

**PACKET**

**DEC 14**

**2015**



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

# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

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

**BOARD OF SELECTMEN**  
**Monday, December 14, 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.*

- 6:00 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 a Pending Action regarding Bernstein et al v. Wayland Planning Board et al; and to Discuss Strategy with Respect to Pending Litigation regarding 150 Main St, LLC, Plaintiff, v. Wayland Zoning Board of Appeals and, Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(6) to Consider the Purchase, Exchange, Taking, Lease or Value of Real Property in Regard to Municipal Parcel at the Town Center Project and Pursuant Massachusetts General Laws Chapter 30A, Section 21(a)(2) to Conduct Strategy Sessions In Preparation For Negotiations With Non-Union Personnel or to Conduct Collective Bargaining Sessions or Contract Negotiations with the Town Administrator
- 7:00 pm 2.) Call to Order by Chair
- Announcements; Review Agenda for the Public
- 7:02 pm 3.) Public Comment
- 7:10 pm 4.) Approve Conservation Commission's Acceptance of Gift of Conservation Land at 138 Pelham Island Road from Nathan Newberry III and Sign Deed
- 7:15 pm 5.) Presentation of FY15 Audit by Melanson Heath in Joint Meeting with Audit Committee and Finance Committee
- 7:55 pm 6.) Presentation of Draft FY17 Budget by Finance Director; Vote on FY17 Expense Budgets for Departments under Board of Selectmen
- 8:15 pm 7.) Update from Wayland Real Asset Planning (WRAP) Committee
- 8:35 pm 8.) Update on Minuteman and Potential Vote to Notify the Minuteman Regional School District of Wayland's Intent to Seek a Vote at a Special Town Meeting, to be Held on a Date in February 2015 yet to be Determined, and Any Proposed Amendments to the Regional Agreement, and Whether or Not to Withdraw from the District



**BOARD OF SELECTMEN**  
**Monday, December 14, 2015**  
**Wayland Town Building**  
**Selectmen's Meeting Room**

**Proposed Agenda Two**

- 8:55 pm 9.) Potential Vote on Standard Annual Town Meeting Articles Customarily Sponsored by Board of Selectmen
- Recognize Citizens and Employees for Particular Service to the Town
  - Pay Previous Fiscal Year Unpaid Bills
  - Current Year Transfers
  - Rescind Authorized but Unissued Debt
  - Accept Law Increasing Real Estate Tax Exemption Amounts
  - Compensation for Town Clerk
  - Hear Reports
  - Choose Town Officers
  - Accept Gifts of Land
  - Sell or Trade Vehicles and Equipment
  - Authorize Town to Match State Statutory Tax Exemptions
- 9:10 pm 10.) Discuss Town Administrator's Recommendation on the Funding Plan for Recreation and Next Steps
- 9:30 pm 11.) Review Board of Selectmen Meeting Dates Through April 2016
- 9:40 pm 12.) Review and Approve Consent Calendar (See Separate Sheet)
- 9:45 pm 13.) Review Correspondence (See Separate Index Sheet)
- 9:55 pm 14.) Report of the Town Administrator
- 10:05 pm 15.) Selectmen's Reports and Concerns
- 10:15 pm 16.) Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
- 10:20 pm 17.) Adjourn

# (4) CONSERVATION LAND

To: Board of Selectmen

From: Brian J. Monahan, Conservation Administrator

Date: December 10, 2015

Re: Donation of Land to the Rear of 138 Pelham Island Road

## **BOARD ACTION REQUESTED:**

**VOTE TO APPROVE CONSERVATION COMMISSION'S ACCEPTANCE OF GIFT OF CONSERVATION LAND AT 138 PELHAM ISLAND ROAD FROM NATHAN NEWBURY III. And sign the deed.**

## **BACKGROUND**

Mr. Nathan (Ted) Newbury and the late Ms. Sally Newbury are long-time residents of Wayland living at 138 Pelham Island Road. Mr. Newbury made it known to the Commission that he, and the late Ms. Newbury, wanted to donate a parcel of land behind 138 Pelham Island Road (shown on the town's GIS as parcel 28-020A without the tail along Pelham Island Road) containing approximately 70,953 square feet of land. This parcel was identified in the 1995 Open Space and Recreation Plan Update as meriting protection and it is generally bounded to the west by the Heard Farm Conservation Area. A portion of the parcel is an open meadow and would contribute to the values currently being protected at the adjacent conservation area.

## **FISCAL IMPACT**

The lot based upon the Assessor's property card from the Town's GIS has a value of \$35,500. The donation will result in the loss of taxes on the current value of the land. There will be an expense to install bounds and whatever maintenance of the fields may be required although at the present time Heard Farm's management efforts are addressed through volunteers and a farmer.

## QUITCLAIM DEED

I, Nathan Newbury III, with a mailing address of 138 Pelham Island Road, Wayland, Massachusetts 01778 (the "Grantor"), for no consideration, as a gift, grant to the Town of Wayland, Massachusetts, a Massachusetts municipal corporation, acting by and through its Conservation Commission, having an address of 41 Cochituate Road, Wayland, Massachusetts 01778 (the "Grantee"), with *QUITCLAIM COVENANTS*,

that certain parcel of land situated in said Wayland shown as Lot 6B on a plan entitled "Plan of land in Wayland-Mass.", dated September 4, 1973, by Everett M. Brooks Co., Civil Engineers (the "Plan"), recorded with the Middlesex South Registry of Deeds as Plan No. 125 of 1976.

Containing approximately 70,953 square feet of land according to the Plan.

Said premises are conveyed subject to and with the benefit of all rights, restrictions, easements, in so far as they are in effect and applicable,.

Notwithstanding the foregoing, Grantee, by acceptance hereof, acknowledges that no rights, by easement or otherwise, in and to Lot 3A on the Plan, or any portion thereof, including without limitation, the areas shown on the Plan as "Easement", containing approximately 31.27 square feet according to the Plan, and "Drive Easement," containing approximately 7,752 square feet according to the Plan, are hereby conveyed to Grantee. No right to an easement by implication is intended to be created hereby.

Said parcel of land shall be used for conservation purposes and all other permissible purposes under Massachusetts General Laws Chapter 40, Section 8C and Article XCVII of the Articles of Amendment to the Constitution of the Commonwealth of Massachusetts and shall be held in the care, custody, management and control of the Conservation Commission of the Town of Wayland in accordance with said Chapter 40, Section 8C. This restriction on the use of said land shall be a perpetual restriction held by a governmental body within the meaning of M.G.L. c. 184, §26.

By executing this deed, the grantor hereby (i) consents to the taking of said land by eminent domain by the Town of Wayland for the purpose of confirming and making clear its title to said land; and (ii) pursuant to M.G.L. c. 79, §§ 7A and 7C, waives its rights to an appraisal, notice and damages for said taking.



The grantee being a town, there are no Massachusetts Deed Excise Taxes payable under Massachusetts General Laws Chapter 64D, Section 1.

For title, see Estate of Sarah R. Newbury Middlesex Probate and Family Court Docket No. MI15P0387EA.

WITNESS my hand and seal this \_\_\_ day of December, 2015.

\_\_\_\_\_  
Nathan Newbury III

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

December , 2015

On this \_\_\_\_ day of December, 2015, before me, the undersigned notary public, personally appeared Nathan Newbury III, proved to me through satisfactory evidence of identification, which were \_\_\_\_\_, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose.

\_\_\_\_\_  
Print Name:

My commission expires:

**ACCEPTANCE BY CONSERVATION COMMISSION**

We, the undersigned, being a majority of the Conservation Commission of the Town of Wayland, voted to accept the foregoing parcel of land, as a gift, pursuant to M.G.L. c. 40, §8C, on the 24th day of September, 2015.

\_\_\_\_\_  
Sherre Greenbaum, Chair

\_\_\_\_\_  
Joanne B. Barnett

\_\_\_\_\_  
Roger Backman

\_\_\_\_\_  
Barbara Howell

\_\_\_\_\_  
Sean Fair

\_\_\_\_\_  
Betty Salzberg

\_\_\_\_\_  
John Sullivan

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

December \_\_, 2015

On this day, before me, the undersigned notary public, personally appeared Roger Backman, Sherre Greenbaum, Joanne B. Barnett, Barbara Howell, Sean Fair, Betty Salzberg and John Sullivan proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the persons whose names are signed on the preceding document, and acknowledged to me that they signed it voluntarily for its stated purpose, as members of the Conservation Commission of the Town of Wayland.

\_\_\_\_\_  
, Notary Public

My Commission Expires:

**APPROVAL OF CONSERVATION COMMISSION'S  
ACCEPTANCE OF GIFT OF LAND**

We, the undersigned, being a majority of the Board of Selectmen of the Town of Wayland, voted to approve the Conservation Commission of the Town of Wayland's acceptance of the foregoing parcel of land, as a gift, pursuant to M.G.L. c. 40, § 8C, this 14th day of December, 2015.

\_\_\_\_\_  
Cherry C. Karlson, Chair

\_\_\_\_\_  
Lea Anderson

\_\_\_\_\_  
Mary M. Antes

\_\_\_\_\_  
Joseph F. Nolan

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

December 14, 2015

On this day, before me, the undersigned notary public, personally appeared Joseph F. Nolan, Cherry C. Karlson, Mary M. Antes and Lea Anderson proved to me through satisfactory evidence of identification, which was personal recognition, to be the persons whose names are signed on the preceding document, and acknowledged to me that they signed it voluntarily for its stated purpose, as members of the Board of Selectmen of the Town of Wayland.

\_\_\_\_\_  
, Notary Public  
My Commission Expires:



(5) FY15 AUDIT

**DATE: DECEMBER 14, 2015**  
**TO: BOARD OF SELECTMEN**  
**FROM: NAN BALMER, TOWN ADMINISTRATOR**  
**RE: FY 15 AUDIT**

The Board will meet with Scott McIntire of Melanson and Heath with representatives of the Finance Committee and Audit Committee. This meeting is scheduled annually in early December.

The FY 15 Financial Statements and Management Letter are in the Dropbox and will be provided in hard copy at the meeting. The documents are posted on the website for the public.

# (6) FY17 DRAFT BUDGET

**DATE: DECEMBER 14, 2015**  
**TO: BOARD OF SELECTMEN**  
**FROM: NAN BALMER, TOWN ADMINISTRATOR**  
**RE: FY 17 EXPENSE BUDGETS UNDER THE BOARD OF SELECTMEN**

**REQUESTED ACTION:**

**VOTE TO SUBMIT TO THE FINANCE COMMITTEE EXPENSES BUDGETS FOR TOWN BOARDS, OFFICERS AND COMMITTEES UNDER THE BOARD'S JURISDICTION IN COMPLIANCE WITH TOWN CODE SECTION 19-3.**

**BACKGROUND**

The Town Code requires the Board of Selectmen to vote to submit to the Finance Committee operating and capital budget expenses under its jurisdiction no later than January 15<sup>th</sup>.

After an administrative review, the Board discussed and submitted FY 17 capital requests to the Finance Committee and reviewed operating budgets and variances for departments under its jurisdiction.

Attached please find from the Finance Director the draft FY 17 budget as of this date including a separate schedule for expenses budgets under the Board of Selectmen, and a statement of year over year budget variances.



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

34.7  
BLOGET

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

To: Nan Balmer, Town Administrator  
From: Brian Keveny, Finance Director  
Date: December 9, 2015  
Subject: Fiscal 2017 Draft Budget

I am pleased to submit for your consideration the Town General Fund Budget for the Fiscal Year (FY) 2017, commencing on July 1, 2016. Town Department Managers, Boards and Committees have prepared their respective budgets in compliance with the Budget Guideline and at the same time being mindful of Fiscal 2015 appropriation turn backs. The FY 2017 Wayland School Budget will be submitted to the School Committee by the Superintendent on December 14, 2015. I will update all FY 17 budget schedules to include the School Budget after the Superintendent's presentation. The following is an analysis of estimated General Fund expenditures and revenues. New this year is the requirement for each budget to be supported by report detailing the Fiscal 2017 proposed budget to the approved Fiscal 2016 budget.

### ***Town Departments under jurisdiction of Board of Selectman:***

For your review, I have compiled a schedule of town department proposed Fiscal 2017 budgets with a comparison to prior year activity. Departmental budget increase forms are also provided which explains the funding increases.

### **Revenue:**

The Town of Wayland revenues consist of five main sources which include Property Tax, State Aid, Local Receipts, Free Cash and Transfers from Other Funds. The FY 2016 General Fund Revenue Budget totaled \$72.6M. Total allocation of revenue to support the budget was Property Tax ( 79.5% ), State Aid ( 6.3% ), Local Receipts ( 5.6%), Free Cash ( 5.9%) and Transfers from Other Funds ( 2.5% ).

### **Property Tax:**

The actual decrease in Property Tax from FY 2015 to FY 2016 was approximately 1.9%. The FY 2016 Tax Recapitulation Sheet for the Town of Wayland showed an unused levy capacity of \$10.1M. The following table shows the actual levy amounts and levy limits as well as unused capacity. The actual new growth for FY 2016 was \$973K which is a increase from the prior year which was \$541K. For FY 2017 thru FY 2019 I am estimating \$600,000 per year in new growth. The town's tax rate in FY 2016 is 17.33 compared to 18.39 in FY 2015.



Wayland Property Tax							
PROPERTY TAXES	Fiscal 2013	Fiscal 2014	Fiscal 2015	Fiscal 2016	Fiscal 2017	Fiscal 2018	Fiscal 2019
Prior Year Levy Limit	55,258	57,323	59,546	61,590	64,104	65,923	68,171
2 1/2 % Increase	1,381	1,433	1,489	1,540	1,603	1,648	1,704
New Growth	684	790	541	973	600	600	600
			14				
Annual Levy Limit	57,323	59,546	61,590	64,104	66,306	68,171	70,475
Debt Exclusion	5,835	5,274	4,846	4,408	4,325	4,229	3,947
Annual Max Levy Limit	63,158	64,820	66,436	68,512	70,631	72,400	74,422
<i>Property Tax Revenue-Actual</i>	<i>52,016</i>	<i>54,588</i>	<i>59,586</i>	<i>58,352</i>	TBD	TBD	TBD
Unused Levy	11,142	10,232	6,850	10,160	TBD	TBD	TBD
\$\$ Increase	-3,498	2,572	4,998	2,0766	2,120	2,152	2,022
% Increase	-6.30%	4.94%	9.16%	3.48%	3.63%		

### State Aid:

The town receives state aid related to Chapter 70, Unrestricted Aid, Charter Tuition, Veterans Benefits, Other Exemptions and State Owned Land. The town did receive additional Chapter 70 funding in FY 16 compared to FY 15. The actual State Aid for FY 2017 will be announced in late January 2016. At this point we can expect the same FY 2016 level of funding which is \$4.6M. The amount represents approximately 6% of the overall revenue budget.

### Local Receipts:

Local receipts are charges and fees the town can receive in each fiscal year. The town maintains ten revenue categories which generated \$4.5M in FY 2015. The estimate for Local Receipts has been \$4.1 in each of the past three fiscal years. The estimate is conservative each year and should remain so for FY 2017. The largest categories are Motor Vehicle Excise, License and Permits and Fees. The Meals Tax revenue has shown a consistent growth pattern in the last two fiscal years and may give the town flexibility in preparing the FY 2017 estimates. The town did experience an increase in Building Permit and Motor Vehicle Excise revenue in Fiscal 2015.

### Free Cash:

The Department of Revenue certified the Town's Free Cash amount as of 6/30/15 at \$6,479,000. The Town's financial policy strives for Free Cash to be certified at 5% to 10% of next year operating budget. Actual certification has fluctuated during the previous five years as a result of larger than expected appropriation turn backs and unbudgeted revenue receipts such as the Bond Premium. In an effort to stabilize the certification amount I have developed the following 5-year table which depicts a relatively consistent use and source of Free Cash. The consistent use of Free Cash to support both the operating budget and capital expenditures and minimizing appropriation turnbacks to 2% of total budget can result in a more predictable Free Cash balance.

FREE CASH ANALYSIS - 5-Year Projection	Projected FY 2016	Projected FY 2017	Projected FY 2018	Projected FY 2019	Projected 2020	Projected 2021
Estimated total budget: ( 2.5% annual increase FY16-FY21 )	73,615	75,455	77,342	79,275	81,257	83,289
Free Cash Balance beginning year:	6,479	4,725	4,863	4,914	4,994	5,054
<i>Uses of Free Cash</i>						
Net change in year to year overlay	TBD	TBD	TBD	TBD	TBD	TBD
FY 16 Current year increase-Fall TM	(190)	-	-	-	-	-
Energy Fall TM	(29)	-	-	-	-	-
FY 16 Fall TM	(150)	-	-	-	-	-
Overlay to support subsequent year budget	(302)	(200)	(200)	(200)	(200)	(200)
Additional use to support CY budget- FY 16	(2,000)	-	-	-	-	-
Support subsequent year operating budget-FY 17	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)
OPEB Funding subsequent year	(209)	(209)	(209)	(209)	(209)	(209)
Capital Projects subsequent year	(300)	(200)	(200)	(200)	(200)	(200)
Current year transfers	TBD	TBD	TBD	TBD	TBD	TBD
<b>Total</b>	<b>(4,680)</b>	<b>(2,109)</b>	<b>(2,109)</b>	<b>(2,109)</b>	<b>(2,109)</b>	<b>(2,109)</b>
<i>Sources of Free Cash</i>						
Prior year recovery	337	-	-	-	-	-
OPEB Art-4 ATM 2014	-	50	50	50	-	-
OPEB Art-4 ATM 2015-M-b	115	115	-	-	-	-
Current year unbudgeted revenue						
Prior Year Real Estate / PP revenue	771	700	700	700	700	700
Capital Project Closeouts	TBD	TBD	TBD	TBD	TBD	TBD
Current year excess revenue over budget	380	250	250	250	250	250
PY rollover turnback	0	0	0	0	0	0
Appropriation turnbacks-Current Year ( Equals 2% of CY Budget)	1,472	1,509	1,547	1,586	1,624	1,666
<b>Total</b>	<b>3,075</b>	<b>2,624</b>	<b>2,547</b>	<b>2,586</b>	<b>2,575</b>	<b>2,616</b>
Net annual source & use change:	(1,605)	515	438	477	466	570
Free Cash Balance Beginning Of Next Fiscal Year	4,874	5,240	5,301	5,391	5,460	5,561
Free Cash (% of Next Year's Total Expenses Ex. Enterprise Funds)	6.46%	6.29%	6.20%	6.63%	6.56%	6.51%

**Transfers from Other Funds:**

The General Fund is supported each fiscal year with transfers from Bond Premium, Overlay, Enterprise Funds and Town / School Revolving Funds. It is anticipated that the FY 2017 amount will be in the range of \$1.5M to \$1.8M. This amount will be finalized in January. The Board of Assessors has released \$302,000 in Overlay that will be included in this amount. The Bond Premium amount for Fiscal 2016 is \$90,271.

**General Fund Expenditures-Town Only:**

The Town General Fund budgets were recorded into the MUNIS system on November 6, 2015 and are in compliance with the FY 2017 Budget Guideline. Overall the town's departmental budgets increased \$662,697 or 4.41%. The increase is in large part attributable to the Town Information Technology increase of \$395,414. Unclassified budgets increased 1.61% or \$155,758. The health insurance estimate is \$7.08M. The debt service and health insurance budgets will be finalized in February as rates are announced the anticipated borrowing is completed.

Town-Only	Fiscal 2017	Fiscal 2016	\$ Change 2017 / 2016	% Change 2017 / 2016
Payroll	11,330,094	11,042,371	287,723	2.61%
Departmental Expenditures	4,372,321	3,997,347	374,974	9.38%
Debt	7,502,831	7,751,620	(248,789)	-3.32%
Retirement	4,235,414	3,971,988	263,426	6.22%
Health Insurance	7,080,976	6,925,218	155,758	2.25%
Other Unclassified	2,227,000	2,235,000	-8,000	-.003%
<b>Total</b>	<b>36,748,636</b>	<b>35,923,544</b>	<b>825,092</b>	<b>2.30%</b>

**Health Insurance:**

The FY 2017 Health Insurance estimate is \$7.1M which is a 2.02% increase over FY 2016. This estimate does not include a contingency for unexpected enrollment. Additionally the town will not know the actual rate increases until January 2016. Once the rates are finalized I will update the Finance Committee. There has been a significant change in active plans to retiree health insurance plans. The change has limited the budget increase to \$155,758. For your review I, have attached a spreadsheet of the Fiscal 2017 Health Insurance projection.

**Enterprise Funds:**

The Town of Wayland maintains three Enterprise Funds: Water Enterprise, Wastewater Enterprise and Septage Fund. The following table shows the FY 2017 proposed budgets compared to Fiscal 2016. The dollar increase year to year is \$140,416 or 3.21%. The indirect cost charge is included in the Fiscal 2017 proposed budget.

Enterprise Funds	Fiscal 2017	Fiscal 2016	\$ Change 2017 / 2016	% Change 2017 / 2016
Water Enterprise	3,765,527	3,679,379	86,148	2.34%
Wastewater Enterprise	713,582	750,155	-36,573	-4.88%
Septage Enterprise	35,093	34,369	724	2.11%
<b>Total</b>	<b>4,514,202</b>	<b>4,463,903</b>	<b>50,299</b>	<b>1.13%</b>



**Non Appropriated Expenditure:**

**Overlay:**

The Board of Assessors will be evaluating the FY 2017 Overlay amount during the month of January 2016. I have estimated the amount to be \$600,000 based on our recent discussion with the Town Assessor and Chair of the Assessing Board.

**State Assessments:**

During the month of January 2016 the State will be announcing the FY 2017 preliminary estimates for State Assessments and Local Aid. When I receive the estimates I will update the FY 2017 budget model. The Town has seen a reduction in State Assessments in recent years as FY 2016 was \$110,000.

**Cherry Sheet Offsets:** The Town has experience the same trend in Cherry Sheet Offsets as with State Assessments. In FY 2016 the amount was \$17,000.

**Town Revolving Funds:**

At the annual town meeting three town revolving funds are authorized under MGL; Chapter 44, 53E 1/2. The town funds are Recreation Revolving, Council on Aging and Transfer Station. For our review I have provided the budgets as submitted by the department managers.

Board of Selectmen Departments

	2014 ACTUAL	2015 ACTUAL	2016 APPROVED	2016 Actual-4-Months	2017 REQUEST	\$ Variance FY 17 / FY 16	% Variance FY 17 / FY 16
<b>SELECTMAN</b>							
TOTAL PURCHASE SERVICE	18,262	20,760	24,000	11,611	24,000	0	0.00%
TOTAL SUPPLIES	6,757	3,015	6,000	5,227	6,000	0	0.00%
<b>TOTAL SELECTMEN</b>	<b>25,019</b>	<b>23,775</b>	<b>30,000</b>	<b>16,838</b>	<b>30,000</b>	<b>0</b>	<b>0.00%</b>
<b>TOWN OFFICE</b>							
TOTAL PERSONNEL SERVICES	489,230	468,323	435,000	154,767	435,000	0	0.00%
TOTAL PURCHASE SERVICE	13,618	14,843	10,000	3,755	10,000	0	0.00%
TOTAL SUPPLIES	67,094	66,139	71,500	11,086	71,500	0	0.00%
<b>TOTAL TOWN OFFICE</b>	<b>569,942</b>	<b>549,305</b>	<b>516,500</b>	<b>169,608</b>	<b>516,500</b>	<b>0</b>	<b>0.00%</b>
<b>PERSONNEL BOARD</b>							
TOTAL PERSONNEL SERVICES	0	2,100	5,000	0	5,000	0	0.00%
TOTAL PURCHASE SERVICE	4,095	8,540	10,000	2,023	10,000	0	0.00%
<b>TOTAL PERSONNEL BOARD</b>	<b>4,095</b>	<b>10,640</b>	<b>15,000</b>	<b>2,023</b>	<b>15,000</b>	<b>0</b>	<b>0.00%</b>
<b>FINANCE OFFICE</b>							
TOTAL PERSONNEL SERVICES	274,089	296,257	318,300	97,239	338,618	20,318	6.38%
TOTAL PURCHASE SERVICE	64,946	60,910	48,700	31,781	53,700	5,000	10.27%
TOTAL SUPPLIES	991	1,563	3,000	3,000	3,000	0	0.00%
<b>TOTAL FINANCE OFFICE</b>	<b>340,026</b>	<b>358,731</b>	<b>370,000</b>	<b>129,020</b>	<b>395,318</b>	<b>25,318</b>	<b>6.84%</b>
<b>TREASURER</b>							
TOTAL PERSONNEL SERVICES	196,076	208,555	199,000	53,142	190,104	-8,896	-4.47%
TOTAL PURCHASE SERVICE	36,461	72,609	115,700	37,814	99,900	-15,800	-13.66%
TOTAL SUPPLIES	0	0	200	200	200	0	0.00%
<b>TOTAL TREASURER</b>	<b>232,537</b>	<b>281,164</b>	<b>314,900</b>	<b>90,955</b>	<b>290,204</b>	<b>-24,696</b>	<b>-7.84%</b>
<b>LEGAL</b>							
TOTAL PURCHASE SERVICE	173,227	142,089	175,000	40,775	175,000	0	0.00%
<b>TOTAL LEGAL</b>	<b>173,227</b>	<b>142,089</b>	<b>175,000</b>	<b>40,775</b>	<b>175,000</b>	<b>0</b>	
<b>INFORMATION TECHNOLOGY</b>							
TOTAL PERSONNEL SERVICES	84,085	84,694	83,842	28,808	87,699	3,857	4.60%
TOTAL PURCHASE SERVICE	205,868	250,015	238,190	62,376	629,747	391,557	164.39%
<b>TOTAL INFORMATION TECHNOLOGY</b>	<b>289,953</b>	<b>334,709</b>	<b>322,032</b>	<b>91,183</b>	<b>717,446</b>	<b>395,414</b>	<b>122.79%</b>

