invited our comments on the draft RFP for River's Edge.

Discussion moved to matters related to the Wayland Business Association. Sperry wants to be able to offer full liquor assortment in their store and has submitted an article to Town Meeting. The WBA may wish to hold events on the Town Green and need to come to an agreement with the developer about rules related to use of that location.

Regarding the future hardware store – it was suggested that Jeff Rogers contact the Wayland Rod & Gun Club.

There is no change in the status of the project at the old Finnerty's site.

There was discussion of the possible benefit of creating a promotional video featuring Wayland as a site for businesses. Pelham Island Pictures could be a possible vendor.

pelhamislandpictures@gmail.com. 508-314-8934.

Jean reported on the COC/CCAC article to be presented at Town Meeting. She is concerned that some citizens fear that the municipal pad site is polluted and will lobby to reject acceptance of the site. Sarkis will obtain an expert letter regarding the AUL status of the site.

On the general topic of citizen acceptance of the Town Center project . . . the parking lot is often full and the restaurants are doing a good trade. The condominiums currently under construction are selling rapidly in spite of a high price point. However, there is still a vocal minority that dislikes the project and will not shop there or support any town investment in that area. Clearly there is still work to be done to improve attitudes toward the site.

The next meeting will probably be held on April 30.

Jean made a motion to adjourn. Jim made the second. Vote 4-0. Time 9:55 a.m.

Minutes

Economic Development Committee

Town of Wayland MA

June 18, 2015

Present: Seth Roman, Sean Fair, Jim Grumbach, Becky Stanizzi, John Pugh

The meeting started at 8:44 a.m.

There was no public comment

The minutes of the last meeting were distributed and read. There was one correction of a typo in which WBA replaced WBC. The motion to approve as edited was made by Jean Milburn. The second was offered by Jim Grumbach. The minutes were approved 4-0 vote.

John Pugh is considering membership in EDC. He has background in Finance and Architecture and now works in development. He moved to Wayland about 1.5 years ago.

The members of the committee introduced themselves.

The members each talked about some of their areas of activity within EDC. Sean indicated that the COA may wish to move their concert series to the Town Green where it would be more visible. He continues to talk with COA about establishing a senior discount card system with WBA. Seth remarked that the Wailin' Wednesday events are well attended. Jean has visited the BHappy store and the owner seems happy thus far with sales. Jim Grumbach reported a "no change" status for the Finnerty's property.

The discussion turned to possible future activities. Seth believes that the Jack's Abbey Brew Pub in Framingham may be looking to expand to an additional location and that the business would be an attractive option for Wayland. Sean has talked to representatives of the SVT and the Boy Scouts and the Rail Trail about the "Tree USA" program. Jean has spoken with the Historical Society about the possibility of creating a picnic spot in their yard to serve as a rest area for bike riders entering town on the rail trail.

Sarkis described Eversource's interest in converting the rail bed to a crushed gravel trail at their expense if they can use it to access their equipment. The town would have to pay to upgrade the bridge over the river, but Eversource would provide funds for the entire East to West trail surface.

Becky reported good progress by REAC on River's Edge and hopes the an approved RFP will be ready in the fall.

Jean reported that the CoA/CCAC is making good progress on the due diligence tasks assigned to it by the BOS.

Motion for adjournment by Jean. Second by Jim. Vote 4-0. Meeting adjourned.

Electronic Voting Implementation Subcommittee
Minutes of the meeting of October 8, 2015

Committee members: Dave Bernstein, Lynne Dunbrack, Larry Krakauer, and Don Schuler
Audience members: Mary Antes and Dennis Berry

Agenda item 1, Call to order: Dave Bernstein called the meeting to order at 7:34 PM.

Agenda item 2, Appoint secretary *pro tem*: Larry Krakauer was appointed secretary.

Agenda item 3, Invite public comment. No public comments were offered at this time. However, Chairman Dave Bernstein allowed members of the public to actively participate in the meeting.

Agenda item 4, Approve minutes of 2015-7-23 meeting. MSP 3-0-1 (Dunbrack, Schuler): To approve the 7/23 minutes. It was noted that the minutes say in Agenda Item 5 under Education, "Any statement to be included on the Town's tax bill is up to the Selectmen". In fact, it later turned out that the Town Clerk had the power to do this on her own, and she did insert such a statement.

Agenda item 5, review updated documents. The documents *How to Vote Electronically* and *Electronic Voting Handout* were reviewed. **MSPU (Bernstein, Krakauer):** Approve the two abovementioned documents.

Regarding the document *Electronic Voting Procedures Handbook: Version 3.0b* of this document is publically available. It shows in red the changes from the previous version that were discussed by the committee. These mostly relate to changes that have been made to prevent "proxy voting" (a voter using an electronic voting terminal issued for the exclusive use of another voter).

In addition to the red changes in that document regarding the visitor log, the committee discussed how old a meeting attendee must be to be registered as a visitor. The conclusion was that there is no need to register a child attending with his or her parents, but that any unattended visitor must be registered.

The conclusions of the committee's recent work on preventing proxy voting resulted in the document's section 3 f (**Possession of Multiple Handsets or Proxy Voting**), in addition to the many smaller changes shown in red throughout the document. Some other additions made at this meeting:

In section 3 e (**Audit (optional spot check or triggered by seven voters)**), we'll add "An Elvis committee member will assist the Town Clerk during any audit procedure," or words to that effect.

In section 3 h 3 (**Handset Recovery Staff collect a Handset or a Visitor Card from each person who leaves**), we added the words "except after adjournment".

Section 7 of the document is a restatement of the earlier sections, assigning responsibilities.

Agenda item 6, Prepare for Wayland's Special Town Meeting (2015-11-09): Dave Bernstein arrives early to check on OTI's preparation. Other Elvis committee members need only arrive a bit before the meeting start.

Agenda item 7, Invite public comment: Dennis Berry thanked the Elvis committee. He's now seeing interest in electronic voting from other moderators, and another company is considering providing the service.

Agenda item 8, Adjourn: **MSPU (Krakauer, Bernstein)** Adjourn. (8:29 PM.)

Abbreviations: MSP: Moved, Seconded, Passed Yes-No-Abstained (Mover, Second)
MSPU: Moved, Seconded, Passed Unanimously (Mover, Second)



Town of Wayland Massachusetts

Finance Committee

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

Meeting Minutes September 16, 2015 Final

Attendance: Committee members C. Martin, D. Watkins (attended by phone) G. Cliff, G. Wolin, N. Funkhouser, and T. Abdella. B. Keveny (Finance Director) also attended as well as Nan Balmer (Town Administrator), John Senchyshyn (Asst Town Administrator/HR Director) members of the public and various presenters for specific topics as noted in the minutes below.

7:00 Call to Order

The meeting was called to order in the Board of Selectmen's meeting room at Town Building at 7 PM. N. Funkhouser announced that the meeting was being recorded by WayCam and D. Watkins indicated that he was participating by phone due to geographic distance.

7:01 Public Comment & Members' Response to Public Comment

Chris Brown, Chairman of the Board of Public Works, mentioned that two important CIPs had been inadvertently left out of their initial submission but that would be corrected.