## Board of Selectmen Departments

	2014 ACTUAL	2015 ACTUAL	2016 APPROVED	2016 Actual-4-Months	2017 REQUEST	\$ Variance FY 17 / FY 16	% Variance FY 17 / FY 16
<b>CONSERVATION</b>							
TOTAL PERSONNEL SERVICES	135,051	132,862	169,457	50,458	177,902	8,445	4.98%
TOTAL PURCHASE SERVICE	10,038	7,942	23,000	0	23,000	0	0.00%
TOTAL SUPPLIES	6,233	6,767	14,400	2,540	18,200	3,800	26.39%
<b>TOTAL CONSERVATION</b>	<b>151,322</b>	<b>147,571</b>	<b>206,857</b>	<b>52,997</b>	<b>219,102</b>	<b>12,245</b>	<b>5.92%</b>
<b>SURVEYOR</b>							
TOTAL PERSONNEL SERVICES	160,604	162,411	160,778	55,242	168,118	7,340	4.57%
TOTAL PURCHASE SERVICE	12,519	21,521	22,800	2,682	23,000	200	0.88%
TOTAL SUPPLIES	2,578	1,137	4,150	57	4,150	0	0.00%
<b>TOTAL SURVEYOR</b>	<b>175,701</b>	<b>185,069</b>	<b>187,728</b>	<b>57,981</b>	<b>195,268</b>	<b>7,540</b>	<b>4.02%</b>
<b>FACILITIES</b>							
TOTAL PERSONNEL SERVICES	270,837	263,107	279,722	95,397	277,932	(1,790)	-0.64%
TOTAL PURCHASE SERVICE	668,996	669,866	792,450	180,679	814,000	21,550	2.72%
TOTAL SUPPLIES	25,253	31,415	39,500	7,009	43,000	3,500	8.86%
<b>TOTAL FACILITIES</b>	<b>965,086</b>	<b>964,388</b>	<b>1,111,672</b>	<b>283,085</b>	<b>1,134,932</b>	<b>23,260</b>	<b>2.09%</b>
<b>POLICE</b>							
TOTAL PERSONNEL SERVICES	2,105,444	2,192,172	2,231,344	734,737	2,275,760	44,416	1.99%
TOTAL PURCHASE SERVICE	132,758	138,689	138,890	33,320	140,710	1,820	1.31%
TOTAL SUPPLIES	187,608	167,962	181,400	77,475	169,400	(12,000)	-6.62%
<b>TOTAL POLICE</b>	<b>2,425,810</b>	<b>2,498,823</b>	<b>2,551,634</b>	<b>845,532</b>	<b>2,585,870</b>	<b>34,236</b>	<b>1.34%</b>
<b>JCC COMMUNICATION</b>							
TOTAL PERSONNEL SERVICES	462,550	449,984	475,400	150,697	496,675	21,275	4.48%
TOTAL PURCHASE SERVICE	16,185	11,775	11,600	10,717	21,600	10,000	86.21%
TOTAL SUPPLIES	6,004	4,363	5,500	1,080	5,500	0	0.00%
<b>TOTAL JCC COMMUNICATIONS</b>	<b>498,507</b>	<b>477,141</b>	<b>502,500</b>	<b>162,494</b>	<b>523,775</b>	<b>21,275</b>	<b>4.23%</b>
<b>EMERGENCY MANAGEMENT</b>							
TOTAL PURCHASE SERVICE	13,447	15,203	16,000	915	16,000	0	0.00%
TOTAL SUPPLIES	11,216	7,002	7,000	0	7,000	0	0.00%
<b>TOTAL EMERGENCY MANAGEMENT</b>	<b>24,663</b>	<b>22,204</b>	<b>23,000</b>	<b>915</b>	<b>23,000</b>	<b>0</b>	

## Board of Selectmen Departments

	2014 ACTUAL	2015 ACTUAL	2016 APPROVED	2016 Actual-4-Months	2017 REQUEST	\$ Variance FY 17 / FY 16	% Variance FY 17 / FY 16
<b>DOG OFFICER</b>							
TOTAL PURCHASE SERVICE	22,962	21,228	21,500	7,218	21,500	0	0.00%
<b>TOTAL DOG OFFICER</b>	<b>22,962</b>	<b>21,228</b>	<b>21,500</b>	<b>7,218</b>	<b>21,500</b>	<b>0</b>	<b>0.00%</b>
<b>FIRE</b>							
TOTAL PERSONNEL SERVICES	2,204,981	2,122,359	2,305,349	700,497	2,325,349	20,000	0.87%
TOTAL PURCHASE SERVICE	34,527	39,073	77,500	20,593	74,500	(3,000)	-3.87%
TOTAL SUPPLIES	150,851	188,058	175,608	55,904	181,500	5,892	3.36%
<b>TOTAL FIRE</b>	<b>2,390,359</b>	<b>2,349,490</b>	<b>2,558,457</b>	<b>776,994</b>	<b>2,581,349</b>	<b>22,892</b>	<b>0.89%</b>
<b>BUILDING &amp; ZONING</b>							
TOTAL PERSONNEL SERVICES	271,998	278,200	293,767	94,386	301,759	7,992	2.72%
TOTAL PURCHASE SERVICE	12,537	7,875	12,000	2,310	12,000	0	0.00%
TOTAL SUPPLIES	907	1,367	2,501	0	2,501	0	0.00%
<b>TOTAL BUILDING &amp; ZONING</b>	<b>285,442</b>	<b>287,442</b>	<b>308,268</b>	<b>96,696</b>	<b>316,260</b>	<b>7,992</b>	<b>2.59%</b>
<b>VETERANS SERVICES</b>							
TOTAL PURCHASE SERVICE	26,400	37,004	41,600	36,919	44,000	2,400	5.77%
TOTAL SUPPLIES	2,826	4,939	3,000	0	4,000	1,000	33.33%
<b>TOTAL VETERANS SERVICES</b>	<b>29,226</b>	<b>41,943</b>	<b>44,600</b>	<b>36,919</b>	<b>48,000</b>	<b>3,400</b>	<b>7.62%</b>
<b>COUNCIL ON AGING</b>							
TOTAL PERSONNEL SERVICES	166,009	172,253	195,776	66,128	207,486	11,710	5.98%
TOTAL PURCHASE SERVICE	44,758	43,753	46,700	3,020	46,700	0	0.00%
TOTAL SUPPLIES	9,026	7,763	8,800	0	9,300	500	5.68%
<b>TOTAL COUNCIL ON AGING</b>	<b>219,793</b>	<b>223,768</b>	<b>251,276</b>	<b>69,148</b>	<b>263,486</b>	<b>12,210</b>	<b>4.86%</b>
<b>YOUTH SERVICES</b>							
TOTAL PERSONNEL SERVICES	157,401	167,101	205,053	77,009	222,400	17,347	8.46%
TOTAL PURCHASE SERVICE	2,733	2,808	2,850	658	2,850	0	0.00%
TOTAL SUPPLIES	907	789	1,225	134	1,225	0	0.00%
<b>TOTAL YOUTH SERVICES</b>	<b>161,041</b>	<b>170,698</b>	<b>209,128</b>	<b>77,802</b>	<b>226,475</b>	<b>17,347</b>	<b>8.29%</b>

## Board of Selectmen Departments

	2014 ACTUAL	2015 ACTUAL	2016 APPROVED	0 0	2017 REQUEST	\$ Variance FY 17 / FY 16	% Variance FY 17 / FY 16
<b>DEBT SERVICE</b>							
<b>TOTAL DEBT SERVICE</b>	<b>7,308,512</b>	<b>7,692,911</b>	<b>7,751,620</b>	<b>1,339,771</b>	<b>7,502,831</b>	<b>-248,789</b>	<b>-3.21%</b>
<b>RETIREMENT</b>							
<b>TOTAL RETIREMENT</b>	<b>3,507,480</b>	<b>3,740,468</b>	<b>3,971,988</b>	<b>3,971,988</b>	<b>4,235,414</b>	<b>263,426</b>	<b>6.63%</b>
<b>UNCLASSIFIED</b>							
INSURANCE GENERAL	480,146	573,611	615,000	565,865	615,000	0	0.00%
INSURANCE 32B	5,905,967	6,057,649	6,925,218	2,180,167	7,080,976	155,758	2.25%
MEDICARE	557,986	561,962	570,000	156,186	580,000	10,000	1.75%
UNEMPLOYMENT	47,214	32,465	75,000	3,889	75,000	0	0.00%
NON-CONTRIBUTORY RETIREMENT	16,772	17,537	18,000	150	0	-18,000	-100.00%
POLICE/FIRE DISABILITY	6,536	3,083	15,000	113	15,000	0	0.00%
RESERVE FOR SAL ADJUSTMENTS		0	374,000	0	374,000	0	0.00%
OCCUPATIONAL HEALTH	5,108	1,919	8,000	474	8,000	0	0.00%
RETIREMENT/BUYBACK	7,500	7,500	40,000	0	40,000	0	0.00%
TOWN MEETING	89,999	65,289	90,000	865	90,000	0	0.00%
STREET LIGHTING	106,417	122,538	130,000	22,809	130,000	0	0.00%
RESERVE FUND		0	300,000	0	300,000	0	0.00%
<b>TOTAL UNCLASSIFIED</b>	<b>7,223,645</b>	<b>7,443,554</b>	<b>9,160,218</b>	<b>2,930,517</b>	<b>9,307,976</b>	<b>147,758</b>	<b>1.61%</b>



# EXPENSE VARIANCES

## 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	
<b>Total</b>		<b>\$370,000.00</b>	<b>\$387,018.00</b>	<b>\$17,018.00</b>	

**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
<b>Total</b>		<b>\$314,900.00</b>	<b>\$283,725.00</b>	<b>-\$31,175.00</b>	

**Explanatory Statement of Changes In Expenses Template**

Department/Committee/etc. (name of your entity): **Town Clerk**

1610

Item description	Salary or Expense type	FY 16 Appropriated	FY 17 Proposed	Change	Detailed explanation/supporting rationale
<b>Town Clerk's Salary</b>	Salary				
		\$119,903.00	\$121,631.00	\$1,728.00	2.5 increase is based on past town clerk yearly increases of 2 % per year except for 2014 when town clerk's salary was decreased.
Contract Services	expense	\$11,353.00	\$11,350.00	-\$3.00	New ebill service yearly fee, cost of general code updates vary every year based on number of by law changes and for zoning changes
Training	expense	\$4,290.00	\$4,580.00	\$290.00	Based on actual costs
Supplies	expense	\$1,400.00	\$1,400.00	\$0.00	no change
		\$0.00	\$0.00	\$0.00	
		\$0.00	\$0.00	\$0.00	
		\$0.00	\$0.00	\$0.00	
<b>All Other-Net</b>					
		\$0.00	\$0.00	\$0.00	
<b>Total</b>		<b>\$136,946.00</b>	<b>\$138,961.00</b>	<b>\$2,015.00</b>	

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

Salary or Expense

Item description	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	
<b>Total</b>		<b>\$322,032.00</b>	<b>\$686,968.00</b>	<b>\$364,936.00</b>	

\* 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.

**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	
<b>Total</b>		<b>\$162,578.00</b>	<b>\$170,118.00</b>	<b>\$7,540.00</b>	



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
<b>FACILITIES UTILITIES</b>						
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%	
<b>FACILITIES SUPPLIES</b>						
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%	
<b>FACILITIES P S</b>						
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%	
<b>FACILITIES EXPENSES</b>						
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 Conservation
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%	
<b>Total</b>		<b>\$1,111,672.00</b>	<b>\$1,134,932.00</b>	<b>\$23,260.00</b>	<b>2.09%</b>	

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

Item description	Salary or Expense type	FY 16 Appropriated	FY 17 Proposed	Change	Detailed explanation/supporting rationale
		\$169,457.00	\$0.00	-\$169,457.00	Based on known salary increases for staff - contract settlement still pending for one.
	Purchase of Services	\$22,500.00	\$22,500.00	\$0.00	
		\$0.00	\$0.00	\$0.00	
	Supplies	\$14,400.00	\$18,200.00	\$3,800.00	Additional amount to replace the "Tommy Lift Gate" on the truck. Gate used to get equipment into and out of the truck and is rusted through at the bottom.
		\$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	
<b>Total</b>		<b>\$206,357.00</b>	<b>\$40,700.00</b>	<b>-\$165,657.00</b>	

**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	
<b>Total</b>		<b>\$2,327,984.00</b>	<b>\$2,362,220.00</b>	<b>\$34,236.00</b>	

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	
<b>Total</b>		<b>\$2,457,352.00</b>	<b>\$2,479,652.00</b>	<b>\$22,300.00</b>	

**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
<b>Salaries</b>	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	
<b>Total</b>		<b>\$44,600.00</b>	<b>\$48,000.00</b>	<b>\$2,400.00</b>	



**Explanatory Statement of Changes In Expenses Template**

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

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

9% INCREASE

Total all Town Budgets- ( No school )				Removal of IT
	Proposed 2017 Budget	\$ Increase 17 / 16	% Increase 17 / 16	% Increase 17 / 16
Payroll	11,330,094.00	287,723.00	2.61%	3%
Expenses	3,765,527.00	86,148.00	9.38%	-0.42%
Total	\$15,702,415	\$662,697	4.41%	4.41%
Debt	\$7,502,831	(\$248,789)	-3.32%	-3.32%
Retirement	\$4,235,414	\$263,426	6.22%	6.22%
Unclassified	\$9,307,976	\$147,758	1.61%	1.61%
Net total	\$36,748,636	\$825,092	2.30%	1.21%

- 1) Payroll does not include any proposed new employees
- 2) Payroll does include recent clerical contract agreement
- 3) Budgets that are still under review are:
  - Retirement
  - Health Insurance
  - Debt
  - Salary Reserve for Salaries Adjustment
  - Reserve Fund

ALL DEPARTMENTS  
EXCEPT SCHOOL

Fiscal 2017 Preliminary Budget									
Departmental							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	Total % 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%	338,618.00	20,318.00	6.38%	395,318.00	25,318.00	6.40%
Assessor	52,250.00	(600.00)	-1.14%	259,626.00	15,166.00	6.20%	311,876.00	14,566.00	4.67%
Treasurer	100,100.00	(15,800.00)	-13.63%	190,104.00	(8,896.00)	-4.47%	290,204.00	(24,696.00)	-8.51%
Legal	175,000.00	-	0.00%	-	-	0.00%	175,000.00	-	0.00%
Information Technology	629,777.00	391,587.00	164.40%	87,669.00	3,827.00	4.56%	717,446.00	395,414.00	55.11%
Town Clerk	17,330.00	287.00	1.68%	125,781.00	5,197.00	4.31%	143,111.00	5,484.00	3.83%
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%	177,902.00	8,445.00	4.98%	219,102.00	12,245.00	5.59%
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%	277,932.00	(1,790.00)	-0.64%	1,134,932.00	23,260.00	2.05%
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%	496,675.00	21,275.00	4.48%	523,775.00	21,275.00	4.06%
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%	301,759.00	7,992.00	2.72%	316,260.00	7,992.00	2.53%
Minuteman Regional	73,027.00	(37,018.00)	-33.64%	-	-	0.00%	73,027.00	(37,018.00)	0.00%
Highway	302,500.00	-	0.00%	982,407.00	22,262.00	2.32%	1,284,907.00	22,262.00	1.73%
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%	516,441.00	11,107.00	2.20%	809,441.00	11,107.00	1.37%
Board of Health	175,356.00	1,366.00	0.79%	672,884.00	35,007.00	5.49%	848,240.00	36,373.00	4.29%
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%	207,486.00	11,710.00	5.98%	263,486.00	12,210.00	4.63%
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%
<b>Total</b>	<b>4,372,321.00</b>	<b>374,974.00</b>	<b>9.38%</b>	<b>11,330,094.00</b>	<b>287,723.00</b>	<b>2.61%</b>	<b>15,702,415.00</b>	<b>662,697.00</b>	<b>4.41%</b>
Debt Service	7,502,831.00	(248,789.00)	-3.21%	-	-	-	7,502,831.00	(248,789.00)	-3.32%
Retirement	4,235,414.00	263,426.00	6.63%	-	-	-	4,235,414.00	263,426.00	6.22%
<i>Unclassified:</i>									
General Insurance	615,000.00	-	0.00%	-	-	0.00%	615,000.00	-	0.00%
Insurance 32B	7,080,976.00	155,758.00	2.25%	-	-	-	7,080,976.00	155,758.00	2.20%
Medicare Tax	580,000.00	10,000.00	1.75%	-	-	-	580,000.00	10,000.00	1.72%
Unemployment	75,000.00	-	0.00%	-	-	-	75,000.00	-	0.00%
Non Contributory	-	(18,000.00)	-100.00%	-	-	-	-	(18,000.00)	0.00%
Public Disability	15,000.00	-	0.00%	-	-	-	15,000.00	-	0.00%
Reserve for Salary	374,000.00	-	0.00%	-	-	-	374,000.00	-	0.00%
Occupational Health	8,000.00	-	0.00%	-	-	-	8,000.00	-	0.00%
Buyback	40,000.00	-	0.00%	-	-	-	40,000.00	-	0.00%
Town Meeting	90,000.00	-	0.00%	-	-	-	90,000.00	-	0.00%
Street Light	130,000.00	-	0.00%	-	-	-	130,000.00	-	0.00%
Reserve Fund	300,000.00	-	0.00%	-	-	-	300,000.00	-	0.00%
<b>Total Other / Unclass</b>	<b>9,307,976.00</b>	<b>147,758.00</b>	<b>1.61%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>21,046,221.00</b>	<b>147,758.00</b>	<b>1.61%</b>
<b>Subtotal Town Depts.</b>	<b>25,418,542.00</b>	<b>537,369.00</b>	<b>2.16%</b>	<b>11,330,094.00</b>	<b>287,723.00</b>	<b>2.61%</b>	<b>36,748,636.00</b>	<b>825,092.00</b>	<b>2.30%</b>
<b>School Department</b>	<b>-</b>	<b>(6,759,304.00)</b>	<b>-100.00%</b>	<b>-</b>	<b>(29,959,935.00)</b>	<b>-100.00%</b>	<b>-</b>	<b>(36,719,239.00)</b>	<b>-100.00%</b>
<b>Total Town / School</b>	<b>25,418,542.00</b>	<b>(6,221,935.00)</b>	<b>-19.66%</b>	<b>11,330,094.00</b>	<b>(29,672,212.00)</b>	<b>-72.37%</b>	<b>36,748,636.00</b>	<b>(35,894,147.00)</b>	<b>-49.41%</b>

**DRAFT- RECAP OF FY 17 BUDGET REQUESTS  
REVENUE AND EXPENDITURES**

<b>EXPENDITURES</b>	<b>DRAFT ONLY</b>			
	<b>Payroll</b>	<b>Expenses</b>	<b>Omnibus Total</b>	<b>All Budgets</b>
Town	11,330,094.00	4,372,321.00	15,702,415.00	15,702,415.00
School	-	-	-	-
Debt	-	7,502,831.00	7,502,831.00	7,502,831.00
Retirement	-	4,235,414.00	4,235,414.00	4,235,414.00
Unclassified-Other	-	2,227,000.00	2,227,000.00	2,227,000.00
Health Insurance	-	7,080,976.00	7,080,976.00	7,080,976.00
<b>Total Departmental</b>	<b>11,330,094.00</b>	<b>25,418,542.00</b>	<b>36,748,636.00</b>	<b>36,748,636.00</b>
Water Enterprise	-	3,765,527.00	3,765,527.00	3,765,527.00
Wastewater Enterprise	-	713,582.00	713,582.00	713,582.00
Septage Enterprise	-	35,093.00	35,093.00	35,093.00
<b>Total Enterprise</b>	<b>-</b>	<b>4,514,202.00</b>	<b>4,514,202.00</b>	<b>4,514,202.00</b>
<b>Total-Omnibus Budget</b>	<b>11,330,094.00</b>	<b>29,932,744.00</b>	<b>41,262,838.00</b>	<b>41,262,838.00</b>
Unappropriated				
Overlay	-	-	-	600,000.00
State Assessments	-	-	-	122,109.00
Cherry Sheet Offset	-	-	-	17,500.00
Transfer to Other Funds	-	-	-	120,439.00
<b>Total Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>860,048.00</b>
<b>Total</b>	<b>11,330,094.00</b>	<b>29,932,744.00</b>	<b>41,262,838.00</b>	<b>42,122,886.00</b>
<b>REVENUES</b>				
Taxation	-	-	25,084,928.00	25,944,976.00
State Aid	-	-	4,666,713.00	4,666,713.00
Local Receipts	-	-	4,180,404.00	4,180,404.00
Free Cash - Operating	-	-	1,500,000.00	1,500,000.00
Transfers from other funds				
Ambulance Fund	-	-	360,000.00	360,000.00
Overlay	-	-	302,000.00	302,000.00
Bond Premium	-	-	90,291.00	90,291.00
Water Fund	-	-	340,524.00	340,524.00
Septage Fund	-	-	35,093.00	35,093.00
Wastewater Fund	-	-	24,669.00	24,669.00
Recreation Revolving	-	-	91,638.00	91,638.00
Transfer Station	-	-	72,376.00	72,376.00
BASE	-	-	TBD	TBD
Childrens Way	-	-	TBD	TBD
Food Service	-	-	TBD	TBD
Full Day Kindergarden	-	-	TBD	TBD
Water Enterprise Revenues			3,765,527.00	3,765,527.00
Wastewater Revenues			713,582.00	713,582.00
Septage Retained Earnings			35,093.00	35,093.00
<b>Total</b>			<b>41,262,838.00</b>	<b>42,122,886.00</b>

<b>FISCAL YEAR 2017 BUDGET</b>		<b>EXPENDED FY 2014</b>	<b>EXPENDED FY 2015</b>	<b>APPROVED FY 2016</b>	<b>REQUESTED FY 2017</b>
<b>SELECTMEN</b>					
	<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
<b>TOWN OFFICE</b>					
	<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	\$13,620	\$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
<b>PERSONNEL BOARD</b>					
	<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
<b>FINANCE</b>					
	<i>Total FTEs</i>	4.43	4.54	4.54	4.54
6	PERSONNEL SERVICES	\$274,089	\$296,257	\$318,301	\$338,618
	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	\$395,318
<b>ASSESSOR</b>					
	<i>Total FTEs</i>	4.00	4.00	4.00	4.00
8	PERSONNEL SERVICES	\$238,932	\$243,751	\$244,460	\$259,626
	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	\$311,876
<b>TREASURER</b>					
	<i>Total FTEs</i>	3.26	3.26	3.26	3.26
10	PERSONNEL SERVICES	\$196,076	\$208,554	\$199,000	\$190,104
	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	\$290,204



<b>FISCAL YEAR 2017 BUDGET</b>		<b>EXPENDED FY 2014</b>	<b>EXPENDED FY 2015</b>	<b>APPROVED FY 2016</b>	<b>REQUESTED FY 2017</b>
<b>TOWN COUNSEL</b>					
	<i>Total FTEs</i>	0.00	0.00		0.00
	PURCHASE OF SERVICES	\$170,312	\$142,088	\$175,000	\$175,000
	SUPPLIES	\$4,334	\$0	\$0	
12	<b>TOTAL EXPENSES</b>	<b>\$174,646</b>	<b>\$142,088</b>	<b>\$175,000</b>	<b>\$175,000</b>
	<b>TOTAL TOWN COUNSEL</b>	<b>\$174,646</b>	<b>\$142,088</b>	<b>\$175,000</b>	<b>\$175,000</b>
<b>INFORMATION TECHNOLOGY</b>					
	<i>Total FTEs</i>	1.00	1.00	1.00	1.00
13	PERSONNEL SERVICES	\$84,085	\$84,693	\$83,842	\$87,669
	PURCHASE OF SERVICES	\$147,743	\$197,706	\$91,890	\$239,790
	SUPPLIES	\$52,351	\$52,308	\$146,300	\$389,987
14	<b>TOTAL EXPENSES</b>	<b>\$200,094</b>	<b>\$250,014</b>	<b>\$238,190</b>	<b>\$629,777</b>
	<b>TOTAL INFORMATION TECHNOLOGY</b>	<b>\$284,179</b>	<b>\$334,707</b>	<b>\$322,032</b>	<b>\$717,446</b>
<b>TOWN CLERK</b>					
	<i>Total FTEs</i>	2.00	2.00	2.00	2.00
15	PERSONNEL SERVICES	\$124,327	\$119,529	\$120,584	\$125,781
	PURCHASE OF SERVICES	\$7,598	\$13,829	\$15,643	\$15,930
	SUPPLIES	\$1,269	\$1,104	\$1,400	\$1,400
16	<b>TOTAL EXPENSES</b>	<b>\$8,867</b>	<b>\$14,933</b>	<b>\$17,043</b>	<b>\$17,330</b>
	<b>TOTAL TOWN CLERK</b>	<b>\$133,194</b>	<b>\$134,462</b>	<b>\$137,627</b>	<b>\$143,111</b>
<b>ELECTIONS</b>					
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
17	PERSONNEL SERVICES	\$19,966	\$22,522	\$22,608	\$37,908
	PURCHASE OF SERVICES	\$361	\$4,704	\$2,500	\$1,000
	SUPPLIES	\$7,680	\$3,714	\$9,130	\$9,170
18	<b>TOTAL EXPENSES</b>	<b>\$8,041</b>	<b>\$8,418</b>	<b>\$11,630</b>	<b>\$10,170</b>
	<b>TOTAL ELECTIONS</b>	<b>\$28,007</b>	<b>\$30,940</b>	<b>\$34,238</b>	<b>\$48,078</b>
<b>REGISTRAR</b>					
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
19	PERSONNEL SERVICES	\$275	\$275	\$275	\$275
	PURCHASE OF SERVICES	\$3,901	\$3,799	\$4,050	\$5,000
20	<b>TOTAL EXPENSES</b>	<b>\$3,901</b>	<b>\$3,799</b>	<b>\$4,050</b>	<b>\$5,000</b>
	<b>TOTAL REGISTRAR</b>	<b>\$4,176</b>	<b>\$4,074</b>	<b>\$4,325</b>	<b>\$6,275</b>
<b>CONSERVATION</b>					
	<i>Total FTEs</i>	1.83	1.83	2.37	2.37
21	PERSONNEL SERVICES	\$135,052	\$132,862	\$169,457	\$177,902
	PURCHASE OF SERVICES	\$9,711	\$7,941	\$23,000	\$23,000
	SUPPLIES	\$6,233	\$6,767	\$14,400	\$18,200
22	<b>TOTAL EXPENSES</b>	<b>\$15,944</b>	<b>\$14,708</b>	<b>\$37,400</b>	<b>\$41,200</b>
	<b>TOTAL CONSERVATION</b>	<b>\$160,996</b>	<b>\$147,670</b>	<b>\$206,857</b>	<b>\$219,102</b>
<b>PLANNING</b>					
	<i>Total FTEs</i>	1.40	1.40	1.40	1.40
23	PERSONNEL SERVICES	\$103,703	\$104,254	\$105,000	\$105,000
	PURCHASE OF SERVICES	\$2,746	\$2,702	\$3,000	\$3,000
	SUPPLIES	\$42	\$222	\$1,500	\$1,500
24	<b>TOTAL EXPENSES</b>	<b>\$2,788</b>	<b>\$2,924</b>	<b>\$4,500</b>	<b>\$4,500</b>
	<b>TOTAL PLANNING</b>	<b>\$106,491</b>	<b>\$107,178</b>	<b>\$109,500</b>	<b>\$109,500</b>

<b>FISCAL YEAR 2017 BUDGET</b>		<b>EXPENDED FY 2014</b>	<b>EXPENDED FY 2015</b>	<b>APPROVED FY 2016</b>	<b>REQUESTED FY 2017</b>
<b>SURVEYOR</b>					
	<i>Total FTEs</i>	2.00	2.00	2.00	2.00
25	<b>PERSONNEL SERVICES</b>	\$160,605	\$162,411	\$160,778	\$168,118
	<b>PURCHASE OF SERVICES</b>	\$12,519	\$21,520	\$22,800	\$23,000
	<b>SUPPLIES</b>	\$2,578	\$1,136	\$4,150	\$4,150
26	<b>TOTAL EXPENSES</b>	\$15,097	\$22,656	\$26,950	\$27,150
	<b>TOTAL SURVEYOR</b>	\$175,702	\$185,067	\$187,728	\$195,268
<b>FACILITIES</b>					
	<i>Total FTEs</i>	3.54	3.54	3.54	3.54
27	<b>PERSONNEL SERVICES</b>	\$270,837	\$263,107	\$279,722	\$277,932
28	<b>PURCHASE OF SERVICES</b>	\$196,617	\$207,285	\$263,450	\$267,000
	Contract Services				
	Repairs & Other Expenses				
29	<b>UTILITIES</b>	\$575,564	\$458,886	\$529,000	\$547,000
30	<b>SUPPLIES</b>	\$26,782	\$35,109	\$39,500	\$43,000
	<b>TOTAL FACILITIES</b>	\$1,069,800	\$964,386	\$1,111,672	\$1,134,932
<b>MISC COMMITTEES</b>					
	<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
31	<b>PURCHASE OF SERVICES</b>	\$48,307	\$19,546	\$47,275	\$47,275
	<b>TOTAL EXPENSES</b>	\$48,307	\$19,546	\$47,275	\$47,275
	<b>TOTAL MISC COMMITTEES</b>	\$48,307	\$19,546	\$47,275	\$47,275
<b>POLICE</b>					
	<i>Total FTEs</i>	25.33	25.59	25.59	25.59
32	<b>PERSONNEL SERVICES</b>	\$2,105,446	\$2,192,172	\$2,231,344	\$2,275,760
	<b>PURCHASE OF SERVICES</b>	\$132,761	\$138,688	\$138,890	\$140,710
	<b>SUPPLIES</b>	\$181,950	\$167,962	\$181,400	\$169,400
33	<b>TOTAL EXPENSES</b>	\$314,711	\$306,650	\$320,290	\$310,110
	<b>TOTAL POLICE</b>	\$2,420,157	\$2,498,822	\$2,561,634	\$2,585,870
<b>JOINT COMMUNICATIONS</b>					
	<i>Total FTEs</i>	8.00	8.00	8.00	8.00
34	<b>PERSONNEL SERVICES</b>	\$462,562	\$449,983	\$475,400	\$496,675
	<b>PURCHASE OF SERVICES</b>	\$16,186	\$11,774	\$11,600	\$11,600
	<b>UTILITIES</b>	\$13,724	\$11,019	\$10,000	\$10,000
	<b>SUPPLIES</b>	\$6,005	\$4,362	\$5,500	\$5,500
35	<b>TOTAL EXPENSES</b>	\$35,915	\$27,155	\$27,100	\$27,100
	<b>TOTAL JOINT COMMUNICATIONS</b>	\$498,477	\$477,138	\$502,500	\$523,775
<b>EMERGENCY MANAGEMENT</b>					
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	<b>PURCHASE OF SERVICES</b>	\$13,447	\$15,202	\$16,000	\$16,000
	<b>SUPPLIES</b>	\$9,125	\$7,001	\$7,000	\$7,000
36	<b>TOTAL EXPENSES</b>	\$22,572	\$22,203	\$23,000	\$23,000
	<b>TOTAL EMERGENCY MANAGEMENT</b>	\$22,572	\$22,203	\$23,000	\$23,000

FISCAL YEAR 2017 BUDGET		EXPENDED FY 2014	EXPENDED FY 2015	APPROVED FY 2016	REQUESTED FY 2017
<b>DOG OFFICER</b>					
	<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
<b>FIRE &amp; ALS</b>					
	<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
<b>BUILDING &amp; ZONING</b>					
	<i>Total FTEs</i>	4.63	4.63	4.63	4.63
40	PERSONNEL SERVICES	\$271,999	\$278,199	\$293,767	\$301,759
	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	\$316,260
<b>SCHOOLS</b>					
	<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
<b>REGIONAL VOCATIONAL SCHOOLS</b>					
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
43	TOTAL REGIONAL VOC SCHOOLS	\$212,417	\$203,026	\$110,045	\$73,027
<b>DPW</b>					
	<i>Total FTEs</i>	28.37	29.41	29.41	29.41
44	PERSONNEL SERVICES	1,304,211	1,270,236	1,465,479	1,498,848
<b>HIGHWAY</b>					
	<i>PERSONNEL SERVICES</i>	\$925,976	\$869,973	\$960,145	\$982,407
45	PURCHASE SERVICES	\$265,702	\$172,131	\$227,700	\$227,700
46	SUPPLIES	\$65,005	\$76,888	\$74,800	\$74,800
<b>PARK AND CEMETERY</b>					
	<i>PERSONNEL SERVICES</i>	\$378,235	\$400,263	\$505,334	\$516,441
47	PURCHASE SERVICES	\$101,809	\$65,832	\$185,500	\$185,500
48	SUPPLIES	\$93,289	\$96,241	\$107,500	\$107,500
<b>LANDFILL</b>					
49	PURCHASE SERVICES	\$55,457	\$29,143	\$65,000	\$65,000
	TOTAL DPW	\$1,885,473	\$1,710,471	\$2,125,979	\$2,159,348
<b>SNOW</b>					
	<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	\$215,000	\$215,000
51	TOTAL EXPENSES	\$479,878	\$715,101	\$325,000	\$325,000
	TOTAL SNOW	\$634,825	\$944,141	\$450,000	\$450,000

FISCAL YEAR 2017 BUDGET		EXPENDED FY 2014	EXPENDED FY 2015	APPROVED FY 2016	REQUESTED FY 2017
<b>BOARD OF HEALTH</b>					
	<i>Total FTEs</i>	9.15	9.29	9.29	9.29
52	PERSONNEL SERVICES	\$589,601	\$589,158	\$637,877	\$672,884
	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	\$848,240
<b>VETERANS SERVICES</b>					
	<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
<b>COUNCIL ON AGING</b>					
	<i>Total FTEs</i>	2.83	2.83	3.34	3.34
56	PERSONNEL SERVICES	\$166,009	\$172,252	\$195,776	\$207,486
	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	\$263,486
<b>YOUTH SERVICES</b>					
	<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
<b>LIBRARY</b>					
	<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
<b>RECREATION</b>					
	<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

FISCAL YEAR 2017 BUDGET		EXPENDED	EXPENDED	APPROVED	REQUESTED
		FY 2014	FY 2015	FY 2016	FY 2017
<b>DEBT AND INTEREST</b>					
	<i>Total FTEs</i>	0.00			
63	<b>TOTAL DEBT AND INTEREST</b>	<b>\$7,308,513</b>	<b>\$7,692,910</b>	<b>\$7,751,620</b>	<b>\$7,502,831</b>
<b>RETIREMENT</b>					
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	<b>PURCHASE OF SERVICES</b>	<b>\$3,507,480</b>	<b>\$3,740,468</b>	<b>\$3,971,988</b>	<b>\$4,235,414</b>
64	<b>TOTAL RETIREMENT</b>	<b>\$3,507,480</b>	<b>\$3,740,468</b>	<b>\$3,971,988</b>	<b>\$4,235,414</b>
<b>UNCLASSIFIED</b>					
	<i>Total FTEs</i>	0.00	\$0		\$0
	<b>HEALTH &amp; LIFE INSURANCE</b>				
	Employee Health Insurance (439)	\$5,506,933		\$5,094,300	\$5,345,223
	Retiree Health Insurance (443)			\$1,619,918	\$1,513,353
	Employee HRA Accounts (0)	\$218,712	\$0	\$0	\$0
	Health Insurance Incentive Waiver (53)	\$165,978	\$154,592	\$150,000	\$170,400
	Employee & Retiree Life Insurance (667)	\$15,464	\$14,596	\$16,000	\$16,000
	Other Expenses	\$17,424	\$52,325	\$45,000	\$36,000
65	<b>TOTAL HEALTH/LIFE INSURANCE</b>	<b>\$5,924,511</b>	<b>\$6,057,649</b>	<b>\$6,925,218</b>	<b>\$7,080,976</b>
	<b>OTHER INSURANCE</b>				
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
	<b>TOTAL OTHER INSURANCE</b>	<b>\$1,114,540</b>	<b>\$1,190,575</b>	<b>\$1,301,000</b>	<b>\$1,293,000</b>
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	\$66,289	\$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
	<b>TOTAL UNCLASSIFIED</b>	<b>\$7,251,532</b>	<b>\$7,743,551</b>	<b>\$9,160,218</b>	<b>\$9,307,976</b>
<b>TOTAL GENERAL FUND BUDGET</b>		<b>\$66,022,983</b>	<b>\$68,876,597</b>	<b>\$72,642,784</b>	<b>\$36,748,636</b>

<b>FISCAL YEAR 2017 BUDGET</b>		<b>EXPENDED</b>	<b>EXPENDED</b>	<b>APPROVED</b>	<b>REQUESTED</b>
		<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>
<b>WATER FUND</b>					
	<i>Total FTEs</i>	<i>8.00</i>	<i>8.00</i>		<i>8.00</i>
	SALARIES	\$658,358	\$713,880	\$731,834	\$746,470
	PURCHASE OF SERVICES	\$474,673	\$450,117	\$565,117	\$580,117
	UTILITIES	\$290,916	\$363,271	\$365,000	\$414,500
	SUPPLIES	\$499,600	\$470,000	\$570,000	\$570,000
	OTHER FINANCING USES	\$1,543,213	\$348,583	\$331,725	\$340,524
	DEBT SERVICE	\$1,167,749	\$1,086,203	\$1,116,703	\$1,113,916
78	<b>TOTAL WATER DEPARTMENT</b>	<b>\$4,634,508</b>	<b>\$3,432,054</b>	<b>\$3,679,379</b>	<b>\$3,765,527</b>
<b>SEPTAGE FUND</b>					
	<i>Total FTEs</i>	<i>0.00</i>	<i>0.00</i>		<i>0.00</i>
	SALARIES - RETIREE CHARGES	\$33,205	\$39,502	\$34,369	\$35,093
	PURCHASE OF SERVICES				
78	<b>TOTAL SEPTAGE DEPARTMENT</b>	<b>\$33,205</b>	<b>\$39,502</b>	<b>\$34,369</b>	<b>\$35,093</b>
<b>WASTEWATER MGMT DISTRICT COMM</b>					
	<i>Total FTEs</i>	<i>0.00</i>	<i>0.00</i>		<i>0.50</i>
	SALARIES	\$22,864	\$0	\$22,000	\$22,800
	PURCHASE OF SERVICES	\$130,434	\$146,725	\$169,275	\$115,078
	UTILITIES	\$42,766	\$67,400	\$52,200	\$48,563
	SUPPLIES	\$22,870	\$0	\$30,000	\$25,000
	OTHER FINANCING USES	\$15,919			\$24,669
	DEBT SERVICE	\$450,644	\$461,780	\$486,680	\$477,472
80	<b>TOTAL WASTEWATER MGMT COMM</b>	<b>\$662,633</b>	<b>\$664,805</b>	<b>\$760,155</b>	<b>\$713,582</b>
	<i>Grand Total FTEs</i>	<i>537.48</i>	<i>555.56</i>	<i>551.60</i>	<i>166.52</i>
	<b>TOTAL ENTERPRISE FUNDS</b>	<b>\$5,330,346</b>	<b>\$4,126,461</b>	<b>\$4,463,903</b>	<b>\$4,514,202</b>
	<b>GRAND TOTAL OMNIBUS BUDGET</b>	<b>\$71,363,329</b>	<b>\$73,003,058</b>	<b>\$77,106,687</b>	<b>\$41,262,838</b>



(7)

WRAP COMMITTEE  
CHARGE

## Wayland Real Asset Planning (WRAP) Committee

On June 1, 2015, the Board of Selectmen asked the Planning Board, Finance Committee and the Public Buildings Director to work collaboratively to create a process to develop a comprehensive long-range facilities plan, siting strategy and capital funding plan to assist the Town with making informed decisions regarding major capital projects (defined as \$500,000 and above) related to future uses of municipal (Town and School) land and buildings. The plan will consider how best to use land and buildings to best serve the varied interests of the Town. This planning effort was envisioned in the original Master Plan in 2004 and in the 2011 update. It is anticipated that this effort will support the annual Capital Improvement Process (CIP) conducted in preparing the capital budget

To begin this work, the Planning Board will appoint a committee, the Wayland Real Asset Planning Committee (WRAP), to serve in an advisory capacity. Because of the collaborative nature of this work and the many entities involved, WRAP will report through the Planning Board to all boards, commissions and committees that hold responsibility for and are stewards of municipal property as well as the community as a whole.

With input from the aforementioned committees, WRAP will develop a long-range plan recommending the most appropriate uses for municipal-owned land and buildings to meet future needs, as well as to connect identified projects with suitable locations and parcels. The Committee may recommend the purchase or sale of properties that may be needed to effectuate the long-range plan.

In preparation for the 2016 Annual Town Meeting, it is anticipated that WRAP will produce a strategic long-range plan preceded by the following tasks:

- Developing an accurate GIS inventory of all Town-owned parcels identifying custodial entity, size, deed and/or land restrictions, current uses and other critical information;
- Cataloging identified and foreseeable capital facilities needs, including a needs assessment supported by empirical data and created with the Public Buildings Director and primary capital project proponent;
- Compiling the research and analyses of the planning processes of all Town boards, commissions and committees seeking a future major land or building capital expenditure (defined as \$500,000 and above); and
- Recommending evaluation criteria to establish projects' priorities and sequencing.

Following the completion of these steps, WRAP will hold a community-wide forum to discuss the committee's work and findings.

Finally, the committee will produce a report recommending the sequencing of projects and making specific recommendations for future uses of municipal land and buildings. The Public Buildings Director will incorporate capital projects and items (non-vehicle) below

the \$500,000 threshold. This plan will then advise the Finance Committee for annual budgeting purposes beginning with the FY2017 budget, as well as Town Meeting when it considers capital requests related to town owned property and buildings.

An initial list of tools needed and some considerations to be applied in development of the long range plan is linked below. The Committee will be sensitive to the demands placed on staff time to complete its charge and will coordinate staff efforts through the Town Administrator.

The Committee shall be composed of five (5) voting members - two to be appointed by the Planning Board, two to be appointed by the Finance Committee, and one to be appointed by the Community Preservation Committee. The Town Administrator, Public Buildings Director, Finance Director and Town Planner shall serve as ex officio members without the right to vote. WRAP shall not champion any specific capital investment project All terms will expire upon the final recommendation and report of the strategic long-range plan, but no later than June 30, 2017.

To maintain neutrality, members shall not serve on any other boards, commissions or committees that control parcels of town-owned land nor those that could propose major capital projects. Appointments are to be based on related professional or vocational expertise with preference given to residents possessing experience in any one of the following areas: municipal planning, real estate development, structural or civil engineering, project management, environmental issues, municipal finance, building construction/renovations.

**Wayland Real Asset Planning Committee  
Attachment to Charge**

**Initial List of Tools**

**Land Information:**

- Up-to-date inventory of Town owned land with all relevant information
- GIS with ability to create elements within that will be useful to this planning process;
- Utilities – water, sewerage, electricity
- Prior land use studies
- State GIS with information such as groundwater data
- Historical Commission sensitivity map
- Aggregation and sale potential

**Facilities information:**

- Facilities list with year of construction, additions, renovations
- Conditions reports (should be on a cycle administered by facilities' staff)

**Community Information and Reports:**

- Census information – growth
- Master Plan and individual boards', commissions' and committees' master plans
- Environmental reports
- Community input including surveys, forums, charrettes, etc.

**Considerations**

**Land**

- Environmental factors – wetlands, wellheads, flood plain, riverfront, known groundwater levels, topography, endangered plants and species, areas of contamination, etc.
- Ownership and responsibility
- Deed restrictions
- Conservation restrictions
- Availability of utilities
- Needs evaluation – e.g., Town water supply
- Access availability – roadways, topography, etc.
- Existing uses of a property

**Other**

- External funds available – federal, state or private grants
- Confluence of town goals and possibility of combined uses
- Proximity to user base
- Existing distribution of similar facilities/services
- Community/neighborhood considerations
- Traffic generation



Potential Outline of Topics for Report of WRAP Committee

- I. Existing Municipal Buildings, Facilities & Infrastructure
  - a. Buildings – year of construction/additions/renovations, sq. ft. useable space, condition, current uses, readily available space
  - b. Facilities – current uses, condition, capacity, percentage utilization, service area/population serviced
  - c. Infrastructure – condition, breakdown of capacity per segment, percentage utilization
- II. Municipally-Owned Land
  - a. Create database broken down by: map & parcel number, size/acreage, board in control of parcel, . . . .
    - i. Research encumbrances such as deed restrictions, easements, and constitutional/statutory restrictions on land use
    - ii. Assess environmental factors, archeological & historical factors
- III. Demographics
  - a. Population perhaps late 1990s through 2015 (and future projections) of
    - i. Age distribution of population
    - ii. Number of households
    - iii. Persons per household
    - iv. Housing turn-over (arm's length transactions of residences & condominiums)
  - b. Infrastructure usage (to match against population trends)
    - i. Water Usage
    - ii. Maybe roadway traffic (but need to carefully consider)
- IV. List of Current & Prospective Projects
- V. Siting Strategy (e.g., central location; proximity to population being served; proximity to residential neighbors, schools, parks, wetlands, aquifer protection district, Zone I, Zone II, Interim Wellhead Protection Area; level of site preparation required; combined uses)
- VI. Criteria for Establishing Priorities & Sequencing (i.e., measurable criteria)
  - a. Possible Criteria
    - i. System/Asset Preservation
    - ii. Needs Resulting from Growth
    - iii. Other (e.g., statutory/regulatory requirement)
  - b. Fiscal impact of new investment including a life-cycle plan with cost of operation & maintenance
- VII. Capital Funding Plan
  - a. Availability of external funds – federal, state, or private grants
  - b. Taxpayer Funded
    - i. Finance Committee Debt Policy
    - ii. Existing debt load and annual payments
    - iii. How much can you realistically ask taxpayers to support
- VIII. Long-range Facilities Plan (including most appropriate uses for municipal-owned land and buildings)
- IX. Data Sources
- X. Appendices
  - a. Existing Planning Reports/Processes of Boards, Commissions, Committees

Note: Maybe also consider commercial value of land + facilities; converting them from one use to another; other parcels to acquire.

# (8) MINUTEMAN

DATE: DECEMBER 14, 2015  
TO: BOARD OF SELECTMEN  
FROM: NAN BALMER, TOWN ADMINISTRATOR  
RE: MINUTEMAN: UPDATE AND NEXT STEPS

**REQUESTED ACTION:**

**Notify the Minuteman Regional School District of Wayland's intent to seek a vote at a Special Town Meeting, to be held on a date in February 2015 yet to be determined, on:**

- 1) Whether or not to approve any proposed amendments to the Regional Agreement, and**
- 2) Whether or not to withdraw from the District, pursuant to the Initial Withdrawal provisions of such proposed amendments.**

**Adoption of this Motion shall constitute a request that the Minuteman Regional School District name Wayland as a declarant in the Initial Withdrawal section of such proposed amendments.**

**BACKGROUND:**

- 1. Draft 2016 Revised Minuteman Agreement**
- 2. Earlier draft agreement and original agreement in Selectmen's Dropbox.**

12/4/15, Dan Dunn  
(Drafting assistance: Dan Matthews and Douglas Heim)

Draft for proposed 2016 revised Minuteman School Regional Agreement

**1. Main Text**

The proposed text is identical to the proposed 2014 revised agreement, with the following changes and additions.

**2. Membership/Withdrawal**

*Modify SECTION IX: WITHDRAWAL*

**1. General Withdrawal Process...**

**2. Initial Procedure for Withdrawal.** Consistent with 603 CMR 41.03(2), the communities of...

[Insert "Declarant" Communities]

...withdraw from the District effective the beginning of the fiscal year following the Commissioner of Education's approval of the 2016 Amended Regional Agreement, all of the following requirements having been met by each departing member:

- (a) Voted by simple majority of its legislative body to confirm its commitment to withdraw from the District on or before February 16, 2016;
- (b) Voted to approve the 2016 Amended Regional Agreement on or before February 16, 2016; and
- (c) Approval of the 2016 Amended Regional Agreement by the Commissioner of Education.

A vote by any member to adopt the 2016 Amended Regional Agreement shall also constitute approval of the withdrawal of...[Insert Declarants] from the District pursuant to the Initial Withdrawal Process.

**3. Host Community Provisions**

*Replace Section III LOCATION OF THE REGIONAL DISTRICT SCHOOL in its entirety with:*

**SECTION III LOCATION OF THE REGIONAL DISTRICT SCHOOL**

(A)The regional district school shall be located the within the geographical limits of the District, provided that if a community where the school is located ceases to be a district member, the school may continue to be located in that community.

(B) The parties anticipate that for the foreseeable future the regional district school will continue to be located at the present campus which consists of land in the towns of Lexington and Lincoln located along the boundary between those towns. In consideration thereof, beginning in FY2018, the District shall pay \$138,000 to the Town of Lincoln as a host community contribution. The annual payment shall be made by June 1 of each fiscal year, and shall be adjusted annually in accordance with the change in the Greater Boston Consumer Price Index, All Items, during the preceding complete fiscal year. In the event that the regional district school ceases to be located at the above described campus, the effect of provisions of this paragraph (B) will cease, and no further such payments will be due after that date.

**4. Out of District Tuitions**

*In Section X TUITION STUDENTS:  
Renumber first paragraph as (A) and add:*

(B) Subject to state law, effective June 30, 2018, it shall be the policy of the District to admit out of district students only based on tuitions and charges equal or greater than the District's similarly calculated average per pupil cost for in-district communities as determined by the School Committee. Exceptions to this policy may only be made by two-thirds weighted vote of the School Committee.

**Alternate version of (2), Membership/Withdrawal**

*Retitle SECTION II TYPE OF REGIONAL SCHOOL DISTRICT:*

**SECTION II TYPE OF REGIONAL SCHOOL DISTRICT AND DISTRICT MEMBERSHIP**

*Renumber first paragraph of SECTION II as (A) and add:*

- (B) Subject to the provisions of paragraph (C) the members of the district shall be the towns of Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston.
- (C) The towns of [Boxborough(?), Sudbury(?), [?], [?],Wayland, and Weston] ("reorganization withdrawing towns" or "RWTs" ) shall withdraw from and cease to be members of the District on the first July 1 after the first December 1 following approval of this agreement by the State Commissioner of Education.
- (D) The terms of School Committee members representing RWTs shall end on the withdrawal date. No RWT shall have any right or claim onto the assets of the District. RWTs shall continue to be responsible for their respective shares of the District's indebtedness as of the withdrawal date, except that no RWT shall be responsible for District debt incurred after December 10, 2015.



**DRAFT SCHEDULE IF THURSDAY 2/11/15 SPECIAL TOWN MEETING IS CALLED**

1. BOS OPENS WARRANT FOR 7 DAYS FROM TUESDAY 1/5/16 THROUGH TUESDAY 1/12/16  
*(See Town Code 36-3 regarding days STM warrant is open)* MONDAY JANUARY 4
2. FINANCE COMMITTEE WARRANT ARTICLE HEARING  
*(In compliance with Town Code 19-3 – 48 hours' notice required)* WEDNESDAY JANUARY 13
3. BOS VOTES ARTICLES AFTER HEARING WEDNESDAY JANUARY 13
4. MARTIN LUTHER KING HOLIDAY MONDAY JANUARY 18
5. DEADLINE FOR SUBMISSION OF FINANCE COMMITTEE AND PETITIONERS COMMENTS  
*(Provides 3 days for Mary Ann to produce warrant)* TUESDAY JANUARY 19
6. WARRANT TO PRINTER  
*(Provides 5 days to print and return to town for signing and mailing / posting)* FRIDAY JANUARY 22
7. BOS SIGNS WARRANT  
*(See MGL 39, Section 10, stating warrant is "under the hands of the Selectmen")* WEDNESDAY JANUARY 27
8. POSTING OF WARRANT / MAILING  
*(Must be posted and mailed - does not say received - 14 days ahead of TM-- Town code – 36-2A regarding posting / MGL 39 S 10 regarding timing)* THURSDAY JANUARY 28 (latest)
9. SELECTMEN'S / MODERATOR'S WARRANT HEARING / LAST DAY TO REGISTER TO VOTE  
*(Board policy is that hearing is not less than one week before town meeting, Register to vote 10 days before STM)* MONDAY FEBRUARY 1
10. SPECIAL TOWN MEETING (AVOIDS VACATION WEEK – PRESIDENTS DAY IS MONDAY 2/15) THURSDAY FEBRUARY 11

(9) ATM ARTICLES

**DATE: DECEMBER 14, 2015**  
**TO: BOARD OF SELECTMEN**  
**FROM: NAN BALMER, TOWN ADMINISTRATOR**  
**RE: ANNUAL TOWN MEETING: STANDARD ARTICLES**

**REQUESTED ACTION:**

**VOTE TO SUBMIT STANDARD ARTICLES SPONSORED BY THE BOARD OF SELECTMEN FOR INCLUSION IN THE 2016 ANNUAL TOWN MEETING WARRANT**

**BACKGROUND**

The Annual Town Meeting Warrant opened on Tuesday December 8, 2015 and under by-law closes on January 15, 2016.

The 10 warrant articles listed on the agenda and attached are standard Board of Selectmen "placeholder" articles for submission by January 15<sup>th</sup>.

**ARTICLE FOR ANNUAL TOWN MEETING**

SPONSOR: Board of Selectmen DATE RECEIVED: December 14, 2015

CONTACT PERSON: Nan Balmer TELEPHONE/Day: (508) 358-3620

TELEPHONE/Evening: \_\_\_\_\_

BOARD VOTE: \_\_\_\_\_ DATE OF VOTE: \_\_\_\_\_

TITLE: Recognize Citizens and Employees for Particular Service to the Town

COST: \_\_\_\_\_ NO COST: X COST ESTIMATE AVAILABLE ON: \_\_\_\_\_

**TEXT:**

To determine whether the Town will recognize the achievements and contributions to Town government of citizens and employees:

1. To recognize citizens who have served in a volunteer capacity on elected and/or appointed boards, committees, and commissions for a minimum of 25 years (service need not be consecutive);
2. To recognize employees who have retired since the previous Annual Town Meeting or intend to retire prior to June 30, 2016, subject to a minimum of 20 years of service;
3. To request Town Meeting observe a moment of silence in memory of elected or appointed volunteers, employees with at least 10 years of service, or an employee while in service to the Town without regard to tenure who shall have passed away since the adjournment of the 2015 Annual Town Meeting.

A list of individuals qualifying for recognition shall be prepared prior to the printing of and so listed in the Warrant.

**PROS:**

**CONS:**

SIGNATURE OF CHAIR \_\_\_\_\_ DATE \_\_\_\_\_

**ARTICLE FOR ANNUAL TOWN MEETING**

SPONSOR: Board of Selectmen DATE RECEIVED: December 14, 2015

CONTACT PERSON: Nan Balmer TELEPHONE/Day: (508) 358-3620

TELEPHONE/Evening: \_\_\_\_\_

BOARD VOTE: \_\_\_\_\_ DATE OF VOTE: \_\_\_\_\_

TITLE: Pay Previous Fiscal Year Unpaid Bills

COST:  NO COST:  COST ESTIMATE AVAILABLE ON: \_\_\_\_\_

TEXT: To determine whether the Town will vote to:

(a) pay the following bills of Fiscal Year 2016:

(b) appropriate a sum of money for the payment of the foregoing bills of prior fiscal years;  
and

(c) provide for such appropriation by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by borrowing, or otherwise.

COMMENTS:

PROS:

CONS:

SIGNATURE OF CHAIR \_\_\_\_\_ DATE \_\_\_\_\_

**ARTICLE FOR ANNUAL TOWN MEETING**

SPONSOR: Board of Selectmen DATE RECEIVED: December 14, 2015

CONTACT PERSON: Nan Balmer TELEPHONE/Day: (508) 358-3620

TELEPHONE/Evening: \_\_\_\_\_

BOARD VOTE: \_\_\_\_\_ DATE OF VOTE: \_\_\_\_\_

TITLE: Current Year Transfers

COST: X NO COST: \_\_\_\_\_ COST ESTIMATE AVAILABLE ON: \_\_\_\_\_

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

**CURRENT YEAR TRANSFERS FY 2016**

**TOTAL CURRENT YEAR TRANSFERS**

**FUNDING SOURCES:**

PROS:

CONS:

SIGNATURE OF CHAIR \_\_\_\_\_ DATE \_\_\_\_\_

**ARTICLE FOR ANNUAL TOWN MEETING**

SPONSOR: Board of Selectmen DATE RECEIVED: December 14, 2015

CONTACT PERSON: Nan Balmer TELEPHONE/Day: (508) 358-3620

TELEPHONE/Evening: \_\_\_\_\_

BOARD VOTE: \_\_\_\_\_ DATE OF VOTE: \_\_\_\_\_

TITLE: Rescind Authorized But Unissued Debt

COST: \_\_\_\_\_ NO COST: \_\_\_\_\_ COST ESTIMATE AVAILABLE ON: \_\_\_\_\_

TEXT: To determine whether the Town will vote to rescind the \$ \_\_\_\_\_ remaining from the borrowing authorized at the town meetings listed below:

Item Description	Warrant	Town Meeting Year	Amount	Article #	Authorized
------------------	---------	-------------------	--------	-----------	------------

COMMENTS:

PROS:

CONS:

SIGNATURE OF CHAIR \_\_\_\_\_ DATE \_\_\_\_\_

**ARTICLE FOR ANNUAL TOWN MEETING**

SPONSOR: Board of Selectmen and Board of Assessors DATE RECEIVED: December 14, 2015

CONTACT PERSON: Nan Balmer/ Ellen Brideau TELEPHONE/Day: (508) 358-3620

TELEPHONE/Evening: \_\_\_\_\_

BOARD VOTE: \_\_\_\_\_ DATE OF VOTE: \_\_\_\_\_

TITLE: Accept Law Increasing Real Estate Tax Exemption Amounts

COST: \_\_\_\_\_ COST ESTIMATE AVAILABLE ON: \_\_\_\_\_

TEXT: To determine whether the Town will vote to accept the provisions of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, and allow an additional exemption of up to one hundred percent for Fiscal Year 2017.