7:02 Health Insurance Update and Discussion, John Senchyshyn

J. Senchyshyn provided an overview of the topic. He had noticed that Group Insurance Commission's rates for health insurance were scheduled to go up a lot less than the rates of Wayland's current provider (West Suburban) and that GIC's rates were considerably lower. The Board of Selectmen authorized Cook & Co. to do an analysis and their findings were presented to a joint meeting of the Board of Selectmen, School Committee, and Personnel Board on September 8 (see attachments). D. Watkins was at the meeting to represent the Finance Committee. The Board of Selectmen is scheduled to take a vote on the topic at its meeting on September 21 and John wants to let BoS know if FinCom has any input. John described the process that would occur if the Town moved to switch to GIC and summarized the major findings of Cook & Co's analysis. GIC appears to offer the potential for significant savings but little flexibility in terms of plan design and would require at least a 3 year commitment. West

Suburban is planning to make changes to make its plan design to bring its rates closer to GIC's. Even if we stay with West Suburban, plan design will change. N. Funkhouser asked some clarifying questions about timing and logistics of rate increases and the impact of potential changes at West Suburban. G. Cliff asked for information about the size of the two entities and whether GIC had cost advantages because it was larger. John observed that GIC was much larger and that West Suburban had recently lost 4 major communities and has been shrinking. C. Martin and T. Abdella asked clarifying questions about West Suburban, which communities had left, why, and who they went to. The 4 communities that left West Suburban did so primarily to get lower costs and the 3 of the 4 went to GIC. G. Cliff observed that it seems that employees would also save money according to Cook & Co's analysis. John responded that whether each employee will get savings will depend on what specific plan they are in and what coverage they have. John noted that Natick is also contemplating leaving West Suburban. D. Watkins asked why GIC can change plan design faster than West Suburban. John explained that it has to do with how the contracts with union employees are structured. N. Funkhouser stated that from a FinCom budgetary perspective the savings seemed sizeable and a move to GIC seemed to make sense for the town to pursue. John pointed out the GIC can be very inflexible, for example three years ago they put through a mid-year increase that towns then had to appropriate. Nancy asked for FinCom members to express their opinion. T. Abdella abstained. G. Cliff recommended that we change to GIC. There is real concern about whether West Suburban can remain competitive. Other towns near us like Sudbury and Weston have made the change. D. Watkins recommended that we consider a different option that is oriented toward self-insured individual self-designed plans. G. Wolin observed that West Suburban may be in a "death spiral" and that discretion would say that we should move. C. Martin complimented John and others on the investigative analysis that has been done and agreed that it probably makes sense to move. N. Funkhouser summarized the FinCom view that from a financial perspective pursuing the change to GIC would appear to be in Wayland's best interest.

7:37 Fall 2015 STM

N. Funkhouser provided an overview of article A amend FY2016 budget funding sources (see attachments). G. Cliff wondered if we needed the table of numbers. N. Funkhouser explained that it is a standard format that FinCom has used in the past, and that she was planning to add some commentary to make it easier to understand and that we will probably include a chart that we have used in the past as well. C. Martin, T. Abdella, and D. Watkins suggested a few edits, changes in formatting, and some additional information it would be helpful to include. N. Funkhouser moved that we approve the article as amended. T. Abdella seconded. Roll call vote. Wolin-Yes, Abdella-Yes, Funkhouser-Yes, Martin-Yes, Cliff-Yes, Watkins-Yes.

On article C current year transfers, B. Keveny distributed a memo with recommendations on IT funding requests (see attachments). He summarized key highlights of the memo. He recommended that funding for the items come from free cash. D. Watkins provided further explanation on each of the items, why it was needed and is urgent enough to be done at Special Town Meeting in November rather than waiting to part of the full CIP process for next April at

Annual Town Meeting. Nan Balmer agreed with D. Watkins summary of the needs, the rationale, and the urgency. C. Martin asked Brian if any of the amounts could be funded from the current budget. Brian thought it was too early in the year for the departments to be comfortable that they could fund any of the new amount. After further discussion, N. Funkhouser moved that we approve article C as amended. G. Cliff seconded. Roll call vote. Watkins-Yes, Wolin-Yes, Abdella-Yes, Funkhouser-Yes, Martin-Yes, Cliff-Yes.

G.Cliff provided an overview of article N amend chapter 36 of current bylaws to move back the earliest date of Annual Town Meeting (see attachments). A similar article was debated at 2015 Annual Town Meeting and did not pass. G. Cliff mentioned that he had been through several iterations with Alice Boelter representing the petitioners and had included many but not all of her suggestions. N. Funkhouser suggested some modifications to make the FinCom comments read better and eliminating one of the arguments in favor. T. Abdella argued that the comments can't all be neutral. C. Martin suggested we use the "some will argue" language and a few edits and formatting changes. FinCom discussed whether we could take a vote without having the benefit of petitioners' comments. Alice Boelter gave an update on when she expected petitioners' comments to be available. N. Funkhouser agreed to provide her a link to the current FinCom peer towns list. C. Martin indicated that she would prefer to wait and G. Cliff agreed. After further discussion, FinCom concluded that we should defer to a future meeting to take a vote on this article.

G. Cliff gave an overview of the article E OPEB Trust Fund Legislation and Governance (see attachments). He explained that he started with a draft that Jay Sherry, member of the OPEB Advisory Committee, provided and marked it up with a number of changes, but that the current version was probably longer than it needed to be and could be shortened. N. Funkhouser suggested putting a lot of the material in the middle in an appendix. D. Watkins agreed. N. Funkhouser made a number of additional edits to make the write-up clearer and less certain about the potential impact. C. Martin agreed that the write-up should be shorter, some of the language should be changed, and recommended some reformatting. D. Watkins argued that some of the argued benefits in terms of returns were potentially overpromised given the actual substance of the article. G. Cliff agreed to make the revisions suggested. After further discussion, G. Cliff moved that we approve the article as amended. N. Funkhouser seconded. Roll call vote. Watkins-Yes, Wolin-Yes, Abdella-Yes, Funkhouser-Yes, Martin-Yes, Cliff-Yes.

D. Watkins provided an overview of article G appropriate funds for energy resiliency project (see attachments). N. Funkhouser provided some suggested edits. D. Waktins explained that some of the expense contribution would be in kind from an employee's (Ben Keefe's) time. C. Martin suggested several edits and formatting changes. T. Abdella suggested an edit on one of the arguments in favor. After further discussion D. Watkins made a motion that we approve the article. C. Martin seconded. Roll call vote. Watkins-Yes, Wolin-Yes, Abdella-Yes, Funkhouser-Yes, Martin-Yes, Cliff-Yes.

On B. Steinberg's behalf, B. Keveny distributed a copy of the write-up on article I library planning design and article E acquire municipal parcel (see attachments). G. Wolin mentioned that he had attended a library trustees meeting and they had agreed that the library write-up should be shortened.

T. Abdella provided an overview of article K surface rail-trail (see attachments). Since we are changing to asphalt the amount that was previously appropriated is now likely to cover 2 out of the 3 miles of the trail. At this point it isn't clear whether they will ask for more money or continue with the current amount but only expect to cover 2 out of 3 miles. FinCom discussed and agreed that we should defer voting on this article.

T. Abdella provided an overview of article K update the open space and recreation plan (see attachments). N. Funkhouser suggested some additional information about the consultant's report be included. C. Martin suggested some edits and additions. After further discussion, T. Abdella moved that we approve the article as amended. C. Martin seconded. Roll call vote. Cliff-Yes, Martin-Yes, Funkhouser-Yes, Abdella-Yes, Wolin-Yes, Watkins-Yes.