COMMENTS:

PROS:

CONS:

SIGNATURE OF CHAIR \_\_\_\_\_ DATE \_\_\_\_\_



**ARTICLE FOR ANNUAL TOWN MEETING**

SPONSOR: Board of Selectmen DATE RECEIVED: December 14, 2015

CONTACT PERSON: Nan Balmer TELEPHONE/Day: (508) 358-3620

TELEPHONE/Evening: \_\_\_\_\_

BOARD VOTE: \_\_\_\_\_ DATE OF VOTE: \_\_\_\_\_

TITLE: Hear Reports

COST: \_\_\_\_\_ NO COST: X COST ESTIMATE AVAILABLE ON: \_\_\_\_\_

TEXT: To determine whether the Town will vote to receive and act upon reports of Town officers, agents, trustees, commissioners, boards and committees.

- Board of Assessors
- Community Preservation Committee
- Energy Initiatives Advisory Committee
- OPEB Advisory Committee
- Youth Advisory Committee

COMMENTS: This is a standard article that allows reports commissioned by the Town to be heard.

PROS: There are many boards and committee that are required to report to town meeting the work they complete over the past year. It is important to keep the Town informed as to their progress.

CONS:

SIGNATURE OF CHAIR \_\_\_\_\_ DATE \_\_\_\_\_

**ARTICLE FOR ANNUAL TOWN MEETING**

SPONSOR: Board of Selectmen DATE RECEIVED: December 14, 2015

CONTACT PERSON: Nan Balmer TELEPHONE/Day: (508) 358-3620

TELEPHONE/Evening: \_\_\_\_\_

BOARD VOTE: \_\_\_\_\_ DATE OF VOTE: \_\_\_\_\_

TITLE: Choose Town Officers

COST: \_\_\_\_\_ NO COST: X COST ESTIMATE AVAILABLE ON: \_\_\_\_\_

TEXT: To determine whether the Town will vote to choose Town officers, agents, trustees, councils, commissioners, boards, and committees not elected by official ballot

Trustees of the Allen Fund  
Fence Viewers  
Field Drivers  
Measurers of Wood and Bark  
Surveyors of Lumber

COMMENTS: This is a standard article that permits the Town to fill various positions.

PROS: It is important to the Town to have all positions filled.

CONS: None.

SIGNATURE OF CHAIR \_\_\_\_\_ DATE \_\_\_\_\_

**ARTICLE FOR ANNUAL TOWN MEETING**

SPONSOR: Board of Selectmen DATE RECEIVED: December 14, 2015

CONTACT PERSON: Nan Balmer TELEPHONE/Day: (508) 358-3620

TELEPHONE/Evening: \_\_\_\_\_

BOARD VOTE: \_\_\_\_\_ DATE OF VOTE: \_\_\_\_\_

TITLE: Accept Gifts of Land

COST: \_\_\_\_\_ NO COST: \_\_\_\_\_ COST ESTIMATE AVAILABLE ON: \_\_\_\_\_

TEXT: To determine whether the Town will vote to accept real property or interests in real property which have been tendered to it as a gift, by devise, or otherwise.

COMMENTS: This standard article allows the Town to accept gifts of land.

PROS: Acquisition of land by the town gives the town more control over the use of such land.

CONS: Land given to the Town may result in a slight loss of taxable real estate

SIGNATURE OF CHAIR \_\_\_\_\_ DATE \_\_\_\_\_

**ARTICLE FOR ANNUAL TOWN MEETING**

SPONSOR: Board of Selectmen DATE RECEIVED: December 14, 2015

CONTACT PERSON: Nan Balmer TELEPHONE/Day: (508) 358-3620

TELEPHONE/Evening: \_\_\_\_\_

BOARD VOTE: \_\_\_\_\_ DATE OF VOTE: \_\_\_\_\_

TITLE: Sell or Trade Vehicles and Equipment

COST: \_\_\_\_\_ NO COST: \_\_\_\_\_ COST ESTIMATE AVAILABLE ON: \_\_\_\_\_

TEXT: To determine whether the Town will vote to authorize the Board of Selectmen to sell or otherwise dispose of the following surplus vehicles, equipment, or other personal property in connection with the purchase of new vehicles, equipment, or other personal property.

<u>Department</u>	<u>Vehicle/Equipment</u>	<u>Year</u>
-------------------	--------------------------	-------------

COMMENTS: This standard article allows the Town to sell used vehicles or other personal property.

PROS: The selling of used property contributes to the Town's general fund.

CONS: The Finance Committee is not aware of any.

SIGNATURE OF CHAIR \_\_\_\_\_ DATE \_\_\_\_\_

(10) RECREATION  
REVOLVING  
FUND

**DATE: DECEMBER 14, 2015**  
**TO: BOARD OF SELECTMEN**  
**FROM: NAN BALMER, TOWN ADMINISTRATOR**  
**RE: MEMO ON RECREATION REVOLVING FUND**

We are hopeful for quick passage by the legislature of the Special Act to increase the cap on the Recreation Revolving Fund. Because of the uncertainty about when the Act will pass, interim steps are recommended in the attached memo to the Board of Selectmen.

I will meet with the Recreation Commission Tuesday morning to discuss:

- 1) The management of the Recreation Revolving Fund in FY 16,
- 2) Potential actions to allow for increased spending under the cap in FY 17, and
- 3) Actions to reduce the revolving fund balance and the growth in the fund balance by matching recreational field user fees to field maintenance and field capital expenses.

Proposed actions for FY 17 would require the Board of Selectmen to place an article in the 2016 Warrant. I would appreciate your review and comment on the attached memo before I meet with the Commission. The memo will remain in draft until I receive comment from the Board and others.

Thank you!

**DATE:** DECEMBER 14, 2015  
**TO:** BOARD OF SELECTMEN  
**FROM:** NAN BALMER, TOWN ADMINISTRATOR  
**RE:** RECREATION REVOLVING FUND: UPDATE AND RECOMMENDATIONS

The purpose of this memo is to recommend actions that can be taken by town management (Town Administrator, Finance Director, Recreation Director) and by the town's governing boards (Town Meeting, Board of Selectmen, Finance Committee, Recreation Commission) to manage expenses under the statutory expense cap in FY 16, provide for increased program expenses while staying under the cap in FY 17, and reduce the Recreation Revolving Fund balance by matching recreational field user fees to the operating and capital expenses for the fields.

**1. FY 16: MANAGEMENT OF RECREATION REVOLVING FUND TO NOT EXCEED EXPENSE CAP:**

1. Until 6/30/16, the Recreation Director will generally limit overall participation in Recreation Programs to FY 15 levels.
2. Recreation Director will immediately report any unexpected / emergency expenses to the Town Administrator before they are incurred.
3. Finance Director will prepare a Recreation Revolving Fund Report at the end of every month and meet with the Recreation Director and Town Administrator to keep spending on track.
4. The Town Administrator will approve any transfers from the Recreation Revolving Fund to pay indirect costs. If necessary, to avoid exceeding the cap, indirect costs will be paid in a future year. Town Counsel confirms this approach is required and allowable.
5. Recreation Director will work with Finance Director to prepare journal entries to transfer to the Turf Maintenance Fund Revolving Fund receipts from prior years deposited in the Revolving Fund in error.
6. Recreation Director will correct account postings in FY 16 to new account codes to match revenues and expenses for programs, beaches and fields.

**2. FY 17: ALLOW INCREASE IN RECREATION PROGRAM EXPENSES WITHOUT EXCEEDING EXPENSE CAP**

Below are recommended actions that will allow the Recreation Department some growth in participation and programs in FY 17 while waiting for the legislature to act on the town's petition to increase the revolving fund cap allowed by Town Meeting to up to 5% of taxation. The Board of Selectmen and Finance Committee may vote to increase the spending cap as soon as the legislation passes. Legislative action is not expected for at least 18 months.

Because Recreation Revolving Fund expenses will exceed or come close to the legal expense cap, the Recreation Director may be forced to cancel programs or turn participants away if the following actions are not taken:

**Create a 53 F ½ Enterprise Fund or 53 D Revolving Fund for Beach Receipts and Expenses:**

- An Enterprise Fund may be established by a vote of Town Meeting for a minimum of three years for a "recreational facility". This would allow at least \$100,000 in additional spending capacity in the Revolving Fund.

- Alternatively, a 53 D Revolving Fund would provide \$100,000 in additional spending capacity but could be rescinded prior to 3 years. A 53 D fund does not allow for the payment of full time salaries and is swept every year to a balance of \$10,000. Of 57 municipalities surveyed by the state recreation association, the vast majority pay all or most full-time recreation salaries from the General Fund (as is now done in Wayland).
- A new 53 E ½ Revolving Fund would not, under the statute, provide the additional spending capacity.
  - Action to Implement: Town Meeting Article to Create a Beach Enterprise Fund or a Beach 53D Revolving Fund –Board of Selectmen votes to place article in warrant.

**3. FY 17: ADDRESS HIGH REVOLVING FUND BALANCE IN MANNER THAT IS CONSISTENT WITH THE PURPOSE FOR WHICH USER FEES WERE PAID:**

Auditor’s FY 15 Management Letter: “In the prior year [FY 14], we recommended that the Town review the revolving funds to ensure that the applicable costs (expenditures) are charged to the fund, and not to the general fund appropriation, and/or prepare cash flow projections for all funds with significant surpluses and review/adjust program fees accordingly”.

The following actions will reduce the fund balance and reduce the growth in the fund balance while ensuring that user fees are spent for the purposes for which they are paid:

**Create a Special Purpose Stabilization Fund for Capital Projects on Recreation Fields and Transfer Prior Year Field User Fees from the Recreation Revolving Fund to a Special Purpose Stabilization Fund (MGL Ch. 40 s.5B)**

- User fees must be used for the purposes for which they are paid. A Special Purpose Recreation Stabilization Fund will segregate accumulated field user fees until Town Meeting appropriates the funds for an appropriate capital project. Creation of and appropriation from a special purpose stabilization fund requires a 2/3 vote of Town Meeting.
  - Action to Implement: Town Meeting Article to create special purpose stabilization fund for capital projects and to transfer funds from the Recreation Revolving Fund to the Stabilization Fund. – Board of Selectmen votes to place warrant article.

**Budget Field User Fees as a Local Receipt:**

- Field user fees are not used to pay over \$100,000 in field maintenance expenses incurred by the DPW and paid by the General Fund. Going forward, matching field user fees to appropriate field maintenance expenses will curtail the growth of the fund and offset the costs to maintain the fields.
  - Action to Implement: In FY 17 the Finance Committee would budget field user fees as a local receipt. User fees would be deposited in the General Fund.

CC: Finance Committee, Recreation Commission, Finance Director, Recreation Director



*(11) BOARD OF SELECTMEN: MEETING DATES\**

**365 January 2016**

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

**365 February 2016**

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

**365 March 2016**

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

**365 April 2016**

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

**365 May 2016**

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

**365 June 2016**

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

**365 July 2016**

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

**365 August 2016**

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

**365 September 2016**

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

**365 October 2016**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
40							1
41	2	3	4	5	6	7	8
42	9	10	11	12	13	14	15
43	16	17	18	19	20	21	22
44	23	24	25	26	27	28	29
45	30	31					

**365 November 2016**

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

**365 December 2016**

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

- 1 Jan** New Year's Day
- 18 Jan** Martin Luther King Day
- 9 Feb** Mardi Gras Carnival
- 12 Feb** Lincoln's Birthday
- 14 Feb** Valentine's Day
- 15 Feb** Presidents Day
- 13 Mar** Daylight Saving (Start)

- 17 Mar** St. Patrick's Day
- 25 Mar** Good Friday
- 27 Mar** Easter
- 28 Mar** Easter Monday
- 1 Apr** April Fool's Day
- 5 May** Cinco de Mayo
- 8 May** Mother's Day

- 15 May** Pentecost
- 16 May** Pentecost Monday
- 21 May** Armed Forces Day
- 30 May** Memorial Day
- 14 Jun** Flag Day
- 19 Jun** Father's Day
- 4 Jul** Independence Day

- 5 Sep** Labor Day
- 11 Sep** September 11th
- 17 Sep** Citizenship Day
- 23 Sep** Native American Day
- 10 Oct** Columbus Day
- 15 Oct** Sweetest Day
- 17 Oct** Boss's Day

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

Calendar & Holidays

2016

Calendar-365.com

*\* INCLUDES MID-WEEK DATES NECESSARY IF STM IS CALLED  
2/11/15*

**TOWN ADMINISTRATOR'S REPORT  
WEEK ENDING DECEMBER 11, 2015**

**ATTACHED ARE:**

1. MEMO TO BOARD FROM JOHN SENCHYSHYN - WEST SUBURBAN HEALTH GROUP PROPOSED CHANGE TO JOINT PURCHASE AGREEMENT
2. BOARD'S RESPONSE TO WRAP COMMITTEE
3. OFFICES TO BE ELECTED AT ANNUAL TOWN ELECTION
4. RIVERS EDGE REQUEST FOR INFORMATION
5. EVERSOURCE UTILITY POLES READY FOR REMOVAL

DATE: December 14, 2015  
TO: Board of Selectmen  
FROM: John Senchyshyn, Asst. Town Administrator/HR Director  
RE: **West Suburban Health Group (WSHG) – Joint Purchase Agreement for Health Insurance**

**REQUESTED MOTION:**

**NONE AT THIS TIME. VOTE WILL BE REQUIRED ON JANUARY 4, 2014**

**BACKGROUND:**

At the end of Fiscal Year 15 four participating members of the WSHG left the group to pursue other insurance options. While the existing agreement does not allow withdrawing members any portion of their share of the fund balance, the current agreement does not charge a withdrawing member for their run-out claims. Run-out claims are those claims incurred by members prior to their withdrawal date, but not processed until after their withdrawal date. The run out claims for the four withdrawing members are projected at \$1.7M. The full run-out amount becomes a charge to the remaining members fund balance. This is the first instance where multiple members have withdrawn on the same date.

In previous years when a participating member withdrew, the fund balance was much more substantial. In addition, the fund balance was growing and being replenished by revenue such as the Medicare drug subsidy. As such, there was a minimal run-out effect on the fund balance.

Given that the Group's fund balance has depleted through rate subsidies, and given that multiple members withdrew at the same time, the current effect on the fund balance is substantial. While there is sufficient fund balance to support operations, another round of withdrawing participants, especially if they were to be the larger communities, could be devastating to the Group.

The WSHG Board had several Board-level discussions on how to avoid a similar problem in the future. The Board's proposal is to amend the withdrawal process and hold a withdrawing member responsible for a portion of their run-out claims. The proposed revisions are intended to steer a withdrawing member to a June 30<sup>th</sup> exit date. There is a provision for a December 31<sup>st</sup> exit date, but it becomes a more costly exit from the standpoint of responsibility for run-out claims. The new language for run-out claims is found on page 12 of the attached document. Proposed changes are red-lined and appear in the comments in the right hand margin.

There are 13 communities and school entities currently comprising the WSHG. In order to change the agreement, a 2/3 vote (9 votes) of WSHG Board members is required. The WSHG has scheduled their Board vote for 1/14/16. Participating members have 30 days prior to the vote to review the changes. Proposed changes have to be voted as presented. I will be seeking your direction on my vote at the 1/4/16 BOS' meeting.

I do support the changes to the agreement.

**DRAFT**

**WEST SUBURBAN HEALTH GROUP**

**AGREEMENT for JOINT NEGOTIATION  
and PURCHASE OF HEALTH and LIFE COVERAGES**

AS AMENDED THROUGH,

Deleted: JANUARY 19, 2007

**Article 1. Authority and Purpose.**

This agreement is entered into in accordance with M.G.L. Chapter 32B, Section 12, to enable the governmental units executing this agreement as indicated in Article 17 hereof, and any additional governmental units accepted for participation in accordance with the procedures described in Articles 2 and 13 hereof, hereinafter referred to as the "Participating Governmental Units," to join together in negotiating and purchasing policies authorized under M.G.L. Chapter 32B, Section 3, including health, dental, and life insurance, Health Maintenance Organization coverage as authorized by M.G.L. Chapter 32B, Section 16, as well as Administrative Services Only coverage as authorized by G. L Chapter 32B, section 3A, which may include Preferred Provider Arrangements or other methods of self-funding as may be allowed by law. The economies of scale and other benefits derived through joint negotiation and purchase anticipated by the authority granted to the participants by M.G.L. Chapter 32B, Section 12, constitute the purpose of this agreement. The legal entity established by this agreement shall be known as the West Suburban Health Group ("the Group").

**Article 2. Eligibility and Participating Governmental Units**

A. Participants

The participants in this joint negotiation and purchase agreement are those listed as signatories to this agreement on each page of Article 17. Additional governmental unit participants may be added pursuant to this Article 2, Section C and Article 13.

B. Eligibility

Participants shall be Massachusetts governmental units as the term is defined in M.G.L. Chapter 32B, section 2(f).

C. Application for Participation

Membership in the Group is granted at the discretion of the Board of the Group. A governmental unit that wishes to participate in the Group must submit a written application to the Chairman of the Board of the Group. The governmental unit must submit information and data as required by the Group. Upon acceptance into the Group, the Appropriate Public Authority of the new member unit must sign this agreement and fulfill all other obligations for participation as described in this agreement.

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D. Entry Fee

The Board may establish a one-time entry fee for each new member.



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**Article 3. Term of Agreement and Participation.**

**A. Duration**

This agreement ~~goes into full force and effect as of~~ succeeding the April 1989 agreement and the 1995, 2006, and 2007 amended agreements of the West Suburban Health Group and shall continue in full force and effect for an indefinite period, subject to amendment as agreed upon in accordance with the terms of Article 13 of this agreement, so long as three or more governmental units elect to continue participation. This agreement shall continue unless and until terminated pursuant to law or by an instrument in writing executed by the Appropriate Public Authorities of at least two-thirds (2/3rds) of the Participating Governmental Units of the Group.

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**B. Withdrawal of a Participating Governmental Unit**

A Participating Governmental Unit may withdraw participation at its discretion on the anniversary of the active employee plan health plan contracts, i.e. withdrawal effective midnight on June 30<sup>th</sup> of any year. A governmental unit contemplating withdrawal from the Group must submit written notification to the Board of such intent to withdraw no later than December 31<sup>st</sup> (for a withdrawal date of June 30<sup>th</sup>, midnight). Any election by a governmental unit to terminate participation in this agreement requires written notification to the Board of such vote to withdraw no later than February 15<sup>th</sup> (for a withdrawal date of June 30<sup>th</sup>, midnight). A withdrawing Governmental Unit shall be subject to the liabilities described in Article 14.A.

**Deleted:** , but a withdrawal may only be effective on June 30th of any year

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**Deleted:** March 31<sup>st</sup>

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A governmental unit may terminate its participation in the Group off-anniversary. Off-anniversary withdrawal may take place only on December 31<sup>st</sup>, midnight. Notification to the Board of the Unit's intent to withdraw off-anniversary must be made by the governmental unit in writing to the Board and received by July 1<sup>st</sup>. Any election by a governmental unit to terminate participation in this Agreement off-anniversary requires written notification to the Board of such vote to withdraw no later than September 30<sup>th</sup> for a withdrawal date of December 31<sup>st</sup>, midnight.

A withdrawing governmental unit shall be subject to the liabilities described in Article 14 of this Agreement.

A governmental unit that does not comply with the provisions of this Article, Article 14, or any other provision of the Agreement applicable to withdrawing from the Group, including its post-withdrawal financial obligations, may be subject to additional financial penalties, as determined by the Board.

A Participating Governmental Unit that has withdrawn participation from the Group shall not be eligible to reapply for membership until after the second anniversary date of the Group's health plan contracts following the unit's withdrawal of participation. The terms and requirements of Article 2.C. of this Agreement shall apply. A governmental unit that has withdrawn its membership twice or that has been terminated from the Group under Article 3.C., shall not be eligible to reapply for membership.

- C. Termination of a Participating Governmental Unit by the Group  
Any Participating Governmental Unit which is 60 days in arrears for the payments due under Article 8 and Article 9 of this agreement may be terminated from participation in this Agreement for Joint Negotiation and Purchase of Health Coverage at the Board's discretion. Such termination shall not limit the Board from obtaining payment of all monies in arrears under Articles 8 and 9. A Governmental Unit that is terminated by the Group shall be subject to the liabilities described in Article 14.A.

- D. Termination of the Group  
In the event that the Group terminates and there is a trust fund deficit as certified by the audited financial statements, each Participating Governmental Unit agrees to make payment of its share of such deficit. Such payments, if required, will be assessed on the basis set forth below.

In the event that the Group terminates and there is a trust fund surplus as certified by the audited financial statements, once all obligations of the Group have been met, surplus funds shall be distributed to the Participating Governmental Units on the basis set forth below.

The determination of a Participating Governmental Unit's proportionate share of the trust fund surplus or deficit as certified by the audited financial statements shall be calculated as follows:

The proportionate share of a Participating Governmental Unit shall be the sum of the Unit's active employee Self-only plan subscribers plus 2.35 times the number of Family plan subscribers, plus 0.35 times the number of self-funded medical-only senior plan subscribers participating in the West Suburban Health Group plans for each month of the one-year period immediately prior to the effective date of termination of the Group divided by the sum of all subscribers (number of active employee plan Self-only subscribers plus 2.35 times the number of Family plan subscribers plus 0.35 times the number of self-funded medical-only senior plan subscribers) in the West Suburban Health Group plans for this same period. This formula shall also be applied to determine each Unit's proportionate share of a certified trust fund surplus or deficit for purposes described in Article 8, Section A. and in that case will

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be based on enrollments in the year for which the surplus or deficit has been certified.

Distributions will be made as soon as all obligations have been met but not more than ~~twenty-four (24)~~ months following the termination of the Group.

Upon termination of the Group, the Board shall continue to serve to conclude the affairs of the Group.

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**Article 4. Administration and Governance/ Board and Committees**

Administrative and governing authority shall be vested in a Board to be known as the West Suburban Health Group Board, hereinafter referred to as the "Board". The Appropriate Public Authority, as defined in M.G.L. Chapter 32B section 2(a), of each Participating Governmental Unit shall appoint one primary member of the Board, who shall have one vote, and one alternate representative who shall assume all of the responsibilities of the primary member in the event of the primary member's absence. Said appointments shall be made within thirty (30) days following the execution of this agreement by the Participating Governmental Unit. The Board Member representative of each governmental unit shall serve until replaced by the Appropriate Public Authority of the Participating Governmental Unit. It is understood and agreed that the Group may rely on the authority of each Board Member, or alternate representative, to represent the respective Participating Governmental Unit, and any vote of any individual Board Member shall be deemed to be binding upon the Participating Governmental Unit represented by such Board Member or alternate representative.

If both the primary and alternate representative attend a meeting, only the primary member may vote.

The West Suburban Health Group Board shall have full discretion to elect from its membership a chairman and any other officers that it deems appropriate and may elect to establish any committee for whatever purpose it deems appropriate and consistent with the terms of this agreement.

**A. Steering Committee**

The Board may elect from its membership (both primary and alternate members) a steering committee of up to seven (7) persons representing seven different Participating Governmental Units, hereinafter referred to as "the Steering Committee." The Steering Committee members shall serve for a term of one year or until removed by the Board, provided the members remain members of the Board. Steering Committee members may be elected for succeeding terms. In the event that a Steering Committee member is removed from the Board by the Appropriate Public Authority of the Participating Governmental Unit or by the Board, the Board may elect a replacement. The Steering Committee shall have whatever authority is granted to it by the Board including the establishment of advisory sub-committees. Such authority may include the authority to negotiate and contract with the insurance carriers or other health and dental coverage providers, claims administrators, reinsurers, consultants, and any other individuals or organizations deemed to be appropriate by the Steering Committee on behalf of and for the benefit of



the Board and each Participating Governmental Unit concerning the subject of this agreement.

The Steering Committee may be empowered to review annual rate renewals and negotiate health coverage renewal contracts, negotiate funding and other financial arrangements, including adoption of an Administrative Service Only financial arrangement, as authorized by M.G.L. Chapter 32B, Section 3A, recommend levels of coverage to the Board, and undertake any other matter authorized by M.G.L. Chapter 32B which is not specifically reserved to each respective Participating Governmental Unit.

The Steering Committee shall elect a chairperson.

**B. Finance Committee**

In addition, the Board may elect from its membership (both primary and alternate members) a finance committee of three (3) persons, representing three different Participating Governmental Units, hereinafter referred to as the "Finance Committee". The Finance Committee members shall serve for a term of one year or until removed by the Board provided the members remain members of the Board. Finance Committee members may be elected for succeeding terms. In the event that a Finance Committee member is removed from the Board by the Appropriate Public Authority of the Participating Governmental Unit or by the Board, the Board may elect a replacement. The Finance Committee shall have authority to select one or more banks for the deposit of premiums, capitation charges, and other payments required to administer this agreement. The Finance Committee shall also be authorized to invest funds administered by the Board and recommend to the Board and the Participating Governmental Units the amounts to be allocated to claims trust funds and other funds and accounts relating directly or indirectly to this agreement. The Finance Committee shall have such additional authority as may be granted to it by the Board. The Finance Committee shall elect a chairperson.

**C. Centralized Administration**

The Board, either directly or acting through its Steering Committee, may establish a central administrative office and employ such personnel or contract for such administrative services as may be necessary to carry out the provisions of M.G.L. Chapter 32B and this agreement.

**Article 5. Quorum.**

The Board shall adopt a schedule of meeting dates and times for the conduct of ordinary business and shall establish a reasonable procedure for notice to the members of the Board and Appropriate Public Authorities concerning special meetings. The Steering Committee and the Finance Committee shall, in a like manner, establish a procedure for adequate notice to each member for all meetings to be conducted. A quorum of the Board, the Steering Committee, and the Finance Committee shall consist of a majority of the members of the Board with reference to Board meetings, and a majority of the members of the Steering Committee with reference to the Steering Committee, and a majority of the members of the Finance Committee with reference to the Finance Committee. A majority vote of the members in attendance at a duly called meeting shall

be deemed to be a vote of the Board, the Finance Committee and the Steering Committee respectively except where a two-thirds (2/3s) vote is required by this Agreement. In the event of a tie vote, the motion shall be deemed to have been defeated.

The Board and all Committees are subject to the requirements of M.G.L. Chapter 39, Section 23 B (Open Meeting Law).

**Article 6. Chairperson.**

The Board, the Steering Committee, and the Finance Committee shall each elect from their respective memberships, by majority vote of the members at a duly called meeting at which a quorum is present, a Chairperson, who shall serve for a term of twelve (12) months, unless replaced prior to termination of such twelve-month period by a vote of respective majorities of the Board, Steering Committee and Finance Committee members in attendance at a duly called meeting. The Chairperson may be elected for succeeding twelve month terms at the discretion of the Board, the Steering Committee and the Finance Committee, respectively.

The elected Chairperson of the Board may be a candidate for election as Chairperson of the Steering Committee if he or she is a member of the Steering Committee, and may be a candidate for election as Chairperson of the Finance Committee if he or she is a member of the Finance Committee. No person, however, shall serve simultaneously as Chairperson of both the Finance Committee and the Steering Committee.

It shall be the duty of the respective Chairpersons to call meetings of the Board and the Committees, including designation of the date, place, and time of such meetings, and to perform other duties and functions as delegated by the Board and Committees respectively.

The Board and the Committees of the Board may elect any other officers for their respective bodies whom the Board and the Committees respectively deem appropriate, by vote of a majority in attendance at a duly called meeting at which a quorum is present. The term of office of any such additional officers or chairpersons shall be determined at the discretion of the Board or Committees respectively.

**Article 7. Communication with Participating Governmental Units.**

It shall be the duty of each member of the Board, and in the primary member's absence, the duty of the alternate member, to communicate all matters relating to the action of the Board to the member's respective Participating Governmental Unit's Appropriate Public Authority. Copies of the minutes of Board and Steering Committee meetings shall be sent to each participant's Appropriate Public Authority and Town or District Clerk. In the event that both the primary and alternate members representing a governmental unit are absent, it is the duty of the Chairperson, acting directly or through the central administrative office or other designee of the Chairperson, to communicate in writing and in a timely manner to the absent Board member's respective Appropriate Public Authority any action taken by the Board.

It shall be the duty of the Chairperson of each Committee of the Board to report to the Board through the Chairperson of the Board all actions taken by the Committee. In

addition, it shall be the duty of each Committee to report to the Board membership at a duly called meeting of the Board, the actions of the Committee and, in any event, such reports shall be made no less than two times during each fiscal year.

**Article 8. Determination of Contributions to the Trust Fund(s)**

**A. Determination of contributions for plans offered by the Group**

The Board, either directly or through the Steering Committee, shall determine the monthly funding rates, or contributions, payable by each Participating Governmental Unit. Those rates shall be set at amounts which, in the aggregate, will fully satisfy the funding requirements of the claims trust fund, which requirements shall include all expected claims, claims administration, and reinsurance costs.

The Board may decide to reduce the contribution rates by use of Trust Fund unencumbered funds (surplus) or may decide to increase contribution rates to make up for any Trust Fund deficit.

In the case of a certified surplus in the health trust fund (or other trust fund, if applicable), the Board will determine whether some or all of the excess funds will remain in the Trust Fund as working capital, or will be used for the purpose of reducing future contribution rates, or be distributed to the Participating Governmental Units through the Joint Negotiation and Purchase Agreement according to each Participating Governmental Unit's proportionate share as outlined in Article 3, Section D of this agreement.

In the case of a certified deficit, the Board will determine whether it will resolve the deficit through increasing participants' future contributions or whether additional revenue will be raised from direct assessment of the Participating Governmental Units on the basis of each Participating Governmental Unit's proportionate share as outlined in Article 3, Section D of this agreement.

The Steering Committee shall have authority to negotiate monthly premiums with health, life, and dental insurance carriers, health maintenance organizations, and preferred provider organizations. Rates negotiated by the Steering Committee must be approved by a majority vote of the Board present at a duly called meeting at which there is a quorum.

**B. Negotiation and Assessment of Administration and Other Expenses**

The Steering Committee shall have the authority to negotiate claims administration fees, program management and central benefit administration fees, consulting fees, COBRA administration fees, reinsurance premiums, and other fees and payments related to the ongoing operation of the Group and the benefits programs sponsored by the Group.

It is agreed that program management and central benefit administration fees, consulting fees, COBRA administration fees, audit fees, treasurer's fees, and other fees and expenses related to the ongoing operation of the Group and the benefits programs sponsored by the Group shall be assessed annually to the Participating Governmental Units on a proportional basis.

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C. Annual Independent Financial Audit and Certification of the Trust Fund Balance

The Board, either directly or through the Steering Committee, shall engage an independent certified public accounting firm to determine within six (6) months of the end of the policy year, a reconciliation of the trust fund balance for the joint purchase group. If the Group is self-funding more than one benefit coverage authorized by M.G.L. Chapter 32B, ex. health and dental plan coverage, the fund balances for these lines of coverage shall be separately certified.

In establishing the reconciled balance, the auditor shall include a factor to represent the cost of claims incurred within the Plan Year but which had not been paid as of the reconciliation date.

The Board shall provide one copy of the auditor's report to the Appropriate Public Authority of each of the Participating Governmental Units.

**Article 9. Payment of Contributions to the Trust Fund(s) by Participating Governmental Units**

A. Monthly Payments to the Trust Fund(s)

A Participating Governmental Unit shall make payment on a monthly basis of contributions and assessments allocated to it. The central administrative office or other designee of the Board shall determine the appropriate payment due from each participating governmental unit each month.

Each Participating Governmental Unit shall receive quarterly reconciliation reports detailing the basis for such payment

requirements, and all such payments are subject to independent audit by each Participating Governmental Unit.

B. Additional Payments as May Be Required

In the event that the Board determines that additional funds are required to meet the plans' benefit obligations as contemplated in Article 8, Section A., the Board shall be authorized to obtain funds through borrowing or through requiring Participating Governmental Units to make advance payments of contributions.

C. Due Date for Payments

All payments described in this Article 9 shall be due and payable on the due date specified on the monthly trust fund invoice. Interest at a rate determined by the Board or its designee may begin to accrue starting on the 8th day following the due date on the invoice.

**Article 10. Establishment and Operation of the Group's Trust Fund(s)**

A. Appointment of Treasurer

The Board may appoint a Treasurer and an Assistant Treasurer to receive and hold all contributions described in Articles 8 and 9 and other funds of the Group as provided in this Article 10.

The Treasurer shall be required to obtain a fidelity bond for himself/herself and for the Assistant Treasurer in an amount designated by the Board. The premium expense for said bond shall be paid by the Group.

**B. Trust Fund Bank Accounts and Investments**

The Board, or Treasurer if designated by the Board, shall contract with one or more banks to act as depository of payments contemplated by Article 9, and accounts established shall be interest bearing accounts. Each designated bank shall be required, as a precondition to service as such depository, to act under the direction of the Board or its designee for the benefit of the Participating Governmental Units and the Board and shall provide for periodic reports and statements of accounts as required by the Board or its designee.

The Board, or Treasurer if designated by the Board, shall establish one or more checking accounts, which may be interest or non-interest-bearing accounts. Said checking accounts shall be funded from the Trust Fund depository account(s). The Board, or Treasurer if authorized by the Board, shall make deposits as required from the Trust Fund depository(ies) into the checking account(s) and the Board may authorize the Treasurer to draw on such checking accounts for the payment of covered benefits to plan members and for administrative and reinsurance expenses, and other expenses associated with the operation of the Group.

All payments for covered benefits for eligible plan members, all administrative fees, health plan premiums, reinsurance premiums, consulting fees, attorney's fees, Treasurer's fees, banking fees, and other expenses related to the operation and development of the Group and its programs shall be paid from the Group's Trust Fund.

The Board, or the Treasurer upon authorization by the Board, may invest a portion of the Group's Trust Fund monies in certain investments as permitted by law and this agreement. The Treasurer will report to the Board on the status of investments at least once per quarter-year.

**C. Investment Policy**

The Treasurer shall be responsible for the investment of cash generated from the operations of the trust fund and maintained as part of the working capital of the trust fund(s).

The Treasurer is authorized to invest available funds in a prudent manner considering quality, liquidity, safety and yield. The Treasurer may, with the approval of the Board, enter into banking agreements with the Massachusetts Municipal Depository Trust, and/or a commercial bank for the investment of available funds through a cash management program such as a daily "sweep account"; purchase a short-term commercial paper at no less than AA rated quality by a recognized rating service; employ a Trust Department of a commercial bank, familiar with non-profit organizations, to invest such funds as the Treasurer believes can be

prudently set aside for a longer period of time, not to exceed a weighted average maturity of 2.5 years.

- D. **Financial Accounting and Reporting**  
The Treasurer shall maintain a general ledger and shall report to the Board at least once per quarter-year on receipts and disbursements, assets and liabilities, and perform all matters of recording and reporting according to generally accepted accounting principles.

The Treasurer shall keep separate records and provide separate reports on health, life, dental (and any other coverage lines authorized by M.G.L. Chapter 32B) receipts and disbursements, if applicable.

**Article 11. Autonomy of Participating Governmental Units in Collective Bargaining and Eligibility Determination**

- A. **Collective Bargaining**  
Notwithstanding any other provisions of this agreement, a governmental unit maintains its autonomy and responsibility for collective bargaining. Each Participating Governmental Unit shall determine the level of contribution that it will make towards benefits provided to its employees/retirees through this agreement provided that said contribution is in conformance with M.G.L. Chapter 32B.
- B. **Eligibility Determination**  
Nothing contained in this Agreement for Joint Negotiation and Purchase of Health and Life Coverages shall in any way limit the authority of a Participating Governmental Unit to determine that a person is eligible for participation in the health coverage program, provided that the person is eligible under M.G.L. Chapter 32B. Unless the Group specifically contracts for centralized services regarding notification of eligibility, including notification to and from affected parties of eligibility rights under M.G.L. Chapter 32B, the Consolidated Omnibus Reconciliation Act (COBRA) of 1985, and any other applicable federal and state statutes, these functions and tasks, as well as employee direct billing, shall be the responsibility of and determined by the Participating Governmental Unit.

**Article 12. Participation in Health Benefits Program**

- A. **Requirements for Participation in Plans Sponsored by the Group**
- 1. Employee plans*
- Participating Governmental Units agree to offer to employees at least one Exclusive Provider Organization (EPO)/Health Maintenance Organization (HMO) health plan from each health plan provider organization with which the Group contracts. Each year by January 5<sup>th</sup> or the first business day thereafter, each Participating Governmental Unit shall report to the



West Suburban Health Group Chair or to his/her designee the names of the employee plans that the Unit will offer for the next policy year that commences on July 1 of that year. If, because of ongoing collective bargaining, the Unit is not able to report the plan offerings by January 5<sup>th</sup>, the Unit will do so as soon as this information is known. Each year at least sixty (60) days prior to the health plan anniversary date, a Participating Governmental Unit may request the Board to make an exception to this requirement if a particular health plan provider organization's network of providers does not serve the geographical area represented by the Unit or its workforce. A majority vote of the members of the Board present at a duly called meeting at which a quorum is present is required to override these participation requirements.

*2. Senior plans for retirees with Medicare Part A and Part B*  
Participating governmental units agree to offer all senior plans sponsored by the Group.

- B. Exclusive Participation Requirement  
Participating Governmental Units may offer to employees only those health plans sponsored by the Group. Each year at least sixty (60) days prior to the health plan anniversary date, a Participating Governmental Unit may request that the Board make an exception to this requirement by permitting the Unit to offer a plan not sponsored by the Group, but only to those employees and retirees who were enrolled in the Plan in the year immediately prior to the Plan Year for which the request for exception is sought (frozen enrollment basis). A majority vote of the members of the Board present at a duly called meeting at which a quorum is present is required to override the requirement of exclusive participation.

#### **Article 13. Amendment Procedure**

- A. Language of this Agreement  
This agreement may be amended at any time, provided that the Board representatives of two-thirds (2/3rds) of the governmental units then participating in this agreement vote to accept such amendment. However, no vote on an amendment shall take place until the Appropriate Public Authority has been provided with at least thirty (30) days written notice of the substance of the proposed amendment.
- B. Addition of new Governmental Units  
Additional governmental unit participants may be added commencing on a date mutually agreed upon, provided that the Board members representing no less than two-thirds (2/3rds) of the Participating Governmental Units vote to accept such additional participants.

#### **Article 14. Liability Following Termination of Participation**



A. Participating Governmental Unit's Liability

A Participating Governmental Unit shall have no liability for contributions and assessments for any period following the effective date of termination of its participation under this agreement, except for (1) the governmental unit's proportionate share of any trust fund deficit as certified by the audited financial statements in the applicable trust fund as of the effective date of the governmental unit's termination, (2) unpaid contributions or assessments attributable to periods prior to the effective date of the governmental unit's termination, and/or (3) subsequent expense for its covered members still on the plan after termination (where required by law).

A withdrawing participating governmental unit ("the Unit") that withdraws from the Group on anniversary, i.e. on June 30<sup>th</sup>, midnight of any year as described in Article 3, Section B, agrees to reimburse the Group for the full amount of the first month of run-out claims (claims paid by the Group in the first month of the Unit's withdrawal, i.e. July, for services incurred while the Unit was a participant of the Group) for covered services rendered to the Unit's covered employees, retirees, other eligibles as described in MGL Chapter 32B, and their dependents who had been enrolled in the Group's self-funded health plans prior to midnight on June 30 of the year of the Unit's withdrawal. The Group will submit a request for payment to the Unit in August for claims paid in July for services to the Unit's members. Payment by the Unit will be due to the Group no later than September 30 of the same year. A final settlement of the one-month of run-out claims liability will take place six (6) months after the Unit has withdrawn and will be based on actual claims paid in July following withdrawal.

A withdrawing governmental unit ("the Unit") that withdraws off-anniversary, i.e. on December 31 at midnight of any year, agrees to reimburse the Group in full for the Unit's run-out claims paid through June 30 of the following calendar year, i.e. six (6) months of run-out claims. A unit terminating its Agreement with the Group off-anniversary agrees to pay an up-front deposit ("the run-out claims deposit") for the Unit's estimated run-out claims. The run-out claims deposit will be calculated by multiplying the Unit's average monthly paid claims for the Unit's last six (6) months of participation in the Group by 1.5. The run-out claims deposit will be billed to the Unit in January, the effective month of withdrawal, and payment by the Unit will be due by February 28 of the same year. A final settlement of actual claims paid compared to the run-out claims deposit will be determined eight (8) months after the Unit's withdrawal/termination.

If a settlement on the post-withdrawal/termination run-out claims deposit compared to actual run-out claims for the six-month run-out period indicates an amount is due by the Unit to the Group or that an amount is due by the Group to the Unit, payment by either party shall be made within thirty (30) days of delivery to the Unit of the settlement data and calculation.

**A withdrawing or terminated Participating Governmental Unit shall not be entitled to any surplus in the trust fund(s).**

**Deleted:** Any payment owed by the terminated governmental unit to the Group for its proportionate share (as defined in Article 3, Section D) of a trust fund deficit as certified by the audited financial statements shall be paid within sixty (60) days following the Board's acceptance of the annual audited financial statements unless another date is mutually agreed upon by the Group and the terminating governmental unit ¶

**B. Liability of the Group after Termination or Withdrawal of a Participating Governmental Unit**

The Group shall have no liability for coverage for benefits received by a plan member of a terminated or withdrawn governmental unit after the date of termination/withdrawal, except as may be provided in the Plan Document of the applicable health plan.

**Article 15. Hold Harmless Protection**

**A. Personal Protection for Board Members**

Each Participating Governmental Unit agrees that it is its responsibility to assure that each primary representative and alternate representative designated by the Participating Governmental Unit to service on the Board and any committee established by the Board shall be indemnified and held harmless from personal financial loss and expense, including reasonable legal fees and costs, if any, to the full extent permitted by all applicable statutes, including M.G.L. Chapter 258, Sections 8, 9, and 13.

Indemnification should be provided for liability arising from all activities directly related to the establishment of this agreement and all related activities, commencing on and after the effective date of the April 1989 agreement and this agreement through and including the date which such designated representative terminates his or her position as a delegate or alternate delegate to the Board and the Board's committees. This hold harmless protection should include indemnification for any claim, demand, suit, or judgment relating to any act or omission arising as a result of such person's service to the West Suburban Health Group Board, except for intentional violation of the civil rights of any person. This hold harmless status should include any and all activities relating to such Board participation, including, but not limited to, serving on any related committee, holding an office as a member of the Board or Committee established by the Board, traveling to and from meetings relating to the designee's service, communications and all other acts related to the appointment as a delegate or alternate delegate of the Participating Governmental Unit.

**B. For West Suburban Health Group**

Each Participating Governmental Unit agrees to hold the Group harmless from any and all charges, including legal fees, judgments, administrative expenses, and benefit payment requirements, that may result at any time arising from or in connection with any and all negligent or willful acts or omissions (including failure to comply with any laws or regulations), fraud or criminal conduct of the Participating Governmental Unit and its employees, past or present.

**Article 16. Miscellaneous**

\_\_\_\_\_

- A. **Entire understanding**  
This agreement represents the entire understanding of the parties with respect to its subject matter and supersedes all prior agreements, written or oral, concerning the subject matter hereof and may not be changed or modified except as described in Article 13 of this agreement. No inferences shall be drawn from any variance between this agreement and any prior written agreement.
- B. **Governing law**  
This agreement and all notices, instruments and documents executed pursuant hereto or in connection herewith shall be deemed to be governed by the laws of the Commonwealth of Massachusetts.
- C. **Binding effect**  
All the terms and provisions of this agreement shall be binding on and inure to the benefit of and be enforceable by the respective parties hereto, their successors, and legal representatives.
- D. **Counterparts**  
This agreement may be executed in any number of counterparts and by the different parties on separate counterparts, and each such counterpart shall be deemed to be an original, but also such counterparts shall together constitute one and the same agreement.
- E. **Severability**  
If any provision of this Agreement is invalid or unenforceable under any applicable statute or rule of law, then the affected provision shall be curtailed and limited only to the extent necessary to bring said provision within the legal requirements, and this Agreement as so modified shall continue in full force and effect.

**Article 17. Signatories to Agreement**

By our signatures, we, the undersigned Appropriate Public Authority (M.G.L. Chapter 32B, Section 2(a)) evidence our acceptance of the terms of this Agreement for Joint Negotiation and Purchase of Health and Life Coverages on behalf of our governmental unit.

For:

\_\_\_\_\_  
Participating Governmental Unit (M.G.L. Chapter 32B, Section 2(f))

Signature of Board member

Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**DATE: DECEMBER 7, 2015**

**TO: WRAP COMMITTEE**

**FROM: BOARD OF SELECTMEN**

**RE: RESPONSE TO REQUEST REGARDING FACILITIES UNDER SELECTMEN JURISDICTION**

The Board of Selectmen considered your questions on November 16<sup>th</sup>, 30<sup>th</sup>, and December 7<sup>th</sup> and offers the response below. Responses from the Board's advisory committees (COA / CC and Housing Partnership) will be attached to this response when received.

**PRIORITIES:**

The four planning priorities of the Board of Selectmen for municipal facilities and land are in order:

1. Municipal Parcel: Complete acquisition and consider future use.
2. Community Space: Creation and improvement of community gathering spaces potentially including Council on Aging, Recreation, Veterans, Cultural Council, Historical Commission and general use community space.
3. Affordable Housing: Support the work of town bodies charged with the responsibility to identify public and private locations conducive to affordable housing development, to develop strategies for development of affordable housing opportunities and to quantify the need for specific types of affordable housing in Wayland.
4. Review Disposition of Land Held by all Town Bodies: Establish a periodic process to review the purpose for which parcels are held by all town bodies and, if the land is declared surplus after considering needs of the whole town, identify other municipal or private parties which have a potential use for the land and take the required steps to transfer.

**WRAP COMMITTEE DISCUSSION POINTS:**

1. Current Condition of Facilities:
  - The Facilities Director will provide a separate summary assessing the condition of buildings under the Board of Selectmen.
  - Buildings include: 1) Town Building (Includes town offices, school administration, COA, Children's' Way), 2) Public Safety Building, 3) Miscellaneous Historic Structures (Depot, Lawyer's Office, Freight Office at Library), and 4) Cochituate Fire Station #2.
  - Summary will include:
    - Condition, highlighting priorities for correction of deferred maintenance.
    - Building uses, capacity, storage and alternatives.
    - Specific regulatory requirements/consent agreements with governmental agencies that require major changes to existing facilities or construction of new facilities.

2. Relationship of Population Growth / Geographic Distribution to Facilities Needs:
  - Population growth will continue to drive the demand and need for space for Council on Aging programs as well as the need for public spaces for recreation, arts, and use by community groups.
  - Population growth is not expected to drive the need for new buildings to house the services of government. A reconfiguration of Town Building may be needed to optimize work flow, serve residents better, add meeting space, accommodate new technology, improve energy efficiency and increase aesthetic appeal.
  
3. What constituency do you serve most directly? (e.g., entire population of Town, seniors, school-age population):
  - Government programs and services under the Board of Selectmen are for the benefit of the entire town.
  
4. Is the facility required to be in a certain proximity to the end users?
  - The Town Building is located appropriately in a central geographic location.
  - For public safety facilities, proximity to end users is essential to maintain acceptable response times.
  
5. Are there cost implications related to geographic distance between facility and end users?
  - Buildings under the Board of Selectmen are appropriately geographically located and no additional cost is expected to improve geographic proximity to end users.
  
6. Are there convenience implications related to geographic distance between facility and end users?
  - Yes - Central and accessible location is desirable for all buildings under Board of Selectmen, except historic structures.
  
7. 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)?
  - The prior Fire Chief strongly recommended that equipment and document storage be studied and should be a high priority. (The Chief's report will be provided upon request)
  - Public Records law requires storage of most original documents, some in perpetuity. It is recommended there be a town wide policy and plan for maintaining documents covered by the state document retention schedule.
    - The Town Clerk needs more space (possibly climate controlled) to archive and protect important documents of the town including minutes.
    - Document management project will be implemented to digitize documents.
  - Off-site general storage space is likely to be a desirable, low-cost option.
  
8. What are you currently using for meeting space and what are the hours during which the space is available for use by others?
  - There are six spaces on the first and second floors of Town Building used for meetings by public bodies of town and school. Only open (unscheduled) time is on Friday afternoon and weekends.

9. What are your current and projected needs for additional meeting space?

- Meeting spaces are outdated and some are inappropriate for purpose. The available meeting space is often full to capacity requiring juggling of various meetings to accommodate everyone. More space is needed.
- Parking is often limited at Town Building on business days.
- The capacity / projected needs for meeting spaces will be provided in a separate report by the Facilities Director.

Are your current facilities meeting the needs of your constituents?

Town Building: To identify Town Building's highest and best use, it should be evaluated in the context of all current and future needs for facilities.

- Town Building is structurally sound and code compliant, however, it is not being used to its full potential.
- A history of numerous partial rehab jobs has left odd sized and configured spaces that are difficult to use and climate control.
- The building does not provide adequate spaces for the functions it houses. A space evaluation of all existing parcels will help determine which functions should be relocated to other sites.

A comprehensive evaluation to determine the near and long term use of Town Building should be undertaken. Several evaluations were conducted in the past, but each was focused on how to reposition existing functions rather than a complete and comprehensive exploration of what the Town needs for facilities and how to get there.

This focus on repositioning functions has resulted in the present uses of the Town Building determining its future rather than a comprehensive facilities plan determining the use of Town Building.

Other Facilities:

- The need for Council on Aging/Recreation/Community Center space is documented and will be covered in responses from the Council on Aging, Recreation and the CoA/CC Committee.

10. Looking at the land parcels under your board's control:

- Do you have an overall policy concerning potential future use for each parcel?  
Yes. See attached policy. The Selectmen will review this policy in 2016.
- Do you have specific plans for any of the parcels?  
Not at this time. Subject to additional study.
- Thoughts on relinquishing control of any of the parcels?  
Not at this time. Subject to additional study.

## **DISPOSITION OF TOWN-OWNED LAND**

Town-owned land under the jurisdiction of the Board of Selectmen may be considered for disposition or lease including, but not limited to, when it is no longer needed by the town, and/or when there is a request from an abutter or other interested resident or party to purchase the land. However, nothing requires the Board to take such action.

### **PROCESS FOR DISPOSAL**

1. The Board of Selectmen's office will maintain an up-to-date inventory, including a map and pictures, of Town-owned land under the Board's jurisdiction. Disposition of such land may be initiated by the board having jurisdiction, care, custody and control or by written request of an abutter or other interested resident or party.
2. Town boards will be asked in writing to indicate their interest in, need of, or use for the parcel(s) of land being considered for disposal. The Town may choose to request in writing an opinion as to the impact of the sale from the Planning Board, Conservation Commission, Board of Health, Town Surveyor, Assessors, and/or Building Commissioner.
3. Two weeks prior legal notice will be given in accordance with Town Bylaw Section 6-2 and a public hearing will be held on the matter of the disposition of the Town-owned land. Legal notice will also be posted in the Wayland Town Building, in the Wayland Public Library, and on the Wayland website. The Town shall mail written notification to abutters of land under consideration for disposal, including a location map where practicable, and to others who might have an interest in such land. Abutters shall be considered as any landowner within 300 feet of any edge of the property.
4. The Board shall obtain a written appraisal when appropriate or required by law, such as when land has more than a nominal value or is being sold for more than a nominal value.
5. Legal review of title documents (i.e., deeds, plans, tax taking documents, etc.), bids (i.e., sealed bids or proposals submitted pursuant to a formal invitation to bid or request for proposals), purchase and sale agreements, easements, and a majority vote of the Board of Selectmen to insert a land disposition article in the Town Meeting warrant, and a two-thirds Town Meeting vote, shall be required before any such disposition of Town-owned land is consummated.
6. The Town may choose to have the purchaser pay the costs incurred by the Town (i.e., appraisals, legal review, etc.).
7. All land will be sold as is and the buyer is responsible for compliance with all applicable laws, regulations, and statutes.
8. The Board may impose restrictions of the use of the land so disposed of.



## **GUIDELINES FOR DISPOSAL**

1. The land is not needed or anticipated to be needed for any Town or public purpose (e.g., conservation, housing, park or recreation, waste water treatment, road, school, etc.). The Town retains the right to keep or require easements for the public good.
2. The land is not being maintained by the Town.
3. The land may serve a useful or public purpose for one or more town residents, such as:
  - Septic or other public health or safety purpose
  - Strategic purpose such as an exchange for land that is more beneficial to the Town or allowing a Town project to go forward
  - Financial purpose such as for maximizing sale proceeds to the Town
  - Zoning compliance purposes, such as reducing non-conformity of a property
  - Individual resident's purpose
4. Sale of the land will generally not
  - Make possible the subdivision of an enlarged parcel by combining the Town-owned land with abutting land
  - [Make possible demolition of an existing residence and its replacement with a residence that is substantially larger in scale than others in the vicinity]
  - Adversely impact abutters to the parcel to an unreasonable extent (e.g., the Board will balance the concerns of abutters with the general benefits to the Town.)
5. The purchaser or transferee of such Town-owned land shall be current with all taxes and municipal charges, if any, owned to the Town of Wayland.

*Approved February 9, 2004; revised and restated on October 13, 2010*



# Town of Wayland Massachusetts

## Proposed Building for COA and Indoor Recreation Programming Summary of Research and Recommendations

Council on Aging/Community Center Advisory Committee (COA/CCAC)  
Prepared for Wayland Real Assets Planning Committee (WRAP)  
December 10, 2015

- **Introduction:** This report was prepared in response to a request for information from WRAP. WRAP requested summary data only. Further detailed information is available regarding most topics in this report.
  - **BOS charge to COA/CCAC:** COA/CCAC was asked to study the site known as the municipal parcel at the town center to determine if it could be used to meet community needs for additional space for the Council on Aging and for indoor multi-generational recreation space. See: [http://www.wayland.ma.us/Pages/WaylandMA\\_bcomm/COA-CCAC/index](http://www.wayland.ma.us/Pages/WaylandMA_bcomm/COA-CCAC/index) for text of the committee's charge and results of studies.