9:00 FY17 Operating Budget and Guideline Memo Discussion

N. Funkhouser provided an overview of the revisions she had made based on the prior meeting (see attachments). G. Cliff suggested that Nancy's write-up was "perfect" with two very minor edits. C. Martin suggested that we move the key sentence on an overall goal to make it more prominent. B. Keveny and N. Funkhouser suggested that we add a sentence to make it clear that major departments should continue to submit detailed budget packages as they have in prior years. After further discussion, C. Martin moved that we approve the revised budget memo as amended. N. Funkhouser seconded. Roll call vote. Cliff-Yes, Martin-Yes. Funkhouse-Yes, Abella-Yes, Wolin-Yes, Watkins-Yes.

9:06 Liaison & Members' Reports, Concerns, and Topics

G. Cliff noted that the Board of Assessors was meeting on the overlay next Monday. G. Cliff suggested that we should have someone from BoA present at a future meeting. C. Martin presented an update on the recreation revolving fund article. A working group met but did not reach agreement on a financial model that all parties agree to. B. Keveny provided some further details. C. Martin observed that based on the Board of Selectmen meeting a significant part of the problem is the large surplus. There is no doubt the recreation revolving fund should have a higher cap, but we need an agreed financial model that addresses the surplus and the recreation department salaries. Linda Segal asked that Brian's memo recommendation on the recreation model be made publicly available if it isn't already.

9:19 Chair's Update

N. Funkhouser asked that we review the draft minutes from the Aug 31 meeting. Since B. Steinberg isn't here we agreed that we should hold off for the next meeting. C. Martin noted that she will distribute draft meeting minutes for Sep 8 prior to our next FinCom meeting.

On future meeting schedule, N. Funkhouser proposed that we plan to meet on Sept 21, Sept 28, and Oct 19.

N. Funkhouser recommended we defer the discussion about the possibility of writing a newspaper article to a future meeting.

9:24 Adjourn

N. Funkhouser made a motion to adjourn the meeting. C. Martin seconded. Roll call vote: Watkins-Yes, Cliff-Yes, Martin-Yes, Funkhouser-Yes, Abdella-Yes, Wolin-Yes

Attachments

Board Packet HI (Health Insurance)
Amend FY2016 budget funding sources
IT fundings request
Amend Chapter 36 of Current Bylaws
OPEB Trust Fund Legislation
Appropriate Funds Energy Resiliency Project
Surface rail-trail
Open space and recreation plan
FY 2017 Operating Budget Process

Respectfully Submitted,
Gordon Cliff

Municipal Affordable Housing Trust Fund (MAHTF)

Meeting Minutes—October 7, 2015

Wayland Town Building

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

Absent: Kevin Murphy

Materials Distributed:

- Draft of the September 2, 2015 minutes
- October 7, 2015 MAHTF Agenda
- Town of Wayland, MA Investment Policy Statement; General Fund and Trust Funds
- The Commonwealth of Massachusetts, Office of the Commissioner of Banks, List of Legal Investments
- Investment Policy for Wayland’s OPEB Investment Account
- Town of Wayland, OPEB Trust Investment Policy Statement
- Discussion Document for the development of a Draft Policy for Small Grants
- MAHTF financial statements (unaudited) as of September 30, 2015

Open Meeting: Mary Antes called the meeting to order at 7:30 PM at the Wayland Town Building

Public Comment: None

Notes:

1. The Trustees reviewed the September minutes. Susan Weinstein moved that the minutes be approved, as amended. Brian O’Herlihy seconded the motion. Motion approved 5-0.
2. **Treasurer’s Report:** Brian O’Herlihy reported that he has converted our finance report using governmental fund accounting, an accounting system which separates accounts for specific purposes in accordance with regulations and restrictions. At our September MAHTF meeting, the Trustees authorized Brian O’Herlihy to negotiate a contract for a full audit up to \$5000. Brian O’Herlihy negotiated this audit for \$2500. An engagement letter has been executed, which Brian O’Herlihy will send to the Trustees. Brian O’Herlihy filed a tax return on September 10, 2015, as we do have a Tax ID number.
3. The Trustees considered the Discussion Document for a Draft Policy for Small Grants. Issues that were reviewed and discussed included the following: Who is eligible; type of work to

include in the small grant; amount of each grant; amount awarded in total; reimbursement or outright grant; documentation requirements; frequency of grants; frequency a person can receive a grant; prioritization of requests; and possible payback to the Trust.

ACTION: Mary Antes will explore possible liability issues.

ACTION: Mary Antes to learn if residents are able to obtain free smoke alarms/ carbon monoxide alarms through the public safety departments. If these alarms are not available for free, Mary Antes will also learn if fees can be waived or fees can be reduced for indigent and low income residents.

ACTION: Susan Weinstein to develop a draft Small Grants Policy.

4. The Trustees began a discussion of an Investment Policy. Brian O’Herlihy discussed the need to begin considering investment of MAHT funds and the development of a policy statement. Brian O’Herlihy suggested that the Trustees consider adopting the Town’s Investment Policy Statement as it relates to an overarching conceptual policy of the MAHT funds.

ACTION: Brian O’Herlihy to explore additional information regarding the Town’s investments.

5. There was a brief discussion regarding the purchase of existing homes for affordable housing.

ACTION: Mary Antes to invite Liz Rust, from Sudbury, to discuss purchasing existing homes for affordable housing.

6. The Trustees discussed the election of officers. Susan Weinstein moved that the following be elected:

- Mary Antes - Chair
- Stephen Greenbaum - Vice Chair
- Brian O’Herlihy - Treasurer
- Jacqueline Ducharme - Secretary

Stephen Greenbaum seconded the motion. The motion was approved unanimously, 5-0.

7. Susan Weinstein moved to adjourn the meeting at 9:25 PM. Stephen Greenbaum seconded the motion. Motion approved unanimously, 5-0.

Respectfully Submitted,

Jacqueline Ducharme



Town of Wayland Massachusetts

Planning Board Meeting Minutes for Meeting of October 6, 2015

In attendance: Reck (Chair), Murphy, Montague,, Hill

The meeting was called to order at 7:50 PM in the Planning Office

I. New Business

[taken out of order to accommodate applicant]

A. ANR Plan – 15 Training Field Rd. (4 new lots)

- Planner notes that Lot 100 doesn't have sufficient frontage, and would probably not be eligible for conservation cluster b/c a 50' buffer around perimeter given narrow neck on Training Field and Concord would not be viable.

- Murphy moves to approve ANR plan, subject to changing misspelling of Concord Road and adding note "not a buildable lot" to plan for Lot 100.

- Approved, 4-0.

B. ANR Plan – 33 Shaw Drive

- Owner is proposing to create two lots, one buildable (current house) and a second not buildable lot (Parcel A). Existing house is under agreement. "Parcel A" would be donated to the Town.

- Murphy moves to approve ANR plan. Approved 4-0.

II. Public Comment

[none]

III. Town Planner Report

A. Rail Trail Update

Still waiting for written commitment from Eversource. Sarkis and Kiernan met with Eversource a few weeks ago. Eversource is working on getting license from MBTA to enter onto

land to make improvements. Sarkis feels they are committed to this. Trail will be 10' wide with 2' shoulders on each side. Eversource will make this a hard-packed gravel trail.

Sales Rep. Greg from "soil stabilizer" company met with Sarkis in Wayland recently. Charles River Walk in Watertown uses this product, very close to river. Porous product, but as strong as concrete. Company will be installing sample on Town Green for free.

Resolution will be on Fall Town Meeting warrant to allow use of this product or pavement for rail trail – modifying vote from last year's town meeting which appropriated funds for a gravel trail.

B. Misc. Issues

Walking trails on Town Green will be paved with concrete this weekend.

Oct. 17th event ("pop-up park") on Town Green. LWV forum on 10/20 to discuss town center issues at 7:30 at Town Hall.

Planning Board has a tree hearing on 10/20, location TBD, at 7PM with the Board of Public Works. Two trees on the agenda. Planning Board will post a meeting for same night, at DPW building.

Sarkis asks Board if we want to take a position on other warrant articles covering following issues: rail trail resolution (explained above), open space plan update, acquisition of municipal pad at town center, and library study (prerequisite for applying for state grants).

Oct. 19th meeting planned with Planning Board and Board of Selectmen to interview and select alternate member of Planning Board.

C. WRAP

Meeting held last week – over 40 people attended. Presentations by various town officials, boards, interest groups.

D. Covered Bridge

3 affordable units under construction. Developer is seeking bond to release covenant on one or two lots, in the amount of \$30,000. Just final coat of pavement is all that is left to do. Murphy makes motion to set bond of \$30,000 for release of covenant, but lots won't be released until tri-party agreement in place. Hill requests that occupancy permits for affordable units be issued before covenants be released.

IV. Old Business

A. 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.

B. Review Minutes from 8/18 and 9/8

Approved 4-0. Motions made by Murphy, seconded by Hill.

Motion to adjourn 10:05.

Respectfully Submitted,
Daniel C. Hill



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

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

MEETING MINUTES

October 20, 2015

The Wayland Planning Board met on **Tuesday October 20, 2015 at 7:00pm** in the Wayland DPW Building, River Road, Wayland, MA relative to the following agenda items:

- 7:00 Convene Scenic Road Hearing Joint Hearing with the Board of Public Works.**
- 7:35 Vote November 9, 2015 Fall Special Town Meeting Articles (select articles to support)**
- 8:15 Approve minutes of October 6, 2015**
- 8:45 Adjourn**

Attendance:

Mr. Andrew Reck, Chair
Mr. Kevin Murphy, Vice Chair
Mr. Dan Hill, Member, Clerk -absent

Ms. Colleen Sheehan, Member - absent
Mr. Ira Montague, Member

The Town Planner, Mr. Sarkis Sarkisian, was not present (attending League of Women Voters forum on Town Center).

7:30 PM Open and Public Comment

A. Reck called the Joint Meeting to order for the Planning Board (Board of Public Works convened earlier) and noted that the agenda is available to online and in hardcopy for those in attendance.

Scenic Road Tree Hearing:

Tree #1509, 15 Old Ct Path, Maple: Planning Board recommends removal. Motion: I. Montague, Second: K. Murphy, Vote: 3-0

Tree #1516, 80 Plain Road, Oak: Planning Board recommends removal. Motion: I. Montague, Second: K. Murphy, Vote: 3-0

Planning Board Adjourned the Scenic Road Tree Hearing and re-convened in an adjacent meeting room.

8:02 PM Re-Convene Planning Board Meeting

A. Reck reviewed the agenda. There was no Public Comment.

8:05 PM Review certain Special Town Meeting Articles to consider supporting

After some discussion and review, it was determined that the Board would recommend approval for the following Special Town Meeting articles: #3 “Acquire Municipal Parcel in Town Center”, #6 “Appropriate Funds for Library Planning and Design”, #7 “Appropriate Funds to Update the Open Space and Recreation Plan” and #12, “Resolution Regarding Surface of Rail-Trail in Wayland”. Motion: K. Murphy, Second: I. Montague, Vote: 3-0.

In addition, A. Reck and K. Murphy agreed to speak in support of these articles, if needed.

8:15 PM Minutes and Future Meeting Agenda

No minutes were reviewed.

Agenda items for the next Planning Board meeting will include at least one ANR and a discussion of potential zoning-related articles for Town Meeting (Spring 2016).

8:20 PM Adjourn

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

Respectfully submitted,

Kevin Murphy, member

Date

Wayland Real Asset Planning Committee

October 14, 2015 – 7:30 PM

APPROVED 10-28-15

Present: Colleen Sheehan, chair (arrived 7:45); Tom Abdella, Anette Lewis, Gretchen Schuler and Bill Steinberg.

Also attending: Gordon Cliff (briefly)

Public Comment. None

Anette Lewis chaired the meeting until Colleen Sheehan arrived. Ms. Lewis read the agenda and suggested reviewing minutes while waiting for Ms. Sheehan to arrive.

Minutes. The minutes of 9/3/15 were accepted (4-0-0) as amended. The minutes of 9/18/15 were accepted (4-0-0) as amended. The minutes of 9/30/15 were accepted (5-0-0) as amended. (Ms. Sheehan arrived in time to vote on 9/30 minutes.)

It was noted that all minutes should refer to persons by whole name or last name with Ms. or Mr. Also it was decided that all hand-outs for that date would be noted at the end of the minutes.

Ms. Schuler reported that there is a new cable program called *Wayland Weekly Buzz* and she has agreed to be the “reporter” for WRAP. She forgot to inform Committee at last meeting that she would be sending in 3 to 4 bullets of what transpired at meeting. As there was no controversy she will continue to report for WRAP which means sending information about content of meeting to Ken Isaacson who will read bullets on air weekly.

Recap of September 30 WRAP Forum Anette Lewis began discussion with comments that it was a good meeting – productive. She noted that she had received comments from others that the introduction could have been shorter; however Bill Steinberg said that he believed the introduction was clear, and useful to those who know nothing about WRAP. There were several boards that are users of space or stewards of land that were not represented such as Town Clerk, Surface Water Quality, Youth and Family Services, and housing groups. Board of Health did not attend due to their regularly scheduled meeting but did indicate two of the schools are in need of a nurse’s office. Bill Steinberg cited needs for a generator for refrigeration of medications (vaccines, etc.).

Ms. Schuler stated that she had heard that at least one board asked – what’s next? “How do we get more information about our needs to WRAP?” This began the discussion of meeting with boards/commissions/departments that attended and also those that did not to follow up for more detailed information on “needs.”

It was also noted that overlapping needs were meeting spaces and storage. Four groups articulated need for meeting or art display space – Cultural Council, Council on Aging, Library, and Recreation. Storage was noted by the Fire Chief as problematic causing potential code violations. WRAP members would like to have a more detailed understanding of storage needs. Tom Abdella will speak to Chief Houghton to ask if he could be more specific.

Process for and Components of Comprehensive, Long-Range Facilities Plan Discussion
began with the need to develop a spread sheet with data about town-owned parcels. WRAP will need existing information about parcels and buildings, and future uses, limitations, and needs. Essentially this will be an inventory of land and buildings and an inventory of needs. To begin Ms. Schuler will ask Brendan Decker, GIS specialist to create a new list in Excel of town-owned property with the following columns of information: Map #, Parcel ID, Street Address, Stewards/Owners, Acreage, Square Footage of Buildings if applicable, Overlay Districts, and Aquifer Protection District (yes or no). Mr. Abdella volunteered to take such a list and set up tabs so that one can look at all land and buildings owned by a specific department/board/commission. To this list will eventually be added infrastructure such as proximity of utilities, accessibility, condition, deed restrictions, conservation restrictions, and other categories as WRAP determines need. The detailed information will help WRAP determine usability of land and appropriateness of present and future uses. The demographic information also must be woven into the needs lists (particularly when understanding which items are "needs" and which are "desires.")

Timeline for Deliverables WRAP members are not yet ready to put a timeline together; however did decide to work on Ranking Criteria at the next meeting – how the Committee will determine project line up based on readiness of project and the overall funding capacity (what we can afford that meets Finance Committee's guidelines) of the town. The inventory of land/buildings, of needs, and financial modeling will be used to develop plan of capital needs of town.