## Responses to WRAP Questions

- **Current condition of facilities:**
  - Council on Aging – (See COA report for more details)
    - Dedicated space consists of 2808 sq. ft. in the Town Building, much of the space being a public hall from a rear entrance to the remainder of the building. This space has all the restoration needs typical of the entire building, including inadequate HVAC and rotted subflooring.
    - Inadequate privacy for health and other private counseling. More private offices needed in order to comply with HIPAA.
    - Inadequate space for locked cabinets for confidential printed information
    - Inadequate space for storing materials & equipment, which are piled along the walls of the only gathering room.
    - Inadequate space for senior fitness programming. Example: Recently, the Town Clerk informed the Director of the COA about Town use of the Hearing Room for election-related activities which will require that 16 COA exercise classes be canceled during a two week period. The COA exercise classes will be cancelled to accommodate the Library Book Sale and the Flu Clinics as well. No alternative space is available.
    - This department uses other space, totaling an additional 7,000 sq ft. in the Town Building and the Art Space at Fire Station #2 (this space is needed to provide sleeping and bathing space for women firefighters) when other groups are not

using these spaces. So about 10,000 sq. ft. are already used intermittently in scattered locations in town for senior services.

Recreation Department, Indoor Recreation Space – (See Recreation Commission Report)

- The Recreation Department has little indoor dedicated space. There is a non-regulation gym at Town Building, as well as hearing rooms that are used for exercise and play. The “Wayland Arts Center”, used for classes for all ages, is a room on the side of Firehouse #2 which is needed for other public safety purposes. There is no space built with music, science, or other active programming in mind.
- Veterans Affairs
  - No dedicated space; public and private space borrowed 1-2 days/month from COA (including use of COA Director’s office space)
- Historical Commission (static displays)
  - No dedicated space; some exhibits in library and Town Building. No dedicated/secure storage
- Regulatory requirements by governmental agencies that require provision of facilities, major changes to existing facilities, or construction of new facilities?
  - Council on Aging
    - Relevant Legislation
      - HIPAA: The Health Insurance Portability and Accountability Act of 1996 (HIPAA; Pub.L. 104–191, 110 Stat. 1936, enacted August 21, 1996)
        - The Office for Civil Rights enforces the *HIPAA* Privacy Rule, which protects the privacy of individually identifiable health information.
          - Lack of private office spaces for health counseling leads to violation of HIPAA.
          - Lack of space and locking cabinets for confidential documents leads to violation of HIPAA and other regulations.
      - Town: The Wayland Council on Aging was established by the Annual Town Meeting of March 12, 1973, adding Chapter 12 to the Wayland Town Bylaws
      - State: In 1956, passage of Chapter 495 of the MCL, C.40, Section 8B. “A city by ordinance or by a town by-law may establish a council on aging for the purpose of coordinating or carrying out programs designed to meet the problems of the aging in coordination with the Department of Elder Affairs”.



- A CoA chart of senior population in Wayland shows that the senior population is not concentrated in one part of town. However, there are two pockets of higher concentrations, the Senior Housing building on Cochituate Road and the retirement community development at Mainstone Farm. The Rivers Edge development right across the river from the municipal parcel is also likely to contain a minimum of 25% seniors if not more.
- 
- 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?)
  - Council on Aging: This department is currently storing equipment along the walls of its main space due to lack of storage space. The rooms are frequently reconfigured to match the type of programming being held at any specific time. Each room in a new facility should have storage closets so that the room can be re-equipped during the course of the day without having to drag equipment up and down the halls.
  - Recreation: See report from Recreation Commission
  - Council on Aging and Veterans Affairs: Locked storage for sensitive records is needed
- What are you currently using for meeting space and what are the hours during which the space is available for use by others.
  - CoA Staff meets in their office space- See CoA report for details.
  - Recreation Staff meets in their office space. See Rec. Dept. report for details.
  - Various unrelated Boards use CoA space -See CoA report.
- What are your current and projected needs for additional meeting space
  - CoA – needs more small closed offices for citizens to meet with residents for purposes of health, insurance and financial counseling, personal and confidential matters.
  - Veterans Agent – needs a closed room for meetings with individual veterans to discuss personal and confidential matters. See Hipa Act of 1996 noted above.
- Are your current facilities meeting the needs of your constituents? *No.* See CoA report. See Recreation Report
- Looking at the land parcels under your board's control: *Not Applicable.*
- Do you have any documents or reports that outline your process for addressing and planning for future needs?
  - YES. See Attached Report. COA/CCAC Capital Improvement Report.

## Supplementary Information

- Why build a joint Indoor Recreation/COA facility at the Municipal Parcel?

- Suitable existing facility at low cost
  - Indoor Recreation & COA activities utilize similar spaces
    - Senior Center: The existing building has many of the desired features
    - One floor
    - No stairs
    - Kitchen facilities
    - Wide halls
    - Lots of natural light
    - Ample space for parking adjacent to the building
    - Proximity to shopping simplifies transportation
    - Located near the geographic center of town, and town offices
    - Proximity to shopping simplifies transportation
    - Veterans Affairs needs similar space for individual and group meetings; can be fit in to COA activity schedule
    - Using Halls for Display space allows Historical Commission, other town groups to exhibit culturally relevant material to all of town
    - Proximity to the Sudbury River, Rail Trail, and other outdoor use areas makes the space a natural “hub” for town activities
  - Indoor Recreation for all ages
    - Many rooms are suitable for activities pursued by all
      - Gross motor play
      - Exercise Classes
      - Messy Art – pottery, painting, fiber art
      - Discussion/study groups
      - Music – instrumental & Choral practice
- Synergies between Senior Programming & Recreation Programming
  - Indoor Recreation & COA activities *utilize similar spaces* creating an opportunity to meet the needs of both groups at a *reduced cost through space sharing*
    - Now, in 20 years, in 40 years
      - Now. 3600 Seniors. New facility can be shared by seniors and others by scheduling senior activities in daily time slots that are not convenient for working adults and school-age children.



- Year 2035. 7900 Seniors. Senior activities fill more, but not all, of space during any week.
- Year 2055. A "Young Town". Baby Boomers are gone. The "square footage per week" used by Seniors diminishes and utilization by younger residents grows.
- Promotes intergenerational activities.

## INFORMATION SOURCES

### Massachusetts Office of Elder Affairs

Councils on Aging (COAs) are the community focal point for social and support services to elders, families and caregivers in 349 cities and towns in Massachusetts. These municipal agencies develop priorities, serve as advocates and offer opportunities to access programs, services and activities that directly benefit more than 540,000 elders, families and caregivers annually.

COAs conduct more than 100 programs from information and referral, outreach, transportation, meals (congregate and/or home delivered) to health screening, health insurance information benefits counseling (SHINE), fitness, recreation, computer access, education/life long learning, among others. In most communities, COAs serve as the only public social service agency and assist numerous non-elders in accessing public benefits. They may also serve as a link to and support for elders and others in case of local emergencies. (Excerpt from <http://www.mass.gov/elders/service-orgs-advocates/coa/overview-of-councils-on-aging.html> )

### Map of Municipal Parcel

[http://www.wayland.ma.us/Pages/WaylandMA\\_bcomm/COA-CCAC/SrCtrMap.pdf](http://www.wayland.ma.us/Pages/WaylandMA_bcomm/COA-CCAC/SrCtrMap.pdf)

### Municipal Parcel - McClure Engineering findings

[http://www.wayland.ma.us/Pages/WaylandMA\\_bcomm/COA-CCAC/McClure.pdf](http://www.wayland.ma.us/Pages/WaylandMA_bcomm/COA-CCAC/McClure.pdf)

### Municipal Parcel – Report on Condition of Existing Building

[http://www.wayland.ma.us/Pages/WaylandMA\\_bcomm/COA-CCAC/StrucReview.pdf](http://www.wayland.ma.us/Pages/WaylandMA_bcomm/COA-CCAC/StrucReview.pdf)

### WRAP Responses from COA and Recreation

Attachment: Capital Improvement Report



## **Council on Aging / Community Center Advisory Committee**

Frank Krasin, Co-Chair Steven Correia Ken Isaacson  
Ben Keefe, ex officio Carol Martin Jean Milburn  
Andrew Reck Julie Secord, ex officio William Sterling, Co-Chair

### **Council on Aging/Community Center Advisory Committee (CoA/CCAC) Capital Improvement Report December 15, 2014 (revised 01/16/2015)**

The CoA-CCAC recommends that the Board of Selectmen (BOS) proceed with an article in the town warrant to request funding to design a community center suitable for the town center municipal pad and to obtain all required environmental reviews of the site. A community center that is 18,000 SF to 22,000 SF with a combination of both dedicated senior space and shared activity rooms for recreation by folks of all ages seems appropriate. This center should be designed to improve the indoor venues for services offered by both the CoA and the Recreation Dept.

The BOS faces three basic options:

- a. Renovate the existing building (10,200 SF) and add related parking (100 spaces).
- b. Same as "option a" plus added space for expanded programs (up to about 20,000 SF due to site capacity limitations).
- c. Demolish the existing building and build a new one (up to about 30,000 SF due to site capacity limitations) outside the river setback line and related parking (100 spaces minimum).

It is anticipated that the design and a proposal to build the community center could be brought to a future town meeting no later than Spring 2016.

The Long-Range Planning Working Group has considered the following criteria for prioritizing capital projects. Seeing the benefit of such clearly defined categories for discussion, the CoA-CCAC has adopted these criteria as a framework for presenting our arguments supporting the Community Center project.

#### **I. Consistency with community goals and plans**

- a. The proposed CoA-Community Center completes the Planning Board's original vision of placing an active municipal facility at the new town center, an action intended to elevate the development from a "shopping center" to a place that citizens congregate for many life activities.
- b. Adding a Recreation Department arts center at this location allows for the removal of the present art center at Fire Station #2, freeing up that space for other planned town use; and helping meet the needs of the community for adequate space to run new programs such as painting, drawing, pottery,

etc.

c. Adding trails that connect the municipal pad site to a proposed new boat house on the river and to existing trails to the north completes the concept of creating an “emerald bracelet” in Wayland’s river front. It also connects to the Rail Trail, a bicycle path that is planned to come to the town center along the nearby abandoned railroad right of way.

d. Wayland has never had a true Town Center in the traditional sense of most other New England towns. Adding a central indoor and outdoor gathering place for the community at large that is close to other amenities, a town green is a desirable goal that this proposed project could achieve.

## II. Public Health/Safety

a. The CoA offers a variety of public health services, including: A collaboration with BayPath Elder Services and Wayland Council On Aging enables home Delivered Meals to be provided to nutritionally jeopardized elders as well as a social connection for Wayland recipients on a daily basis. Other public health and safety initiatives through the Wayland COA include: ongoing education programs for emergency preparedness, private nutrition counseling, demonstration workshops, fitness programs (aerobics, tai chi, better balance, zumba, etc). COA also coordinates with Board of Health for administration of flu shots, shingles vaccine, blood pressure clinics; programs addressing prevalent scams and fraud prevention; provision and distribution of "File of Life" packets for the community; collaboration with Fire Department for installation of smoke detectors, carbon monoxide alarms and house numbers as needed for Wayland seniors. The CoA also coordinates with Springwell Protective Services in cases of elder abuse.

b. The Recreation Department could offer fitness programs that are aimed at reducing childhood obesity and other health and fitness issues, and could allow for other important programs and events such as teen events, child events, and much more; all of which is important for the mental health of community members, by enabling residents to connect and engage with each other in a community center setting.

c. Community boating, trails and boardwalks may make programs possible that educate the general public on environmental and boating safety.

## III. Mandates/ Legal Requirements/ Recommendations

a. There is a federal mandate that every community offer services to aid the senior population. In response to that mandate, the MA Council on Aging recommends that every community in the Commonwealth provide a facility that ranges between 5 SF to 6 SF per senior resident. With Wayland’s senior population (over 60) at 3,652, the recommended senior center size is therefore 18,260 SF to 21,912 SF. The current CoA facility is 2,500 SF, but makes use of about 7,500 SF of various other spaces in the town building as well as rental space at the Trinitarian church in order to offer the variety of activities required for the 3,652 senior residents in Wayland. Seniors are now over 25% of the town’s total population. With the continued rise in aging “Baby Boomer” generation, that figure is expected to approach 30% of Wayland’s population in the next

ten years. This suggests it is prudent for the town to anticipate expanded senior programs and increased senior participation for the next decade.

b. Although there are no legal mandates for the town to provide recreational facilities and services, there are comparisons with other towns of similar demographics that suggest Wayland Recreation Department offers a lower quality and quantity of facilities and services than offered elsewhere. (See Gale Report, dated 2010). For example, the undersized gym in the town building (6,875 SF) is overbooked. (See the attached letter from the Recreation Department regarding inadequate gym facilities.) In addition a pent-up demand for programs and related spaces that promote the arts and other community gatherings is evident from the letters that have come from the community. The present arts center at Fire Station #2 is comprised of two classrooms and a kiln (1,319 SF). Moving the arts center to the town center municipal site as part of the new community center offers the opportunity to expand the arts facility to include new recreation department programs in the visual and performing arts . Therefore, a community center that is in the range of 18,000 to 22,000 SF with a combination of both dedicated senior space and shared recreation department activity rooms for folks of all ages seems appropriate. Staggered hours of programming for citizens of all ages will make the facility useful up to 12 hours a day, seven days a week.

c. The river front trails are required to be connected with new trails constructed by 20 Wayland in the original development agreement with the town.

#### IV. Maintains/Improves standard of service (See attached list of community requests.)

a. At its current location, the CoA staff has struggled to maintain its standard of service as the senior population grew 47% in the last nine years. Not only are residents aging in place without moving away, but new retiree residents are moving into Mainstone and other retirement oriented condominiums. Demographic projections are for the senior population to continue to grow and approach 30% of the town in the next 10 years. The national senior population will grow until 2030 when the last of the Baby Boomers turn 65. The Council on Aging is inundated daily with calls from the families of older adults aged from 60 to their late 80's who are unable to maintain their independence, financially or medically. Even in a well-to-do suburb like Wayland there are many older adults who rely on fuel assistance, food stamps and free cell phones while trying to live alone with chronic medical conditions. Of particular concern about the present CoA offices is the lack of private office space for confidential client meetings about dementia, health care, and financial matters. The proposed new design addresses that concern by providing additional closed meeting space for staff to use when discussing confidential matters.

b. The Recreation Department Director has submitted a long list of requests for interior space and equipment for programming. Presently, much of the Town's recreation programming is directed to private for-profit vendors in Wayland and adjacent towns when no suitable facility is available. (See attached letter from Recreation Department dated Nov. 6, 2014.)

c. Improved access to the river for passive recreation, educational opportunities and historical/archeological display and demonstration would be highly desirable along the river front, providing greater access to the Great Meadows Wildlife Sanctuary. Trails, boardwalks

and a boathouse for storage of canoes and kayaks would greatly improve Wayland's standard of service to the community.

d. Wayland no longer has a VFW building or any dedicated veterans' space. The current VA office is a shared space within the current CoA. Adding a VA office in the new community center will fill the need for serving our veterans in a place that has a warm and inviting social atmosphere.

## V. Extent of Benefit

a. With the proposed community center, the CoA would be able to offer a variety of public health services, expanded health and fitness programs, art classes and continuing education to the senior population.

b. With cooperative scheduling, the recreation department will be able to use the new space to offer programming to persons of all ages. With potential expansion to the existing building the Recreation Department would be able to offer larger classes in painting and pottery to residents of all ages in after school, evening and week-end programs. Adding a full-size gym or large recreation space would offer great benefits and options for growth.

b. Outdoor trails and river access would be expanded and open to all citizens of all ages.

## VI. Related to Other Projects

a. Moving the CoA to the town center site frees up space in the present town building for other uses.

b. The Recreation Department could expand its offerings to the community to include performance art classes, dance, musical programs, movies and teen dances.

c. The Historical Commission's inadequate storage and display space for valuable pre-Columbian artifacts and Colonial era materials could be remedied by incorporating their program needs into the new community center. Archeological artifacts that are discovered in the proposed development area may delay the project and increase the cost of construction if special demands are imposed by such discoveries. The Historical Society is also interested in displaying their collections at this facility.

## VII. Public Perception of Need

a. The current CoA space is known to be an undersized facility with only one activity space in a public hallway under its control. As a result CoA programs are often cancelled or relocated to inferior space due to last minute scheduling pressures from other departments. There is limited access to the existing gym - only one program per week, even though the demand exists to use it every day for larger classes, expanded health and fitness programs.

b. There may be a greater actual need for recreation improvements than the general public perception of its needs. The Recreation Department serves the athletic programs well, but

due to a lack of physical spaces to offer programs in the arts, it is dependent on the availability of school facilities for after school and summer programs. Some public perception among parents of young children is that there is an un-met demand for programs in the arts for children during after school hours and for adults.

c. Though there has been an effort to improve river front access, walking trails and the bike trail for Wayland residents, the general population needs to be better informed about the latent potential of having so much river frontage and access to wildlife preserves. As one resident commented, "Unlike most other towns in America, Wayland has so much open space it is like living in the middle of a public park."

d. Based on the thirty (30) plus letters received, there appears to be a strong need for small group meeting rooms, activity spaces and gathering spots for adults as well as children.

### VIII. Efficiency of Services

a. By gaining dedicated activity rooms and more efficient offices, the CoA will be able to schedule activities and services without risk of being relocated or canceled.

b. The Recreation Department would also gain more dedicated room for expanded programs under their direct control.

c. The Historical Commission would gain storage space, office space and display space to better offer educational programs about archeology, the native American culture of precolonial and post-colonial Wayland.

d. Combining some of the facilities used by the CoA and the Recreation Department recognizes that the age distribution of town residents changes with each decade. Although the senior segment of the population is growing now, it will contract in future decades. Some of the space used by CoA in "combined flexible space" during the next decade could be reallocated to programming for other age groups in the future.

### IX. Supports Economic Development

a. The CoA activities will draw seniors into the town center and Route 20 amenities during the daytime hours with its consequent spillover of shopping activity in the commercial area.

b. The Recreation Department activities after school and in the evenings will provide the same kind of stimulus to shops during those respective hours.

c. The riverfront and bike trail activities will stimulate the economy by bringing more people into the area as well.

### X. Environmental Quality

a. After the developer appealed the decision of the Wayland ConCom, the state DEP issued a superseding order of conditions that excluded the proposed development at the municipal pad from their approved site plan. Therefore the municipal parcel at the Town Center development needs to be permitted by Wayland ConCom. The environmental impact of



renovating and finishing the existing building for the CoA offices and activity rooms and providing related parking on the site will be driven by typical sewer and storm drainage needs normally generated by any occupied building. Although the existing building may not be prevented from being occupied, altering the land around it for parking, service loading area, patios and walkways will require the Conservation Commission (ConCom) to review because much alteration will be within the 200' river front setback. Before choosing this site for occupancy, the town will be obligated to prepare for the ConCom an alternative site analysis that examines all other town property that is available for such a use and proves that the municipal pad is the only viable option.

b. Adding a building for the arts and /or other recreational spaces will include some construction within the 200' river front setback if the addition is to be connected to the existing building. The area of the addition should not be more than 10% of the development area that is in the setback. The Conservation Commission's (ConCom) most conservative interpretation of the setback regulations is that the formerly paved areas that are now overgrown with plants not be considered "redevelopment" areas. This will limit our expansion ability. Adding the boat house, decks, boardwalks and trails will be within the 200' riverfront setback, but will be controlled by ConCom, Environmental Protection and US Fish and Wildlife recommendations. These concepts need to be part of the comprehensive river front development.

c. General ConCom issues need to be analyzed with a comprehensive environmental engineering study that addresses several scenarios, starting with alterations to the existing building and related parking and walkways alone. Consider a second option of keeping the existing building and include a connected addition to the existing building. A third option of keeping the existing building may include a disconnected building that is outside the 200' setback. Finally, an important option is to examine the possibility of demolishing the existing building and constructing a new building and related site work that is outside the 200' setback as much as possible.

d. Prior studies (2012) for the site as a library/senior center suggest that all of the options above will require some incursion into the 200' river front setback, if only for driveways, parking and walkways. The area of such incursions will in every case be greater than the 5,000 SF allowed as of right. For the town to build only outside the setback area, the size of the municipal building will be so small that it will be insignificant. This need for more development within the 200' setback was addressed in 2012 by including the entire town center development in the calculation of the 10% river frontage rule. Jim DeVellis, the consulting engineer on the Library/CoA study, calculated that area to be approximately 300,000 SF. By this assumption, the maximum allowed footprint of construction within the 200' setback would be 30,000 SF. In 2012, ConCom's chairman responded that it was a reasonable approach, but that the owner of the town center would need to agree not to do any further development of the river frontage of their property. Therefore, a comprehensive plan of all river front development needs to be devised with the cooperation of the developer as all one piece of property, and presented to the ConCom for review and approval. (See ConCom's list of items to address.) Going forward, the 2012 assumptions must be confirmed, and a new study needs to be part of the design services approved at the next Town Meeting. Combining all of the Town Center river frontage as part of the community center development is the only viable option for developing the municipal pad in



a size that is suitable for a community center building and parking. To accomplish this it is necessary that the municipal pad be leased and not purchased.

## XI. Feasibility

- a. Because the existing building is already in place and has been examined by the town building inspector with a favorable opinion, we believe the project to adapt that existing building for reuse is ready for permitting and review process. However, the ConCom will still review parking lot paving, site drainage and sewer system design.
- b. If the Town builds an addition, there will be more substantial Conservation Commission review in order to proceed. The ConCom may require any additional buildings be constructed outside the 200 Ft. setback line, thus forcing the added building not to be physically connected to the existing one. Alternatively, the BOS may opt to demolish the existing building and build all new community center outside the 200' setback, but at a greater cost.
- c. If the boat house addition, new trails and elevated boardwalks are to proceed within the 200 Ft. riverfront setback area, the design must be reviewed and approved by the Conservation Commission, U.S. Fish & Wildlife Service and the Environmental Protection Agency. While this may take some time, there appears to be support for the concept upon initial inquiries.

## XII. Opportunity Cost

- a. If the alterations to the existing building are deferred to another time, the town may lose the opportunity to exercise its agreement with the owner to assist the town by building a parking lot and contributing toward the construction of a municipal building in the town center. The timing for completing the original vision is now.
- b. If the arts center for the Recreation Department is deferred to another time, it will impact the possibility to vacate the present space at Station 2, thereby delaying alternative uses for that building.
- c. If no new prominent display space is made available for the Historical Commission, the collection will continue to be poorly maintained and hidden away from public education and enjoyment.

## XIII. Operational Budget Impact

- a. The CoA staffing already needs another half person due to increased activity at the present site. However, moving to the existing building at the municipal pad and expanding CoA operations may be accommodated with volunteer staff and no additional new hires other than part time custodial staff for maintenance. Heating and cooling, lighting and power and maintenance is predicted to be approximately \$140,000/yr for a 10,000 SF building in 2016 and escalating annually after that by 2.5%. There is great potential for offsetting annual operating costs with income generated by renting space out to private sector, for meetings and party functions. A more exhaustive report of this potential may be initiated in

subsequent studies of other community centers that are in operation.

b. The Recreation Department arts classrooms will be a lateral move to a different building, requiring no new staff. Adding the multipurpose gym/auditorium in the event the town offices move out of their present building, would increase the amount of building maintenance for custodial services. Operational costs will increase in proportion to the square footage of an addition.

c. Adding the boathouse will require no new staffing burden to the town. The building will be unheated and will have no plumbing and only minor electrical service for safety lighting and minimal convenience power outlets. The project as proposed will be funded, built and supported privately.

**Attachments:**

R1-III(b): Letter from the Recreation Department regarding priorities, Nov. 14, 2014.

R2-IV(b): Letter from Recreation Department dated Nov. 6, 2014.

R3-X(d): Letter from Conservation Commission dated Dec. 15, 2014.

OFFICES TO BE ELECTED AT THE ANNUAL TOWN ELECTION  
TUESDAY, April 5, 2016

OFFICE (Annual Town Election)	# TO BE ELECTED	TERM
Town Clerk	1	3 Yr
Board of Selectmen	1	3 Yr
School Committee	1	3 Yr
Board of Assessors	1	3 Yr
Trustees of Public Library	2	3 Yr
Board of Health	1	3 Yr
Planning Board	1	5 Yr
Planning Board- Associate member	1	5 Yr
Board of Public Works	2	3 Yr
Recreation Commissioner	2	3 Yr
Commissioner of Trust Funds	1	3 Yr

Nomination papers will be available Monday, January 4, 2016 for the Annual Town Election and they may be obtained from the Town Clerk's Office. Candidates are required to have 50 certified signatures in order for name to be placed on ballot. Nomination papers must be returned by Tuesday, February 16, 2016.

4. RIVER'S EDGE  
RFI

**Doucette, Elizabeth**

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**Subject:** Request for Information - Town of Wayland River's Edge project

12/8/2015

**REQUEST FOR INFORMATION  
TOWN OF WAYLAND  
RIVER'S EDGE PROJECT**

On behalf of the River's Edge Advisory Committee, we are seeking your comments regarding the Request for Proposals for the sale of the River's Edge site, for the purpose of potentially changing certain terms in the RFP to help make the project more attractive to developers. If the response to this Request for Information results in constructive ways to modify the RFP or address other issues concerning the land, we will include them when the RFP is reissued.

Would you please take a moment and respond to this e-mail, letting us know why you chose not to respond to the RFP and what changes to the RFP might convince your organization to submit a proposal? Please provide as much information as you can, explaining the reasons you did not submit a response. Kindly submit your response by mail or email no later than Tuesday January 5th to [edoucette@wayland.ma.us](mailto:edoucette@wayland.ma.us).

In addition to this opportunity to provide your written comments, a forum will be held for potential developers at Wayland Town Building on Thursday January 7th at 10:00 am to hear from you directly. We welcome your feedback and will follow up with an additional notice in a few weeks.

Thank you. Your help is very much appreciated.

*Elizabeth Doucette, MCPPO*  
Financial Research / Analyst  
Town of Wayland  
41 Cochituate Road, Wayland, MA 01778

508-358-6821

*\*Please note that due to public bidding laws, we cannot have individual conversations on the project with you at this time. We hope you will attend the Thursday January 7th forum so that we can all talk together.*

**Balmer, Nan**

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**From:** Joanne.OLeary@eversource.com  
**Sent:** Thursday, December 03, 2015 5:29 PM  
**To:** Balmer, Nan  
**Cc:** Kadlik, Stephen  
**Subject:** Eversource - Double Poles Ready to be Removed  
**Attachments:** 20151203155541958.pdf

**Importance:** High

Good afternoon Nan,

Please see the attached document listing utility poles that are now ready for removal in the Wayland community.

Your concern, and that of Selectman Nolan, has been shared and I believe that our new Electric Operations director will work to address double poles.

If you want me to prioritize a pole removal, please let me know.

Thank you and if you need to reach me, please dial my mobile number 508-808-2962.