Other Ms. Sheehan asked Ms. Lewis to divide all of the land/buildings stewards amongst WRAP members so that each member would become a liaison responsible for finding additional information from each group. She will send this list to members and each can begin to contact boards and commissions to discuss needs of the board/department and existing property and buildings under control of the board/department.

VOTE: Prior to adjourning Ms. Lewis moved that the WRAP adopt Massachusetts General Law provisions that allow remote participation at meetings. Mr. Steinberg seconded the motion and it was adopted by a vote of 5-0-0.

Next Meetings

October 28th (Wed.) Agenda – Develop criteria by which to measure land and buildings and ultimately projects.

November 12th (Thurs.) Report on discussions about needs of boards/commissions,
November 18th (Wed.) (New date. Changed from November 19th.)

This meeting adjourned at 9:00 PM.

Respectfully submitted,
Gretchen G. Schuler

Materials Received at Meeting

- 1) Wayland Growth Management Guidelines, Growth Policy Committee, March 1998.



**MASSACHUSETTS
MUNICIPAL
ASSOCIATION**

ONE WINTHROP SQUARE, BOSTON, MA 02110
617-426-7272 • 800-882-1498 • fax 617-695-1314 • www.mma.org

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NOV -2 2015

**Board of Selectmen
Town of Wayland**

October 27, 2015

Nanette Balmer
Town of Wayland
41 Cochituate Road
Wayland, MA 01778-2614

Dear Nan,

Since 1998, the Massachusetts Municipal Association's MunEnergy program has worked with cities and towns to provide competitive electric and natural gas prices, budget stability, and comprehensive energy solutions.

We work diligently with Constellation, our endorsed energy supplier, to continuously improve our service to you. Today, I am very pleased to announce that two of Constellation's finest Business Development Managers, Charlotte Diogo (whom many of you already know) and Wanda Miller, will be dedicated to the MunEnergy program and will be your new primary contacts at Constellation for the MunEnergy program.

Charlotte and Wanda bring extensive experience and a focused expertise to help you develop a customized energy strategy for your community. Their knowledge of the Massachusetts energy market makes them valuable contributors to the MunEnergy program. They will be reaching out to you in the next few weeks to introduce themselves. I hope you will take the time to meet them.

While there will be no interruption to your energy supply or billing, I encourage you to contact me directly at pbockelman@mma.org or 617-426-7272 x111 with any questions or concerns.

Regards,

A handwritten signature in black ink that reads "Paul Bockelman".

Paul Bockelman
Director of Administration & Finance

Senchyshyn, John

From: Megan Devine <mdevine@mma.org>
Sent: Monday, November 02, 2015 3:21 PM
To: MMPA Resources List
Subject: MMMA Scholarship Programs

MMPA Member,

The Massachusetts Municipal Management Association has 2 scholarship programs available. The Nancy Galkowski Legacy Fund is designed for people looking for financial assistance with education or training and the Whitlock offers a \$2,000 award to a Massachusetts resident pursuing a masters degree and a career in local government. Membership in the MMMA is not required for either scholarship.

The link below gives more detail and the application forms for both scholarships. If you have any questions, please contact Denise Baker at dbaker@mma.org.

<http://www.mma.org/municipal-government/15551-mass-municipal-management-association-announces-scholarship-opportunities>

Megan J. Devine
Senior Member Services Coordinator
Massachusetts Municipal Association
One Winthrop Square
Boston, MA 02110

617-426-7272 x104
mdevine@mma.org

Follow us on Twitter: @massmunicipal

MMA's Annual Meeting & Trade Show is Jan. 22-23, 2016.
It is the largest gathering of municipal officials in the Northeast with fantastic speakers, workshops, and the largest municipal trade show in the region!
Go to mma.org to register.

Mass. Municipal Management Association announces scholarship opportunities

October 29, 2015

The Massachusetts Municipal Management Association is seeking applications for the Nancy Galkowski Legacy Fund and the Gerry Whitlock Memorial Scholarship, both of which will be awarded at the association's business meeting in Boston on Jan. 23, 2016.

Applications are due Nov. 23.

The Nancy Galkowski Legacy Fund was established in honor of a town administrator who served for 35 years and was a former president of the MMMA, a member of the MMA Board of Directors, and an officer with the International City/County Management Association.

Galkowski was passionate about professional development and excellence within the profession. Shortly after she passed away in 2013, the fund was established by her colleagues to assist with defraying the costs of professional development training and mentoring opportunities not only for professionals just starting their careers in municipal management, but also for existing and long-time managers whose budgets may preclude them from pursuing such opportunities.

Galkowski's husband, Larry, described the fund's purpose: "To promote, educate and encourage municipal professionals to look beyond their own comfort levels, continually seek out new information, and share it with others and improve our communities."

The Galkowski Fund is supported by MMMA member contributions as well as a significant annual investment by her family.

The Gerry Whitlock Memorial Scholarship is funded by the MMMA in honor of the late former town administrator.

Whitlock dedicated his life to local government, starting as a selectman in Belchertown before becoming the town's first town administrator. He mentored many young professionals who were just entering the field of local government, and he was well known for his wit and candor.

Candidates for the Whitlock Scholarship – unlike the Galkowski Fund – must be enrolled in a college or university master's level program in public administration, and the award may be used to offset tuition.

For more information, contact Denise Baker at the MMA (dbaker@mma.org) or Boxborough Town Administrator Selina Shaw, chair of the Nancy Galkowski Legacy Fund, at sshaw@boxborough-ma.gov .

- [Nancy Galkowski Legacy Fund application](#) (fillable PDF)
- [Whitlock Scholarship application](#) (fillable PDF)

RECEIVED

NOV - 9 2015

Board of Selectmen
Town of Wayland



The Commonwealth of Massachusetts

DEPARTMENT OF PUBLIC UTILITIES

NOTICE OF FILING AND PUBLIC HEARING

D.P.U. 15-161

November 2, 2015

Petition of Boston Gas Company and Colonial Gas Company, each d/b/a National Grid, pursuant to G.L. c. 25, § 21, for approval by the Department of Public Utilities of its Three-Year Energy Efficiency Plan for 2016 through 2018.

On October 30, 2015, Boston Gas Company and Colonial Gas Company, each d/b/a National Grid ("Company"), filed with the Department of Public Utilities ("Department") a petition for approval of a three-year energy efficiency plan, covering calendar years 2016 through 2018 ("Three-Year Plan"). The Company filed its Three-Year Plan pursuant to An Act Relative to Green Communities, Acts of 2008, c. 169, § 11 ("Green Communities Act"), and Investigation by the Department of Public Utilities on its own Motion into Updating its Energy Efficiency Guidelines Consistent with An Act Relative to Green Communities, D.P.U. 08-50 (2008); D.P.U. 08-50-A (2009); D.P.U. 08-50-B (2009); D.P.U. 08-50-C (2011); D.P.U. 08-50-D (2012). The Department has docketed this matter as D.P.U. 15-161.

The Green Communities Act requires the Commonwealth's electric and gas distribution companies, and municipal aggregators with certified efficiency plans ("Program Administrators") to develop energy efficiency plans that provide for the acquisition of all available energy efficiency and demand reduction resources that are cost-effective or less expensive than supply. G.L. c. 25, § 21. To accomplish this goal, Program Administrators are required to develop three-year energy efficiency plans, in consultation with the Energy Efficiency Advisory Council ("Council"), and submit such plans to the Department. G.L. c. 25, § 21. Once a plan is submitted, the Green Communities Act requires the Department to: (1) consider the plan; (2) provide an opportunity for interested persons to be heard in a public hearing; and (3) within 90 days after the submission of the plan, issue a decision on the plan that ensures that all energy efficiency and demand reduction resources that are cost-effective or less expensive than supply have been identified and captured by the Program Administrator. G.L. c. 25, § 21.

The Company's proposed Three-Year Plan includes energy efficiency programs for residential, low-income, and commercial and industrial customers. The Plan also includes the Company's Residential Conservation Service filing. The Company's proposed budget for the three-year period is \$390,870,325 (\$127,482,862 in 2016, \$129,937,505 in 2017, and \$133,449,958 in 2018) and includes a performance incentive.

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If the Company's Three-Year Plan is approved as proposed, the Company states that its proposed budgets will have the following effects for Boston Gas Company:

- A residential heating customer (R-3) using 130 therms per month could experience a monthly peak bill increase of \$8.36 or 5.1 percent in 2016; a monthly peak bill decrease of \$0.21 or 0.10 percent in 2017; and a monthly peak bill increase \$0.22 or 0.10 percent in 2018.
- A residential low-income (R-4) customer using 121 therms per month could experience a monthly peak bill increase of \$5.81 or 3.8 percent in 2016; a monthly peak bill decrease of \$-0.14 or -0.10 percent in 2017; and a monthly peak bill increase of \$0.15 or 0.10 percent in 2018; and
- Bill impacts for commercial and industrial customers will vary. These customers should contact the Company for specific bill impact information.

If the Company's Three-Year Plan is approved as proposed, the Company states that its proposed budgets will have the following effects for Colonial Gas Company:

- A residential heating customer (R-3) using 110 therms per month could experience a monthly peak bill increase of \$7.12 or 5.5 percent in 2016; a monthly peak bill decrease of \$-0.18 or -0.10 percent in 2017; and a monthly peak bill increase \$0.19 or 0.10 percent in 2018.
- A residential low-income (R-4) customer using 110 therms per month could experience a monthly peak bill increase of \$5.35 or 4.2 percent in 2016; a monthly peak bill decrease of \$-0.13 or -0.10 percent in 2017; and a monthly peak bill increase of \$0.14 or 0.10 percent in 2018; and
- Bill impacts for commercial and industrial customers will vary. These customers should contact the Company for specific bill impact information.

If the Company's Three-Year Plan is approved as proposed, the Company states that its proposed budgets will have the following effects for Blackstone Gas Company:

- A residential heating customer (R-3) using 125 CCF per month could experience a monthly peak bill increase of \$9.79 or 4.31 percent in 2016; a monthly peak bill decrease of \$-0.18 or -0.07 percent in 2017; and a monthly peak bill increase \$0.24 or 0.10 percent in 2018.
- A residential low-income (R-4) customer using 125 CCF per month could experience a monthly peak bill increase of \$15.61 or 8.50 percent in 2016; a monthly peak bill decrease of \$-0.13 or -0.07 percent in 2017; and a monthly peak bill increase of \$0.20 or 0.10 percent in 2018; and

- Bill impacts for commercial and industrial customers will vary. These customers should contact Blackstone Gas Company for specific bill impact information.

Customers who participate in energy efficiency programs may experience a monthly bill decrease over the duration of the Three-Year Plan. For specific bill impacts, please contact the Company as indicated below.

Copies of the Three-Year Plan are on file at the Department's offices, One South Station - 5th Floor, Boston, Massachusetts 02110 for public viewing during business hours and on the Department's website at <http://www.mass.gov/dpu>. Documents on the Department's website may be accessed either by browsing for documents by industry (e.g., Electric or Gas) at <http://web1.env.state.ma.us/DPU/FileRoom/dockets/byindustry> or by looking up the docket by its number in the docket database at <http://web1.env.state.ma.us/DPU/FileRoom/dockets/bynumber>. A copy is also on file for public view at the office of National Grid, 40 Sylvan Road, Waltham, Massachusetts 02451 and on the Company's website. Any person desiring further information regarding the Three-Year Plan should contact counsel for the Company, Andrea G. Keeffe, Esq., at (781) 907-2123. Any person desiring further information regarding this notice should contact David Gold or Shannon Sawyer, Hearing Officers, Department of Public Utilities, at (617) 305-3500.

The Department will conduct a public hearing to receive comments on the proposed Three-Year Plan. The hearing will take place on **November 30, 2015, 2:00 p.m.** at the Department's offices, One South Station - 5th Floor, Boston, Massachusetts 02110. Any person who desires to comment may do so at the time and place noted above or submit written comments to the Department not later than the close of business (5:00 p.m.) on **November 30, 2015**.

Any person who participated in the Council process or whose interests were represented by a member of the Council, and who desires to participate in the evidentiary phase of this proceeding must file a written petition for leave to intervene with the Department not later than the close of business on **Monday, November 2, 2015**. Any person who did not participate in the Council process or whose interests were not represented by a member of the Council, and who desires to participate in the evidentiary phase of this proceeding must file a written petition for leave to intervene with the Department not later than the close of business on **Friday, November 13, 2015**. A petition for leave to intervene must satisfy the timing and substantive requirements of 220 C.M.R. § 1.03. Receipt by the Department, not mailing, constitutes filing and determines whether a petition has been timely filed. A petition filed late may be disallowed as untimely, unless good cause is shown for waiver under 220 C.M.R. § 1.01(4). To be allowed, a petition under 220 C.M.R. § 1.03(1) must satisfy the standing requirements of G.L. c. 30A, § 10. All responses to petitions to intervene must be filed by the close of business of the second business day after the petition to intervene was filed.

An original and one (1) copy of all written comments or petitions to intervene must be filed with Mark D. Marini, Secretary, Department of Public Utilities, One South Station - 5th Floor, Boston, Massachusetts 02110, not later than the close of business on the dates noted

above. One copy of all written comments or petitions to intervene should also be sent to the Company's attorney, Andrea Keefe, Esq., National Grid, 40 Sylvan Road, Waltham, Massachusetts 02451, and by email, Andrea.Keefe@nationalgrid.com.

All documents should also be submitted to the Department in electronic format using one of the following methods: (1) by e-mail attachment to dpu.efiling@state.ma.us, and the hearing officers david.j.gold@state.ma.us or shannon.sawyer@state.ma.us or (2) on a CD-ROM. The text of the e-mail or CD-ROM must specify: (1) the docket number of the proceeding D.P.U. 15-161; (2) the name of the person or company submitting the filing; and (3) a brief descriptive title of the document. The electronic filing should also include the name, title, and telephone number of a person to contact in the event of questions about the filing. All documents submitted in electronic format will be posted on the Department's website: <http://www.mass.gov/dpu>.

RECEIVED

NOV - 6 2015

Board of Selectmen
Town of Wayland



The Commonwealth of Massachusetts

DEPARTMENT OF PUBLIC UTILITIES

NOTICE OF FILING AND PUBLIC HEARING

D.P.U. 15-164

November 2, 2015

Petition of NSTAR Gas Company d/b/a Eversource Energy, pursuant to G.L. c. 25, § 21, for approval by the Department of Public Utilities of its Three-Year Energy Efficiency Plan for 2016 through 2018.

On October 30, 2015, NSTAR Gas Company d/b/a Eversource Energy ("Company"), filed with the Department of Public Utilities ("Department") a petition for approval of a three-year energy efficiency plan, covering calendar years 2016 through 2018 ("Three-Year Plan"). The Company filed its Three-Year Plan pursuant to An Act Relative to Green Communities, Acts of 2008, c. 169, § 11 ("Green Communities Act"), and Investigation by the Department of Public Utilities on its own Motion into Updating its Energy Efficiency Guidelines Consistent with An Act Relative to Green Communities, D.P.U. 08-50 (2008); D.P.U. 08-50-A (2009); D.P.U. 08-50-B (2009); D.P.U. 08-50-C (2011); D.P.U. 08-50-D (2012). The Department has docketed this matter as D.P.U. 15-164.