Many thanks,

JoAnne O'Leary, Community Relations Representative

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Ticket#	Muni	Street Name	Pole Condition	Telco Route #	Telco Pole #	Elco Pole #	Step Member	Job Type	Response Request Date
2337033	Wayland	RESERVOIR ROAD		223	3	3	NSTSOU	PULL POLE	02/13/2015
2342586	Wayland	ALDEN ROAD	Butt In	242	9-3	9-3	NSTSOU	PULL POLE	02/05/2015
2342678	Wayland	AUTUMN LANE	Butt In	219	5-1X	5-1X	NSTSOU	PULL POLE	05/26/2015
2149961	Wayland	BARNEY HILL RD	Butt In	212	2	2	NSTSOU	PULL POLE	
2205956	Wayland	BARNEY HILL RD	Butt In	212	1	1	NSTSOU	PULL POLE	
2342733	Wayland	BLACK OAK ROAD	Butt In	221	5-1X	5-1X	NSTSOU	PULL POLE	04/01/2015
2371058	Wayland	Boston Post				55-1X	NSTSOU	PULL POLE	11/20/2015
2143555	Wayland	BOSTON POST RD	Pole Top	276	80	80	NSTSOU	PULL POLE	
2236303	Wayland	BOSTON POST RD	Butt In	276	7-1	7-1	NSTSOU	PULL POLE	
2248857	Wayland	BOSTON POST RD	Butt In	276	21	21	NSTSOU	PULL POLE	
2343083	Wayland	BOSTON POST RD	Butt In	64	69-1	69-1	NSTSOU	PULL POLE	02/06/2015
2262301	Wayland	CASTLE GATE RD	Butt In	33	3	3	NSTSOU	PULL POLE	
2143556	Wayland	CLAYPIT HILL RD	Butt In	81	22	22	NSTSOU	PULL POLE	
2525747	Wayland	CLAYPIT HILL RD	Butt In	81	5	5	NSTSOU	PULL POLE	11/13/2015
2224429	Wayland	COCHITUATE RD	Butt In	4	111	111	NSTSOU	PULL POLE	
2316727	Wayland	COCHITUATE RD	Butt In	4	105-3X	105-3	NSTSOU	PULL POLE	
2146382	Wayland	CONCORD RD	Butt In	10	7	7	NSTSOU	PULL POLE	04/15/2015
2276227	Wayland	CONCORD RD	Butt In	10	68-1X	68-1X	NSTSOU	PULL POLE	06/20/2015
2323227	Wayland	CREST RD	Butt In	39	4	4	NSTSOU	PULL POLE	
2259386	Wayland	D ANGELO RD	Butt In	185	5	5	NSTSOU	PULL POLE	
2330746	Wayland	DAMON ST	Butt In	3	3	3	NSTSOU	PULL POLE	
2148128	Wayland	EAST PLAIN	Butt In	6	2	2	NSTSOU	PULL POLE	
2302399	Wayland	EAST PLAIN	Butt In	6	1	1	NSTSOU	PULL POLE	
2343179	Wayland	GLEZEN LANE	Butt In	12	39-1X	39-1X	NSTSOU	PULL POLE	02/06/2015
2266074	Wayland	GLEZEN LN	Butt In	12	67	67	NSTSOU	PULL POLE	
2190034	Wayland	GRAY BIRCH LN	Butt In	174	1	1	NSTSOU	PULL POLE	
2337505	Wayland	HILL	Butt In	113	5	5	NSTSOU	PULL POLE	01/29/2015
2258053	Wayland	KNOLLWOOD LN	Butt In	268	5	5	NSTSOU	PULL POLE	04/29/2015
2256143	Wayland	LAKE RD TER	Butt In	217	0	0	NSTSOU	PULL POLE	
2146188	Wayland	LOBLOLLY LN	Butt In	228	6	6	NSTSOU	PULL POLE	02/21/2015
2135308	Wayland	MAIN ST	Butt In	7	51	51	NSTSOU	PULL POLE	04/19/2015



Ticket#	Muni	Street Name	Pole Condition	Telco Route #	Telco Pole #	Elco Pole #	Step Member	Job Type	Response Request Date
2281232	Wayland	MAIN ST	Butt In	7	3	3	NSTSOU	PULL POLE	04/23/2015
2202006	Wayland	MOORE RD	Butt In	95	16	16	NSTSOU	PULL POLE	02/26/2015
2166100	Wayland	OLD CONNECTICUT PAT	Pole Top	19	31	31	NSTSOU	PULL POLE	
2190788	Wayland	OLD CONNECTICUT PAT	Butt In	19	46	46	NSTSOU	PULL POLE	
2296176	Wayland	OLD CONNECTICUT PAT	Butt In	19	49	49	NSTSOU	PULL POLE	04/25/2015
2306701	Wayland	OLD CONNECTICUT PAT	Butt In	19	145	145	NSTSOU	PULL POLE	
2309095	Wayland	OLD CONNECTICUT PAT	Butt In	19	48	48	NSTSOU	PULL POLE	
2248079	Wayland	OXBOW RD	Butt In	16	62	63	NSTSOU	PULL POLE	02/26/2015
2199478	Wayland	PELHAM ISLAND RD	Pole Top	22	28	28	NSTSOU	PULL POLE	06/20/2015
2336819	Wayland	PELHAM ISLAND ROAD	Butt In	22	47	47	NSTSOU	PULL POLE	02/13/2015
2336958	Wayland	PINE RIDGE	Butt In	42	5	5	NSTSOU	PULL POLE	02/13/2015
2336978	Wayland	PINE RIDGE ROAD	Butt In	43	7	7	NSTSOU	PULL POLE	02/13/2015
2337015	Wayland	RESERVOIR ROAD	Butt In	223	2	2	NSTSOU	PULL POLE	02/13/2015
2337062	Wayland	RESERVOIR ROAD	Butt In	223	4-1X	4-1X	NSTSOU	PULL POLE	02/13/2015
2337081	Wayland	RICE ROAD	Butt In	28	109-1	109-1	NSTSOU	PULL POLE	06/05/2015
2337103	Wayland	RICE ROAD	Butt In	28	43	43	NSTSOU	PULL POLE	01/29/2015
2343277	Wayland	RUSSELL ROAD	Butt In	228	4	4	NSTSOU	PULL POLE	02/06/2015
2337488	Wayland	SHAW DRIVE	Butt In	152	19-1	19-1	NSTSOU	PULL POLE	02/12/2015
2325380	Wayland	SHERMAN BRIDGE	Butt In	31	9	9	NSTSOU	PULL POLE	05/25/2015
2337523	Wayland	STONEBRIDGE ROAD	Butt In	80	37	37	NSTSOU	PULL POLE	01/29/2015
2337879	Wayland	STONEBRIDGE ROAD	Butt In	80	4	4	NSTSOU	PULL POLE	03/28/2015
2337887	Wayland	SYCAMORE ROAD	Butt In	75	9	9	NSTSOU	PULL POLE	01/30/2015
2337896	Wayland	THREE PONDS ROAD	Butt In	207	13-1X	13-1X	NSTSOU	PULL POLE	02/12/2015
2201126	Wayland	WEST PLAIN ST	Butt In			29	NSTSOU	PULL POLE	
2280156	Wayland	WEST PLAIN ST	Butt In	32	8X	8X	NSTSOU	PULL POLE	04/09/2015
2325588	Wayland	WEST PLAIN ST	Butt In	32	21	21	NSTSOU	PULL POLE	04/10/2015
2337989	Wayland	WEST PLAIN ST.	Butt In	32	29	29	NSTSOU	PULL POLE	01/30/2015
2340574	Wayland	WOODRIDGE	Butt In	145	40	40	NSTSOU	PULL POLE	02/04/2015
2340562	Wayland	WOODRIDGE RD	Butt In	145	32	32	NSTSOU	PULL POLE	02/04/2015
2340588	Wayland	WOODRIDGE RD	Butt In	145	42	42	NSTSOU	PULL POLE	02/04/2015



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

# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## BOARD OF SELECTMEN

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

# DRAFT

## Board of Selectmen Meeting Minutes November 2, 2015

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

**Absent:** Tony V. Boschetto, Joseph F. Nolan

**Also Present:** Town Administrator Nan Balmer

**A1. Open Meeting and Enter into 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** At 6:30 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, because a public discussion of the matter may have a detrimental effect on the bargaining or negotiating position of the Town. Roll call vote: YEA: L. Anderson, M. Antes, C. Karlson. NAY: none. ABSENT: T. Boschetto, J. Nolan. ABSTAIN: none. Adopted 3-0. Chair C. Karlson invites attendance by Town Administrator Nan Balmer, Assistant Town Administrator/Human Resources Director John Senchyshyn, Town Counsel Mark Lanza, Council on Aging/Community Center Advisory Committee members Bill Sterling and Steve Correia, and Executive Assistant MaryAnn DiNapoli. The Board will reconvene in open session in approximately thirty minutes.

The Board returned to open session at 7:07 p.m.

**A2. Call to Order by Chair** Chair C. Karlson called the open meeting of the Board of Selectmen to order at 7:09 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 said she will attend the ceremony for the certification of the Wayland Police by the Massachusetts Police Accreditation Commission on November 5. M. Antes noted the Library tour on November 5, and C. Karlson said the tour dates for the Mainstone Farm property will be advertised as soon as they are confirmed. C. Karlson asked that residents bring their warrants to Special Town Meeting, as the availability of extra copies is limited.

**A3. Public Comment** There was no public comment.

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

**A13. Review Correspondence (See Separate Index Sheet)** The Board reviewed the week's correspondence. M. Antes noted the article regarding the safety of turf fields, and the email from the Town of Boxborough regarding the future of the amendment to the Minuteman agreement.

**A4. Special Town Meeting Warrant Hearing** The Special Town Meeting warrant hearing was opened at

7:15 p.m. Anette Lewis, 33 Claypit Hill Road, asked if the motion for Article 3, "Acquire Municipal Parcel in Town Center," will match the language in the warrant; she asked that more specificity be made available at Special Town Meeting. C. Karlson said the Board has not discussed any changes to the wording. A. Lewis noted that on page 13, it said that all town departments could establish revolving funds, and that is not true. M. Lanza agreed. Barbara Fletcher, School Committee, said she will clarify that at Special Town Meeting. Michael Lowery, 120 Lakeshore Drive, said he will offer secondary motion under Article 6, "Appropriate Funds for Library Planning and Design." Gretchen Schuler, 126 Old Connecticut Path, and Chair of the Community Preservation Committee, said she will add to the motion for Article 7, "Appropriate Funds to Update the Open Space and Recreation," that the money will be spent by the Conservation Commission. A. Lewis noted that the warrant says Recreation provides administrative support to non-profit groups, and asked for a list of the groups. Jessica Brodie, Recreation Director, said the list of non-profit groups includes the Wayland Children and Parents Association, the Wayland Dads Group, and the Eagle Scouts. A. Lewis asked if the projected change in tax rate on page 24 included the assessors overlay for FY16. Nancy Funkhouser, Chair, Finance Committee, said it does not include the overlay. A. Lewis asked if the date on page 27, "by December 31 of a given year," is the effective date. L. Anderson said the effective date of the withdrawal, if all sixteen towns approve by December of 2016, would be July 2017. L. Segal asked that a report on the status of the Minuteman issue be provided. G. Schuler clarified that under Article 12, "Resolution regarding Surface of Rail-Trail in Wayland, "trail surface" and "final layer" are the same thing. L. Segal asked that an errata sheet be printed to clarify the status and date of the photo of the building at the municipal parcel. The warrant hearing was closed at 7:44 p.m. C. Karlson reminded residents to bring their warrants to Special Town Meeting.

**A7. Meet with Gretchen Schuler, Wayland Real Asset Planning (WRAP) Committee: Town-Owned Land and Buildings under Board of Selectmen** The Board was joined by Gretchen Schuler to discuss land and buildings under the jurisdiction of the Board of Selectmen. G. Schuler said the committee has two tasks: first, to evaluate the land and buildings, and secondly, to evaluate the proposed projects. She said a questionnaire has been distributed to each board and department. C. Karlson noted that some of the questions to the Board will be answered by Facilities Director Ben Keefe. G. Schuler said the committee hopes to make a report to the 2016 Annual Town Meeting.

**A9. Discuss Town Administrator's Recommendation on Next IT Steps for IT Project, Potential Vote to Request Increase in Current Year Transfer** The Board discussed the potential need to increase the amount of the current year transfer to accommodate spending on IT projects. N. Balmer noted the need for consulting fees to address the automated patch management software and data storage. She said the key will be hiring staff, and said the Human Resources Department is working on a hiring plan for an Executive IT Director. L. Anderson moved, seconded by M. Antes, to increase the request for a current year transfer from \$70,000 to \$95,000 for consulting fees to analyze the town and school IT systems to identify the appropriate automated patch management software for the town/school, and identify any network and infrastructure changes necessary to accommodate the selected software tools, and consulting fees to analyze town/school data storage to provide information to plan for and provide documentation for this project prior to inclusion in the Annual Town Meeting warrant. YEA: L. Anderson, M. Antes, C. Karlson. NAY: none. ABSENT: T. Boschetto, J. Nolan. ABSTAIN: none. Adopted 3-0.

**A5. Interview and Potential Appointments to Economic Development Committee** John Pugh and Frank Panaccio appeared before the Board to interview for appointment to the Economic Development Committee. The applicants discussed their backgrounds and interest in serving on the committee. F. Panaccio said he would like to create a better atmosphere for commercial development on Routes 20 and 30. J. Pugh said he would encourage small businesses to fill storefronts. C. Karlson said it is a goal of the Board to make permitting a smoother process. M. Antes moved, seconded by L. Anderson, to appoint John Pugh and Frank Panaccio to the Economic Development Committee for terms to expire on June 30, 2018. YEA:



L. Anderson, M. Antes, C. Karlson. NAY: none. ABSENT: T. Boschetto, J. Nolan. ABSTAIN: none. Adopted 3-0.

**A11. Discussion and Potential Vote on FY17 Capital Projects** The Board agreed to postpone this agenda item until the next meeting in order to have all the members present.

**A14. Report of the Town Administrator** N. Balmer reviewed the procedure for conducting a process to procure competing proposals for legal services. C. Karlson suggested that the process be delayed until after Annual Town Meeting. N. Balmer said she will solicit suggestions from department heads as to how they would evaluate a Town Counsel, and she will review model RFPs. C. Karlson said the Board needs to review legal expenses. N. Balmer provided an update on the Rivers Edge project. She requested a change order to the contract with the town LSP in order to attend Special Town Meeting, and the Board gave its permission for the Town Administrator to sign on behalf of the Board. N. Balmer distributed a letter from Raytheon regarding its willingness to consider indemnity, and she advised the Board that State Representative Carmine Gentile had notified her that the revised liquor license approved at the 2015 Annual Town Meeting has moved to the Senate.

**A10. Town Administrator Evaluation** The Board reviewed the evaluation of the Town Administrator. M. Antes moved, seconded by L. Anderson, to approve the evaluation of the Town Administrator for the period September 2014-September 2015 with edits. YEA: L. Anderson, M. Antes, C. Karlson. NAY: none. ABSENT: T. Boschetto, J. Nolan. ABSTAIN: none. Adopted 3-0.

**A8. Adopt Order of Taking and Accept Gifts of Land for Route 27/30 Intersection Improvement Project** The Board was joined by Town Counsel Mark Lanza to review the order of taking and the gifts of land in regard to the Route 27/30 improvement project. N. Balmer said this is the last step before the project is advertised, and construction will begin in the Spring of 2016. M. Antes asked about the closing of an entrance on 35 Main Street; L. Segal said the request will come before the Zoning Board of Appeals. M. Lanza reviewed the legal issues, including easements and the payment of damages to one landowner. He said that because the project is federally funded, appraisals and full payment of damages were required at the time of the taking. He noted that parcel TE-16 is state land, and written permission was given by the state. M. Antes moved, seconded by L. Anderson, to adopt the Order of Taking and accept the gifts of land for the Route 27/30 intersection improvement project. YEA: L. Anderson, M. Antes, C. Karlson. NAY: none. ABSENT: T. Boschetto, J. Nolan. ABSTAIN: none. Adopted 3-0.

**A6. Discuss Municipal Parcel Acquisition with Town Counsel** The Board discussed the best means for the acquisition of the municipal parcel at Town Center with the Town Counsel. The Board reviewed opinions by Town Counsel and Special Counsel. C. Karlson said the Board needed clarification of executive session issues, such as the purchase price, the means of acquisition, liability protections, deed restrictions, and the AUL (Activity and Use Limitations). C. Karlson also noted there are a number of outstanding issues with Twenty Wayland, including the 2015 appellate tax case, Conservation Commission issues, and the town green. M. Lanza confirmed that a municipality can borrow funds to make improvements to land it doesn't own. Secondly, he noted that Massachusetts General Laws Chapter 40, Section 3, which cites a limit of a thirty-year lease, refers to the disposition of land, not acquisition. He said Section 14 governs acquisitions, and he said a town can acquire by fee, or by lesser interest (such as a lease) for up to 99 years. Thirdly, he said the motion at Special Town Meeting need not specify the means of acquisition. Finally, he said that by law, a 99-year lease and ownership are considered the same. M. Lanza advised that from a practical standpoint, it would be better to acquire the land by fee, as the landlord will retain certain rights under a lease, and will own the improvements at the end of the lease. He said the tax implications are negligible. M. Lanza said the town may be indemnified by Twenty Wayland or Raytheon, or, alternatively, could purchase an insurance policy. C. Karlson said there were four things to consider: the leeway to do testing, a peer review,

indemnification, and insurance, and she expressed concern that the inclusion of these issues in the motion may affect negotiations. A. Lewis said the motion should specify the purchase of the entire parcel. M. Lanza disagreed, and noted that if there is a portion of the property that the town doesn't want after due diligence, it can be removed from the acquisition. Bill Sterling, Co-chair, Council on Aging/Community Center Advisory Committee, said he would like to have clarity before the article goes to Special Town Meeting. A. Lewis said she would remove the option to lease, and add "subject first to completion of environmental site assignment with subsurface investigation and remediation at no cost to the town of any known contamination." C. Karlson noted that additional testing past Phase I would go beyond the town's agreement with the property owner, and would be better suited as a contingency before closing a deal. A. Lewis and the Board discussed adding the figure of 4.17 acres to the motion, and decided against it. B. Sterling asked if there should be a cap on the cost of testing. M. Lanza said environmental remediation funding is within the scope of the article. L. Segal suggested the word "minimize" be changed to something stronger. Secondly, she noted that in 1998, in regard to the purchase of the Dow property, a subsidiary motion was made to establish the Dow Negotiations Oversight Committee, and she suggested that the same be done for this property. M. Lanza said remediation at no cost should be required. Mark Foreman, Council on Aging/Community Center Advisory Committee, said that groundwater remediation is going on now in that area. C. Karlson said the current conversation does not include that. C. Karlson said that as soon as the language of the motion is revised, it will be posted online.

**A15. Selectmen's Reports and Concerns** L. Anderson updated the Board on the Minuteman issue. She said there was a suggestion by a selectman from another town to have a protocol for adopting an amended agreement to take care of bonding for the new school project and withdrawing from Minuteman; she said this would be an accommodation to small communities who wish to withdraw. She was asked to bring the protocol to the Board and get a response within the month. C. Karlson said M. Antes will represent the Board at the Veterans Day event. She said the Energy Initiatives Advisory Committee is doing research on purchasing streetlights. M. Antes announced that a ribbon cutting is planned for the first duplex of Habitat for Humanity on December 5, 2015.

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

**A17. Adjourn** There being no further business before the Board, M. Antes moved, seconded by L. Anderson, to adjourn the meeting of the Board of Selectmen at 10:16 p.m. YEA: L. Anderson, M. Antes, C. Karlson. NAY: none. ABSENT: T. Boschetto, J. Nolan. ABSTAIN: none. Adopted 3-0.

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

1. Final Motions, Special Town Meeting
2. Letter of 10/30/15 from Raytheon Company to Nan Balmer, Town Administrator, re: Future Municipal Parcel at Wayland Town Center
3. Public Comment, Increase Needed in the IT Transfer at Special Town Meeting

**Items Included as Part of Agenda Packet for Discussion During the November 2, 2015 Board of Selectmen's Meeting**

1. Motions for November 2015 Special Town Meeting
2. Memorandum of 10/30/15 to Board of Selectmen re: Appointments to the Economic Development Committee with Letters of Interest, John Pugh and Frank Panaccio

3. Memorandum of 11/2/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Municipal Parcel, Legal Opinions on Means of Acquisition, with Town Counsel Opinion and Environmental Counsel Opinion
4. Memorandum of 11/2/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Order of Taking, Route 27 and Route 30 Intersection Improvement Project, with Maps of Easements
5. Memorandum of 11/2/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Vote to Increase Request for Current Year Transfer,
6. Memorandum of 10/29/15 from John Senchyshyn, Assistant Town Administrator/HR Director, to Board of Selectmen, re: Executive IT Director Search
7. Letter of 10/30/15 from RSM US LLP re: Enterprise Patch Management
8. Memorandum of 10/30/15 to Board of Selectmen re: Town Administrator Evaluation
9. Memorandum of 11/2/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: FY Capital Projects
10. Town Administrator's Report for the Week Ending October 30, 2015





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

# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## BOARD OF SELECTMEN

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

# DRAFT

## Board of Selectmen Meeting Minutes November 9, 2015

**Attendance:** Lea T. Anderson, Mary M. Antes, Tony V. Boschetto, Cherry C. Karlson, Joseph F. Nolan  
**Also Present:** Town Administrator Nan Balmer, Assistant Town Administrator/Human Resources Director John Senchyshyn, Town Counsel Mark Lanza

**A1. Call to Order by Chair** Chair C. Karlson called the open meeting of the Board of Selectmen to order at 6:38 p.m. in the Wayland High School Field House. L. Anderson said she will meet with Sudbury regarding the Minuteman issue on November 14, and she will attend the November 16 meeting at Minuteman. She noted the Stow Special Town Meeting will be held on November 16, and there is a meeting planned in Weston for December 2.

**A2. Public Comment** Linda Segal, 9 Aqueduct Road, asked if any of the Special Town Meeting motions would be changing from what was posted on the town website. C. Karlson said there may be a revision to the article regarding the municipal parcel based on the Board's discussion later in the meeting.

**A4. Discussion and Potential Vote on Positions on Articles and Discussion of Issues Relative to 2015 Special Town Meeting, including Article 2: Current Year Transfer, and Article 11: Amendment to Minuteman Regional Agreement** The Board reviewed issues relative to the Special Town Meeting later in the evening. T. Boschetto said he will make the motion for Article 11, "Amendment to Minuteman Regional Agreement," and will speak on the issue. Mary Ellen Castagno, Wayland's representative to Minuteman, provided her commentary. C. Karlson advised the Board that a letter had been received from Special Counsel John Foskett regarding Minuteman. L. Anderson moved, seconded by M. Antes, to waive attorney/client privilege in regard to the letter from Special Counsel. YEA: L. Anderson, M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. C. Karlson reviewed the letter, noting the town has an obligation to go forward with the vote regardless of the action taken by the Town of Lexington. L. Anderson said she will notify the School Committee. C. Karlson noted changes to the motions for articles 1 and 7. Board members debated the correct dollar amount for the current year transfer article regarding the town information technology. The Board took no position on the increase in the current year IT transfer. In regard to Article 3, "Acquire Municipal Parcel in Town Center," C. Karlson said she spoke with representatives of Twenty Wayland, who expressed a preference to lease the land to the town. She said that Town Counsel has recommended a friendly taking, and noted that negotiations should be done in executive session. L. Segal asked for a clarification of the proposed Twenty Wayland lease. C. Karlson said the Board of Health supports additional testing of the land, and suggested revising the motion to say "will include additional environmental testing." John Schuler, Board of Health, said the additional testing would go down at least a foot and would be more accurate. He asked the Board if it would be helpful in negotiations with Twenty Wayland LLC if the option of leasing the land was turned down by Town Meeting. L. Segal noted that the acreage of the land noted in the article was based on a verbal agreement with the owner. J. Nolan moved, seconded by M. Antes, to authorize and amend the motion for Article 3 to include the words, "will include additional environmental testing." YEA: L.

Anderson, M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. David Watkins, Finance Committee, discussed why the Board should increase the current year transfer request for Information Technology by \$45,000, citing the need for a project manager. It was the sense of the Board to support a current year transfer request of \$95,000.

**A3. Review and Approve Consent Calendar (See Separate Sheet)** M. Antes moved, seconded by L. Anderson, to approve the consent calendar. YEA: L. Anderson, M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

**A5. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any**  
The Chair said, "I know of none."

**A6. Adjourn** There being no further business before the Board, M. Antes moved, seconded by L. Anderson, to adjourn the meeting of the Board of Selectmen at 7:38 p.m. and reconvene to join 2015 Special Town Meeting. YEA: L. Anderson, M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

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

1. None

**Items Included as Part of Agenda Packet for Discussion During the November 9, 2015 Board of Selectmen's Meeting**

1. None





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  
CHERRY C. KARLSON  
JOSEPH F. NOLAN

**BOARD OF SELECTMEN**  
**Monday, December 14, 2015**  
**Wayland Town Building**  
**Selectmen's Meeting Room**

## REVISED 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 114263/5415-001, dated October 15, 2015: \$6,556.84
3. Vote the Question of Approving the Invoice from Anderson & Kreiger LLP, Reference 114559/5415-001, dated November 9, 2015: \$5,110.00
4. Vote the Question of Approving the Invoice from Anderson & Kreiger LLP, Reference 115144/5415-002, dated December 9, 2015: \$86.00
5. Vote the Question of Approving the Invoice for Special Town Counsel Deutsch Williams Brooks DeRensis & Holland PC for Legal Services Rendered through December 8, 2015, Invoice 171, Account 5673-01M: \$2,278.50
6. Vote the Question of Appointing Suzanne Woodruff and Thomas White to the Permanent Municipal Building Committee as the Representatives of the Board of Library Trustees for a Term to Last for the Duration of the Library Building Project
7. Vote the Question of Appointing Bill Sterling and Mark Foreman to the Permanent Municipal Building Committee as the Representatives of the Council on Aging/Community Center Advisory Committee for a Term to Last for the Duration of the Council on Aging/Community Center Project
8. Vote the Question of Approving the Application to Sell Wine at the Wayland Winter Farmers' Market at Russell's Garden Center, 397 Boston Post Road, for House Bear Brewing, Beth Borges, Manager, on Saturdays, January 16, 2016, and February 13, 2016, from 10:00 a.m. to 2:00 p.m.
9. Vote the Question of Approving the Application to Sell Wine at the Wayland Winter Farmers' Market at Russell's Garden Center, 397 Boston Post Road, for Still River Winery, Wade Holtzman, Manager, on Saturdays, January 16, 2016, February 6, 2016, and February 20, 2016, from 10:00 a.m. to 2:00 p.m.
10. Vote the Question of Approving the Application to Sell Wine at the Wayland Winter Farmers' Market at Russell's Garden Center, 397 Boston Post Road, for Artisan Beverage Cooperative, Garth Shaneyfelt, Manager, on Saturdays, January 9, 2016, February 6, 2016, and March 5, 2016, from 10:00 a.m. to 2:00 p.m.
11. Vote the Question of Authorizing the Board of Health to Enter into Intermunicipal Mutual Aid Agreement with the Sudbury Board of Health

**ANDERSON**  
**KREIGER**

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

October 15, 2015

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

Reference # 114263 / 5415-001

In Reference To: River's Edge Special Counsel

Anderson & Kreiger LLP

Page: 3

Total Current Billing:	<u>6,556.84</u>
Previous Balance Due:	19,308.79
Total Now Due:	<u>25,865.63</u>

**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

November 9, 2015

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

Reference # 114559 / 5415-001

In Reference To: River's Edge Special Counsel

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Total Current Billing:	<u>5,110.00</u>
Previous Balance Due:	25,865.63
Total Now Due:	<u>30,975.63</u>

**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

December 9, 2015

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

Reference # 115144 / 5415-002

In Reference To: Acquisition of 440 Boston Post Road

Anderson & Kreiger LLP

Page: 2

Total Current Billing:	<u>86.00</u>
Previous Balance Due:	2,851.40
<b>Total Now Due:</b>	<b><u>2,937.40</u></b>

**PLEASE NOTE: ALL BALANCES DUE WITHIN 30 DAYS**



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

\*\*\*\*\*  
INVOICE FOR LEGAL SERVICES  
\*\*\*\*\*

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

Page 1  
12/08/2015  
Account No. 5673-01M  
Invoice No. 171

Attn: Town Administrator

Labor

TOTAL CURRENT INVOICE	2,278.50
BALANCE DUE	<u>\$2,278.50</u>

# THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



## Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114  
617-626-1700 fax: 617-626-1850 www.mass.gov/agr



CHARLES D. BAKER  
Governor

KARYN E. POLITO  
Lt. Governor

MATTHEW A. BEATON  
Secretary

JOHN LEBEAUX  
Commissioner

November 17, 2015

House Bear Brewing  
Beth Borges  
36 Main Street  
Amesbury, MA 01913

Re: Certification of Agricultural Event Pursuant to M.G.L. c. 138, Section 15F

Dear Ms. Borges:

Please be advised that your application for certification of the Wayland Winter Farmers' Market, on Saturdays from January 9<sup>th</sup> 2016 to March 12<sup>th</sup> 2016, from 10:00 am to 2:00 pm as an agricultural event pursuant to M.G.L. c. 138, Section 15F has been approved.