The Green Communities Act requires the Commonwealth's electric and gas distribution companies, and municipal aggregators with certified efficiency plans ("Program Administrators") to develop energy efficiency plans that provide for the acquisition of all available energy efficiency and demand reduction resources that are cost-effective or less expensive than supply. G.L. c. 25, § 21. To accomplish this goal, Program Administrators are required to develop three-year energy efficiency plans, in consultation with the Energy Efficiency Advisory Council ("Council"), and submit such plans to the Department. G.L. c. 25, § 21. Once a plan is submitted, the Green Communities Act requires the Department to: (1) consider the plan; (2) provide an opportunity for interested persons to be heard in a public hearing; and (3) within 90 days after the submission of the plan, issue a decision on the plan that ensures that all energy efficiency and demand reduction resources that are cost-effective or less expensive than supply have been identified and captured by the Program Administrator. G.L. c. 25, § 21.

The Company's proposed Three-Year Plan includes energy efficiency programs for residential, low-income, and commercial and industrial customers. The Plan also includes the Company's Residential Conservation Service filing. The Company's proposed budget for the three-year period is \$148,749,172 (\$47,728,000 in 2016, \$49,315,346 in 2017, and \$51,705,827 in 2018) and includes a performance incentive.

If the Company's Three-Year Plan is approved as proposed, the Company states that its proposed budgets will have the following effects:

- A residential heating customer (R-3) using 131 therms per month could experience a monthly peak bill decrease of \$0.80 or 0.5 percent in 2016; a monthly peak bill increase of \$3.85 or 2.6 percent in 2017; and a monthly peak bill increase \$0.86 or 0.6 percent in 2018.
- A residential low-income (R-4) customer using 120 therms per month could experience a monthly peak bill decrease of \$0.60 or 0.5 percent in 2016; a monthly peak bill increase of \$2.87 or 2.5 percent in 2017; and a monthly peak bill increase of \$0.63 or 0.5 percent in 2018; and
- Bill impacts for commercial and industrial customers will vary. These customers should contact the Company for specific bill impact information.

Customers who participate in energy efficiency programs may experience a monthly bill decrease over the duration of the Three-Year Plan. For specific bill impacts, please contact the Company as indicated below.

Copies of the Three-Year Plan are on file at the Department's offices, One South Station - 5th Floor, Boston, Massachusetts 02110 for public viewing during business hours and on the Department's website at <http://www.mass.gov/dpu>. Documents on the Department's website may be accessed either by browsing for documents by industry (e.g., Electric or Gas) at <http://web1.env.state.ma.us/DPU/FileRoom/dockets/byindustry> or by looking up the docket by its number in the docket database at <http://web1.env.state.ma.us/DPU/FileRoom/dockets/bynumber>. A copy is also on file for public view at the office of Eversource Energy, One NSTAR Way, Westwood, Massachusetts 02090 and on the Company's website. Any person desiring further information regarding the Three-Year Plan should contact counsel for the Company, John K. Habib, Esq., or Jessica Buno, Esq., at (617) 951-1400. Any person desiring further information regarding this notice should contact David Gold or Shannon Sawyer, Hearing Officers, Department of Public Utilities, at (617) 305-3500.

The Department will conduct a public hearing to receive comments on the proposed Three-Year Plan. The hearing will take place on **November 30, 2015, 2:00 p.m.** at the Department's offices, One South Station - 5th Floor, Boston, Massachusetts 02110. Any person who desires to comment may do so at the time and place noted above or submit written comments to the Department not later than the close of business (5:00 p.m.) on **November 30, 2015**.

Any person who participated in the Council process or whose interests were represented by a member of the Council, and who desires to participate in the evidentiary phase of this proceeding must file a written petition for leave to intervene with the Department not later than the close of business on **Monday, November 2, 2015**. Any person who did not participate in

the Council process or whose interests were not represented by a member of the Council, and who desires to participate in the evidentiary phase of this proceeding must file a written petition for leave to intervene with the Department not later than the close of business on **Friday, November 13, 2015**. A petition for leave to intervene must satisfy the timing and substantive requirements of 220 C.M.R. § 1.03. Receipt by the Department, not mailing, constitutes filing and determines whether a petition has been timely filed. A petition filed late may be disallowed as untimely, unless good cause is shown for waiver under 220 C.M.R. § 1.01(4). To be allowed, a petition under 220 C.M.R. § 1.03(1) must satisfy the standing requirements of G.L. c. 30A, § 10. All responses to petitions to intervene must be filed by the close of business of the second business day after the petition to intervene was filed.

An original and one (1) copy of all written comments or petitions to intervene must be filed with Mark D. Marini, Secretary, Department of Public Utilities, One South Station - 5th Floor, Boston, Massachusetts 02110, not later than the close of business on the dates noted above. One copy of all written comments or petitions to intervene should also be sent to the Company's attorneys, John K. Habib, Esq., and Jessica Buno, Esq., Keegan Werlin LLP, 265 Franklin Street, Boston, Massachusetts 02110, and by email, jhabib@keeganwerlin.com and jbuno@keeganwerlin.com.

All documents should also be submitted to the Department in electronic format using one of the following methods: (1) by e-mail attachment to dpu.efiling@state.ma.us, and the hearing officers david.j.gold@state.ma.us or shannon.sawyer@state.ma.us or (2) on a CD-ROM. The text of the e-mail or CD-ROM must specify: (1) the docket number of the proceeding D.P.U. 15-164; (2) the name of the person or company submitting the filing; and (3) a brief descriptive title of the document. The electronic filing should also include the name, title, and telephone number of a person to contact in the event of questions about the filing. All documents submitted in electronic format will be posted on the Department's website: <http://www.mass.gov/dpu>.

NOV - 6 2015

Board of Selectmen
Town of Wayland

The Commonwealth of Massachusetts

DEPARTMENT OF PUBLIC UTILITIES

NOTICE OF FILING AND PUBLIC HEARING

D.P.U. 15-169

November 2, 2015

Petition of NSTAR Electric Company and Western Massachusetts Electric Company, each d/b/a Eversource Energy, pursuant to G.L. c. 25, § 21, for approval by the Department of Public Utilities of its Three-Year Energy Efficiency Plan for 2016 through 2018.

On October 30, 2015, NSTAR Electric Company and Western Massachusetts Electric Company, each d/b/a Eversource Energy ("Company"), filed with the Department of Public Utilities ("Department") a petition for approval of a three-year energy efficiency plan, covering calendar years 2016 through 2018 ("Three-Year Plan"). The Company filed its Three-Year Plan pursuant to An Act Relative to Green Communities, Acts of 2008, c. 169, § 11 ("Green Communities Act"), and Investigation by the Department of Public Utilities on its own Motion into Updating its Energy Efficiency Guidelines Consistent with An Act Relative to Green Communities, D.P.U. 08-50 (2008); D.P.U. 08-50-A (2009); D.P.U. 08-50-B (2009); D.P.U. 08-50-C (2011); D.P.U. 08-50-D (2012). The Department has docketed this matter as D.P.U. 15-169.

The Green Communities Act requires the Commonwealth's electric and gas distribution companies, and municipal aggregators with certified efficiency plans ("Program Administrators") to develop energy efficiency plans that provide for the acquisition of all available energy efficiency and demand reduction resources that are cost-effective or less expensive than supply. G.L. c. 25, § 21. To accomplish this goal, Program Administrators are required to develop three-year energy efficiency plans, in consultation with the Energy Efficiency Advisory Council ("Council"), and submit such plans to the Department. G.L. c. 25, § 21. Once a plan is submitted, the Green Communities Act requires the Department to: (1) consider the plan; (2) provide an opportunity for interested persons to be heard in a public hearing; and (3) within 90 days after the submission of the plan, issue a decision on the plan that ensures that all energy efficiency and demand reduction resources that are cost-effective or less expensive than supply have been identified and captured by the Program Administrator. G.L. c. 25, § 21.

The Company's proposed Three-Year Plan includes energy efficiency programs for residential, low-income, and commercial and industrial customers. The Plan also includes the Company's Residential Conservation Service filing. The Company's proposed budget for the

three-year period is \$921,022,515 (\$296,906,473 in 2016, \$307,712,379 in 2017, and \$316,403,663 in 2018) and includes a performance incentive.

If the Company's Three-Year Plan is approved as proposed, the Company states that its proposed budgets will have the following effects:

NSTAR Electric Company

- For customers in the Greater Boston Territory (formerly Boston Edison Company's service territory), a residential customer (R-1) using 586 kilowatt-hours per month could experience a monthly bill increase of \$4.29 or 3.7 percent in 2016; a monthly bill decrease of \$2.47 or 2 percent in 2017; and a monthly bill decrease of \$0.87 or 0.7 percent in 2018. A low-income (R-2) customer using 449 kilowatt-hours per month could experience a monthly bill increase of \$0.02 or 0.0 percent in 2016; a monthly bill increase of \$0.04 or 0.1 percent in 2017; and a monthly bill decrease of \$0.06 or 0.1 percent in 2018;
- For customers in the Cambridge Territory (formerly Cambridge Electric Light Company's service territory), a residential customer (R-1) using 393 kilowatt-hours per month could experience a monthly bill increase of \$2.87 or 3.6 percent in 2016; a monthly bill decrease of \$1.65 or 2 percent in 2017; and a monthly bill decrease of \$0.59 or 0.7 percent in 2018. A low-income (R-2) customer using 333 kilowatt-hours per month could experience a monthly bill increase of \$0.01 or 0.0 percent in 2016; a monthly bill increase of \$0.03 or 0.1 percent in 2017; and a monthly bill decrease of \$0.04 or 0.1 percent in 2018;
- For customers in the South Shore, Cape Cod, and Martha's Vineyard Territory (formerly Commonwealth Electric Company service territory), a residential customer (R-1) using 584 kilowatt-hours per month could experience a monthly bill increase of \$4.28 or 3.7 percent in 2016; a monthly bill decrease of \$2.47 or 2.0 percent in 2017; and a monthly bill decrease of \$0.87 or 0.7 percent in 2018. A low-income (R-2) customer using 483 kilowatt-hours per month could experience a monthly bill increase of \$0.01 or 0.0 percent in 2016; a monthly bill increase of \$0.05 or 0.1 percent in 2017; and a monthly bill decrease of \$0.06 or 0.1 percent in 2018; and
- Bill impacts for commercial and industrial customers will vary. These customers should contact the Company for specific bill impact information.

Western Massachusetts Electric Company

- A residential customer (R-1) using 568 kilowatt-hours per month could experience a monthly bill increase of \$3.46 or 3.1 percent in 2016; a monthly bill decrease of \$0.31 or 0.3 percent in 2017; and a monthly bill increase of \$0.48 or 0.4 percent in 2018;

- A low-income (R-2) customer using 544 kilowatt-hours per month could experience a monthly bill increase of \$0.09 or 0.1 percent in 2016; a monthly bill increase of \$0.26 or 0.4 percent in 2017; and no change in the monthly bill for 2018; and
- Bill impacts for commercial and industrial customers will vary. These customers should contact the Company for specific bill impact information.

Customers who participate in energy efficiency programs may experience a monthly bill decrease over the duration of the Three-Year Plan. For specific bill impacts, please contact the Company as indicated below.

Copies of the Three-Year Plan are on file at the Department's offices, One South Station - 5th Floor, Boston, Massachusetts 02110 for public viewing during business hours and on the Department's website at <http://www.mass.gov/dpu>. Documents on the Department's website may be accessed either by browsing for documents by industry (e.g., Electric or Gas) at <http://web1.env.state.ma.us/DPU/FileRoom/dockets/byindustry> or by looking up the docket by its number in the docket database at <http://web1.env.state.ma.us/DPU/FileRoom/dockets/bynumber>. A copy is also on file for public view at the office of Eversource, One NSTAR Way, Westwood, Massachusetts 02090, and on the Company's website. Any person desiring further information regarding the Three-Year Plan should contact counsel for the Company, Jessica C. Buno, Esq., at (617) 951-1400. Any person desiring further information regarding this notice should contact Jeffrey Leupold or Clayton Hale, Hearing Officers, Department of Public Utilities, at (617) 305-3500.

The Department will conduct a public hearing to receive comments on the proposed Three-Year Plan. The hearing will take place on **November 30, 2015, 2:00 p.m.** at the Department's offices, One South Station - 5th Floor, Boston, Massachusetts 02110. Any person who desires to comment may do so at the time and place noted above or submit written comments to the Department not later than the close of business (5:00 p.m.) on **November 30, 2015**.

Any person who participated in the Council process or whose interests were represented by a member of the Council, and who desires to participate in the evidentiary phase of this proceeding must file a written petition for leave to intervene with the Department not later than the close of business on **Monday, November 2, 2015**. Any person who did not participate in the Council process or whose interests were not represented by a member of the Council, and who desires to participate in the evidentiary phase of this proceeding must file a written petition for leave to intervene with the Department not later than the close of business on **Friday, November 13, 2015**. A petition for leave to intervene must satisfy the timing and substantive requirements of 220 C.M.R. § 1.03. Receipt by the Department, not mailing, constitutes filing and determines whether a petition has been timely filed. A petition filed late may be disallowed as untimely, unless good cause is shown for waiver under 220 C.M.R. § 1.01(4). To be allowed, a petition under 220 C.M.R. § 1.03(1) must satisfy the standing requirements of G.L. c. 30A, § 10. All responses to petitions to intervene must be filed by the close of business of the second business day after the petition to intervene was filed.

An original and one (1) copy of all written comments or petitions to intervene must be filed with Mark D. Marini, Secretary, Department of Public Utilities, One South Station - 5th Floor, Boston, Massachusetts 02110, not later than the close of business on the dates noted above. One copy of all written comments or petitions to intervene should also be sent to the Company's attorney, Jessica C. Buno, Esq., Keegan Werlin LLP, 265 Franklin Street, Boston, MA 02110 and by email, jbuno@keeganwerlin.com.

All documents should also be submitted to the Department in electronic format using one of the following methods: (1) by e-mail attachment to dpu.efiling@state.ma.us, and the hearing officers jeffrey.leupold@state.ma.us and clayton.hale@state.ma.us or (2) on a CD-ROM. The text of the e-mail or CD-ROM must specify: (1) the docket number of the proceeding D.P.U. 15-169; (2) the name of the person or company submitting the filing; and (3) a brief descriptive title of the document. The electronic filing should also include the name, title, and telephone number of a person to contact in the event of questions about the filing. All documents submitted in electronic format will be posted on the Department's website: <http://www.mass.gov/dpu>.