Please remember that, upon certification of an agricultural event by MDAR, the farm-winery must submit a copy of the approved application to the local licensing authority along with the application for obtaining a special license from the city or town in which the event will be held. Upon issuance of a special license, the winery should confirm that a copy of the special license was sent by the local licensing authority to the Alcoholic Beverages Control Commission (ABCC) at least seven (7) days prior to the event.

Sincerely,

A handwritten signature in black ink, appearing to read "John Lebeaux".

John Lebeaux, Commissioner

THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114  
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CHARLES D. BAKER  
Governor

KARYN E. POLITO  
Lt. Governor

MATTHEW A. BEATON  
Secretary

JOHN LEBEAUX  
Commissioner

November 18, 2015

Still River Winery  
Wade Holtzman  
104 Boston Rd.  
Westford, MA 01886

Re: Certification of Agricultural Event Pursuant to M.G.L. c. 138, Section 15F

Dear Mr. Holtzman:

Please be advised that your application for certification of the Wayland Winter Farmers' Market, on Saturdays from January 9<sup>th</sup> 2015 to March 12<sup>th</sup> 2016, from 10:00 am to 2:00 pm as an agricultural event pursuant to M.G.L. c. 138, Section 15F has been approved.

Please remember that, upon certification of an agricultural event by MDAR, the farm-winery must submit a copy of the approved application to the local licensing authority along with the application for obtaining a special license from the city or town in which the event will be held. Upon issuance of a special license, the winery should confirm that a copy of the special license was sent by the local licensing authority to the Alcoholic Beverages Control Commission (ABCC) at least seven (7) days prior to the event.

Sincerely,

John Lebeaux, Commissioner

THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114  
617-626-1700 fax: 617-626-1850 www.mass.gov/agr



CHARLES D. BAKER  
Governor

KARYN E. POLITO  
Lt. Governor

MATTHEW A. BEATON  
Secretary

JOHN LEBEAUX  
Commissioner

November 18, 2015

Artisan Beverage Cooperative  
Garth Shaneyfelt  
324 Wells St.  
Greenfield, MA 01301

Re: Certification of Agricultural Event Pursuant to M.G.L. c. 138, Section 15F

Dear Mr. Shaneyfelt:

Please be advised that your application for certification of the Wayland Winter Farmers' Market, on Saturdays from January 9<sup>th</sup> 2015 to March 12<sup>th</sup> 2016, from 10:00 am to 2:00 pm as an agricultural event pursuant to M.G.L. c. 138, Section 15F has been approved.

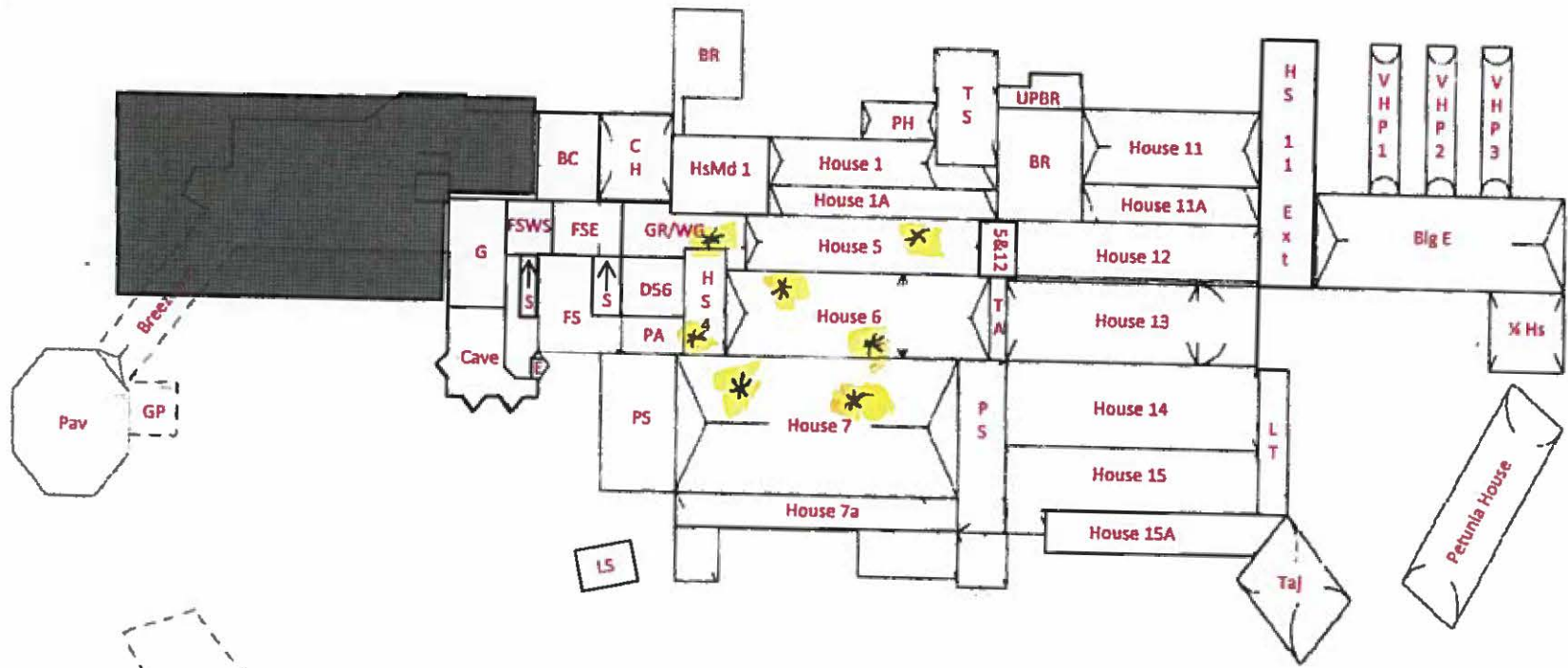
Please remember that, upon certification of an agricultural event by MDAR, the farm-winery must submit a copy of the approved application to the local licensing authority along with the application for obtaining a special license from the city or town in which the event will be held. Upon issuance of a special license, the winery should confirm that a copy of the special license was sent by the local licensing authority to the Alcoholic Beverages Control Commission (ABCC) at least seven (7) days prior to the event.

Sincerely,

John Lebeaux, Commissioner

LC1  
FAX: 508-358-3627  
Attn: MaryAnn DiNapoli  
Re: Wayland Winter Market  
From: GARTH  
413-773-9700

BOSTON POST ROAD ROUTE 20



**Ground Level**

- Ground Level as accessible from lower parking





# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

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

To: The Board of Selectmen

From: Julia Junghanns, Director of Public Health

Date: December 18, 2015

Subject: Mutual Aid Agreement with Sudbury for Public Health Agencies

Dear Board of Selectmen,

The Board of Health is requesting your authorization to enter into a Mutual Aid Agreement for Public Health Agencies with the Town of Sudbury. As per M.G.L. Chapter 40, Section 4A, we require authorization from the Wayland Board of Selectmen to sign the agreement. Attached is a copy of the agreement.

We used a template to create this agreement that was provided by the Mass Department of Public Health. Many towns in the Commonwealth have entered into Mutual Aid Agreements and have used a template similar to this. In this process, Sudbury Health Director, William Murphy and I have met with both of our Boards of Health and Town Counsels, where the document was reviewed very closely. We also had both Wayland and Sudbury Fire Chief's review the document. There have been a few edits made to the document, including the timeframe being changed from 20 years to 5 years. Wayland Fire Chief Houghton commented that it is a good agreement in that it provides a lot of flexibility for both towns to tailor it to whatever situation we may encounter. As Sudbury Health Director Bill Murphy had spearheaded this initiative, on December 7th the Sudbury Board of Selectmen reviewed and approved the agreement. Our next step is to obtain authorization from the Wayland Board of Selectmen that permits the Board of Health to sign the Mutual Aid Agreement.

The agreement will provide for Mutual Aid and assistance between Wayland and Sudbury when resources normally available are not adequate to handle a situation that requires action to protect public health. For example, the most typical types of situations would be emergencies such as a restaurant fire, or septic system breakout. Also, if there were a disease outbreak where assistance for vaccinations and/or resources are needed, help could be provided. If the Health Director is out of state or unavailable for any reason then the towns would be able to reach out for help. The towns would be covered with this agreement for us to act as Public Health Director/Health Agent in each other's absence when an emergency arises. Wayland and Sudbury are very similar towns and we feel this agreement is a good fit for our communities. Director Murphy and I have known each other professionally for many years and we worked together in Wayland for several years when Bill was the Health Agent/Inspector.

Thank you for your time in reviewing these documents and we appreciate your support in formalizing the agreement. Please feel free to reach out to me if you have any questions.

Sincerely,

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



## **Mutual Aid Agreement among Public Health Agencies in Emergency Preparedness Region 4A**

**This Mutual Aid Agreement (“Agreement”) is entered into by and between the public health agencies of the following cities and towns: Sudbury and Wayland**

---

### **Section 1: Purpose**

The purpose of this Agreement is to provide for mutual aid and assistance between the municipalities entering into the Agreement when the resources normally available to a municipality are not sufficient to cope with a situation which requires public health action. The health and well-being of a community will best be protected through the concerted efforts of multiple public health agencies providing assistance to one another. The promotion and coordination of this assistance through this Agreement is desirable for the effective and efficient provision of mutual aid and assistance.

This Agreement is in no way intended to substitute for the ordinary public health activities of any city or town. The parties intend that designees from the Sending Agency will not operate as the sole personnel of the Receiving Agency.

### **Section 2: Authority**

Pursuant to M.G.L. Chapter 40, Section 4A, mutual aid agreements may be made among municipalities or municipal agencies, with the authorization of Board of Selectman in a town.

### **Section 3: Definitions**

**Authorized Representative** means an official of a signatory entity who is authorized to request, offer, or otherwise provide assistance under this Agreement, and is authorized by law to execute a contract in the name of a governmental unit. A member/designee of the public health agency, if so authorized shall be the authorized representative. If a member/designee of the public health agency is not authorized, the authorized representative shall be the chief executive officer or other officer so authorized; and this officer shall work jointly with a member/designee of the public health agency.

**Mutual Aid** means aid to another public health agency in the form of personnel, equipment, facilities, services, supplies, or other resources appropriate to public health programs, including but not limited to inspections; vaccination clinics; centers for the distribution of pharmaceuticals; administrative assistance; specimen collection, conveyance, and testing; consulting; environmental assessment; and other programs.

**Public Health Agency** means the appropriate and legally designated health authority of the city, town, or other legally constituted governmental unit within the Commonwealth having the usual powers and duties of the board of health or health department of a city or town.

**Receiving Agency** means the public health agency requesting mutual aid from another public health agency.

**Region** means one of the Emergency Preparedness Regions established by the Massachusetts Department of Public Health.

**Sending Agency** means the public health agency that provides mutual aid to another public health agency.

#### **Section 4: Other Agreements**

This Agreement recognizes and does not supersede present and future mutual aid agreements or inter-municipal agreements among the signatories of this Agreement.

This Agreement does not limit any party jurisdiction's ability to enter into mutual aid agreements in the future with neighboring municipalities and public health agencies.

#### **Section 5: Requests for Assistance**

1. The public health agency of each party jurisdiction shall designate an authorized representative in accordance with Section 3. The authorized representative of a Receiving Agency may request the assistance of another party jurisdiction by contacting the authorized representative of that jurisdiction. The authorized representative of a Sending Agency may authorize the sending of mutual aid.
2. The provisions of this Agreement shall apply only to requests for assistance made by and to the authorized representative.
  - A. Requests may be verbal or in writing.
  - B. If verbal, the request shall be confirmed in writing at the earliest possible date, but no later than 10 calendar days following the verbal request.
  - C. Written requests shall provide the following information:
    - (1) A description of the function for which assistance is needed;
    - (2) The amount and type of personnel, equipment, materials, services, supplies, and/or other resources needed, and a reasonable estimate of the length of time they will be needed; and
    - (3) The specific place and time for staging of the Sending Agency's response and a point of contact at that location.
  - D. The parties recognize that especially during an emergency, the requirements for protection of the public health and safety may require work, services, or

supplies beyond that contained either in an oral or written request (confirmation). Nothing in this Agreement should be construed to limit the ability of either agency or its personnel to respond in any manner necessary for the preservation of the public health and safety. To the extent such services or supplies are extended, the provisions of this Agreement shall apply.

#### **Section 6: Limitations**

1. The provision of mutual aid is voluntary. Neither the Sending nor Receiving Agency shall be required to deplete its own resources.
2. The Receiving Agency shall determine the scope of services to be delivered by the Sending Agency. The extent of assistance to be furnished under this Agreement shall be determined solely by the Sending Agency, and the assistance furnished may be recalled at the sole discretion of the Sending Agency. Unless otherwise specified by the Receiving Agency in its request for assistance or otherwise, persons from the Sending Agency shall have the same legal enforcement authority in the receiving community as other persons serving in similar capacities in the Receiving Agency.

#### **Section 7: Supervision and Control**

1. Personnel sent to assist another community under this Agreement will continue under the command and control of their regular supervisors, but they will come under the operational control of the Receiving Agency. The Receiving Agency may use an incident command system (ICS) or unified command system.
2. Employees shall remain employees of their own agencies at all times. Each agency, sending or receiving, shall be responsible for its own employees' wages, benefits, and similar obligations.

#### **Section 8: Powers and Rights**

Each Receiving Agency shall afford to the personnel of any Sending Agency operating within the Receiving Agency's jurisdiction the same powers and rights as are afforded to like personnel of the Receiving Agency.

#### **Section 9: Liability**

1. Each party shall be liable for the acts and omissions of its own employees and not for the employees of any other agency in the performance of this Agreement to the extent provided by the Massachusetts Tort Claims Act, M.G.L. c. 258. Each party agrees to indemnify and hold harmless the other parties to this Agreement from liability resulting from the acts and omissions of its own employees, including travel, in the performance of

this Agreement to the extent the indemnifier would otherwise be liable under a direct claim pursuant to M.G.L. c. 258.

2. By entering into this Agreement, none of the parties have waived any governmental immunity or limitation of damages which may be extended to them by operation of law.

3. This Agreement is by and between the municipalities which have executed it. Each states that it is intended for their mutual benefit alone and is not intended to confer any express or implied benefits on any other person. This Agreement is not intended to confer third party beneficiary status on any person.

### **Section 10: Workers Compensation**

If applicable, each party jurisdiction shall provide for the payment of workers compensation and death benefits to the personnel of its own jurisdiction.

### **Section 11: Reimbursement**

1. Under this Agreement, there is no expectation of automatic or contractual reimbursement for the provision of any mutual aid. However, the parties may develop compensation agreements separately or within the context of this Agreement.

2. In the event of an emergency requiring state or federal assistance, Sending and Receiving Agencies may apply for any type of state or federal assistance.

3. In any fiscal year in which a Sending Agency provides service to a Receiving Agency under this Agreement, both agencies shall keep records appropriate to record the services performed, costs incurred, and reimbursements and contributions received. Such records shall be available for, and shall be subject to, audit as is otherwise required by law for municipal financial records. Such records shall also be summarized in a financial statement that will be issued to the Receiving Agency, and to any other participant in the Agreement upon request.

### **Section 12: Implementation**

1. This Agreement shall be binding and in effect after it is signed in accordance with the local charter or bylaws, and upon its approval by the legislative body, of any two municipalities.

2. Additional parties may join this Agreement upon acceptance and execution of it.

**Section 13: Term of Agreement**

This Agreement is to remain in effect for five (5) years from the date of execution, at which time it may be extended in accordance with Massachusetts law. In June of each year the costs will be reviewed by both parties. Any party may withdraw from this Agreement at any time by sending fourteen (14) days' prior written notice to all other parties. This Agreement shall continue to be in effect among the remaining parties.

**Section 14: Severability**

Should any portion of this Agreement be judged to be invalid by any court of competent jurisdiction, such judgment shall not impair or invalidate the remainder of this Agreement, and for this purpose the provisions of this Agreement are declared severable.

Town of Sudbury [Board of Selectman]

Town of Wayland [Board of Health]

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_ Date: \_\_\_\_\_

Barbara Saint Andre  
Sudbury Town Counsel

\_\_\_\_\_ Date: \_\_\_\_\_

Mark J. Lanza  
Wayland Town Counsel

Date Approved by Sudbury Board of Health: \_\_\_\_\_

Date Approved by Wayland Board of Health: \_\_\_\_\_





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  
CHERRY C. KARLSON  
JOSEPH F. NOLAN

**BOARD OF SELECTMEN**  
**Monday, December 14, 2015**  
**Wayland Town Building**  
**Selectmen's Meeting Room**

**REVISED 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 114263/5415-001, dated October 15, 2015: \$6,556.84
3. Vote the Question of Approving the Invoice from Anderson & Kreiger LLP, Reference 114559/5415-001, dated November 9, 2015: \$5,110.00
4. Vote the Question of Approving the Invoice from Anderson & Kreiger LLP, Reference 115144/5415-002, dated December 9, 2015: \$86.00
5. Vote the Question of Approving the Invoice for Special Town Counsel Deutsch Williams Brooks DeRensis & Holland PC for Legal Services Rendered through December 8, 2015, Invoice 171, Account 5673-01M: \$2,278.50
6. Vote the Question of Appointing Suzanne Woodruff and Thomas White to the Permanent Municipal Building Committee as the Representatives of the Board of Library Trustees for a Term to Last for the Duration of the Library Building Project
7. Vote the Question of Appointing Bill Sterling and Mark Foreman to the Permanent Municipal Building Committee as the Representatives of the Council on Aging/Community Center Advisory Committee for a Term to Last for the Duration of the Council on Aging/Community Center Project
8. Vote the Question of Approving the Application to Sell Wine at the Wayland Winter Farmers' Market at Russell's Garden Center, 397 Boston Post Road, for House Bear Brewing, Beth Borges, Manager, on Saturdays, January 16, 2016, and February 13, 2016, from 10:00 a.m. to 2:00 p.m.
9. Vote the Question of Approving the Application to Sell Wine at the Wayland Winter Farmers' Market at Russell's Garden Center, 397 Boston Post Road, for Still River Winery, Wade Holtzman, Manager, on Saturdays, January 16, 2016, February 6, 2016, and February 20, 2016, from 10:00 a.m. to 2:00 p.m.
10. Vote the Question of Approving the Application to Sell Wine at the Wayland Winter Farmers' Market at Russell's Garden Center, 397 Boston Post Road, for Artisan Beverage Cooperative, Garth Shaneyfelt, Manager, on Saturdays, January 9, 2016, February 6, 2016, and March 5, 2016, from 10:00 a.m. to 2:00 p.m.
11. Vote the Question of Authorizing the Board of Health to Enter into Intermunicipal Mutual Aid Agreement with the Sudbury Board of Health





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BOARD OF SELECTMEN  
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**REVISED LIST OF PUBLIC DOCUMENTS  
PROVIDED TO THE BOARD OF SELECTMEN  
FROM DECEMBER 4, 2015, THROUGH AND  
INCLUDING DECEMBER 10, 2015,  
OTHERWISE NOT LISTED AND INCLUDED IN  
THE CORRESPONDENCE PACKET FOR  
DECEMBER 14, 2015**

**Items Distributed To the Board of Selectmen – December 4-10, 2015**

1. None

**Items Distributed for Information and Use by the Board of Selectmen at the Meetings of December 7, 2015**

1. Memorandum of 12/7/15 from Sarkis Sarkisian, Town Planner, to Nan Balmer, Town Administrator, re: 15 East Plain Street Follow-Up on Site Plan Decision
2. Memorandum of 12/7/15 from Zoe Pierce, Treasurer/Collector, to Board of Selectmen, re: Town Debt

**Items Included as Part of Agenda Packet for Discussion During the December 14, 2015 Board of Selectmen's Meeting**

1. Memorandum of 12/10/15 from Brian J. Monahan, Conservation Administrator, to Board of Selectmen, re: Donation of Land to the Rear of 138 Pelham Island Road
2. Memorandum of 12/14/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: FY15 Audit
3. Memorandum of 12/14/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: FY17 Expenses Budgets under the Board of Selectmen
4. Charge of the Wayland Real Asset Planning (WRAP) Committee and Potential Outline of Topics for Report of Wayland Real Asset Planning (WRAP) Committee
5. Memorandum of 12/14/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Minuteman Update and Next Steps
6. Memorandum of 12/14/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Standard Articles for 2016 Annual Town Meeting
7. Memorandum of 12/14/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Memo on Recreation Revolving Fund
8. Calendar of Potential Meeting Schedule for Board of Selectmen, January – April 2016
9. Town Administrator's Report for the Week Ending December 11, 2015





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

# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## BOARD OF SELECTMEN

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

**BOARD OF SELECTMEN**  
**Monday, December 14, 2015**  
**Wayland Town Building**  
**Selectmen's Meeting Room**

### CORRESPONDENCE

#### Selectmen

1. Public Comment, Lynch Landscape, 12/4/15, re: River's Edge
2. Public Comment, Mark Hays, 12/3/15, re: Insurance Coverage for Wayland, IT Risks
3. Wayland Town Crier, 12/10/15, "Selectmen for Towns in Minuteman School District Outline Deal for New Regional Agreement"
4. Monthly Update, Police Department, November 2015

#### Conservation Commission

5. Determination of Applicability, 12/7/15, from Brian J. Monahan, Conservation Administrator, re: 6 Fields Lane

#### Zoning Board of Appeals

6. Decision No. 15-27, 59 Woodland Road

#### Minutes

7. Historical Commission, September 9, 2015, October 5, 2015

#### State

8. Letter of 12/1/15 from Boston Region Metropolitan Planning Organization to Board of Selectmen re: Development Process and Milestones, FFYs 2017-21 TIP

## DiNapoli, MaryAnn

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**From:** Karlson, Cherry  
**Sent:** Friday, December 04, 2015 2:51 PM  
**To:** DiNapoli, MaryAnn; Balmer, Nan  
**Subject:** Fwd: Lynch Landscape - Rivers Edge

For correspondence.

Sent from my iPad

Begin forwarded message:

**From:** Lynch Landscape Office <[office@lynchlandscape.com](mailto:office@lynchlandscape.com)>  
**Date:** December 4, 2015 at 2:30:20 PM EST  
**To:** "Balmer, Nan" <[nbalmer@wayland.ma.us](mailto:nbalmer@wayland.ma.us)>, "Karlson, Cherry" <[ckarlson@wayland.ma.us](mailto:ckarlson@wayland.ma.us)>, Selectmen <[Selectmen@wayland.ma.us](mailto:Selectmen@wayland.ma.us)>  
**Subject:** Lynch Landscape - Rivers Edge

Hi Nan and Selectmen,

We received an email that there were no bidders on the Rivers Edge project. From what we understand, there is a lack of water and sewer services to the site. In addition, we assume the location in between two dumps is not an ideal area for residential development.

That said, the location would be perfect for us. We started our business over 35 years ago in Wayland and due to zoning difficulties, we were forced to move and relocate outside of Wayland. Based on years and years of research, this might be the only suitable site for a landscaping company that is or could be zoned industrial.

We would love an opportunity to return to Wayland. If you ever consider selling the property to a local business with storage and open space needs, we would love to be part of the bid and buying process.

Please let us know your thoughts.

Thanks!  
Michael

Michael & Kelleigh Lynch  
Owners

Michael Lynch Landscape & Tree Service, Inc.  
P: 978-443-2626  
F: 978-443-6675  
[office@lynchlandscape.com](mailto:office@lynchlandscape.com)  
[www.lynchlandscape.com](http://www.lynchlandscape.com)





## DiNapoli, MaryAnn

---

**From:** Karlson, Cherry  
**Sent:** Friday, December 04, 2015 2:51 PM  
**To:** DiNapoli, MaryAnn; Balmer, Nan  
**Subject:** Fwd: Answers: Insurance coverage for Wayland: IT risks?

For correspondence

Sent from my iPad

Begin forwarded message:

**From:** Mark Hays <[markallenhays@gmail.com](mailto:markallenhays@gmail.com)>  
**Date:** December 3, 2015 at 1:38:58 PM EST  
**To:** "Karlson, Cherry" <[ckarlson@wayland.ma.us](mailto:ckarlson@wayland.ma.us)>  
**Cc:** "[Lea@Anderson.name](mailto:Lea@Anderson.name)" <[Lea@anderson.name](mailto:Lea@anderson.name)>, "Nolan, Joseph F." <[jnolan@wayland.ma.us](mailto:jnolan@wayland.ma.us)>, "Antes, Mary" <[mantes@wayland.ma.us](mailto:mantes@wayland.ma.us)>, "Balmer, Nan" <[nbalmer@wayland.ma.us](mailto:nbalmer@wayland.ma.us)>, "Senchyshyn, John" <[JSenchyshyn@wayland.ma.us](mailto:JSenchyshyn@wayland.ma.us)>, "Doucette, Elizabeth" <[edoucette@wayland.ma.us](mailto:edoucette@wayland.ma.us)>, "DiNapoli, MaryAnn" <[MDiNapoli@wayland.ma.us](mailto:MDiNapoli@wayland.ma.us)>  
**Subject:** Fwd: Answers: Insurance coverage for Wayland: IT risks?

**Dear Ms. Karlson:**

Could you please make sure this email is included as a public document in the Board packet for the next meeting?

Thanks,

Mark Hays

----- Forwarded message -----

**From:** Mark Hays <[markallenhays@gmail.com](mailto:markallenhays@gmail.com)>  
**Date:** Thu, Dec 3, 2015 at 1:35 PM  
**Subject:** Answers: Insurance coverage for Wayland: IT risks?  
**To:** Nan Balmer <[nbalmer@wayland.ma.us](mailto:nbalmer@wayland.ma.us)>  
**Cc:** "Senchyshyn, John" <[JSenchyshyn@wayland.ma.us](mailto:JSenchyshyn@wayland.ma.us)>, Cherry Karlson <[ckarlson@wayland.ma.us](mailto:ckarlson@wayland.ma.us)>, "Nolan, Joseph F." <[jnolan@wayland.ma.us](mailto:jnolan@wayland.ma.us)>, "[Lea@Anderson.name](mailto:Lea@Anderson.name)" <[Lea@anderson.name](mailto:Lea@anderson.name)>, "Doucette, Elizabeth" <[edoucette@wayland.ma.us](mailto:edoucette@wayland.ma.us)>, "Antes, Mary" <[mantes@wayland.ma.us](mailto:mantes@wayland.ma.us)>

**Dear Nan:**

Just checking to see if you received my email about the specific questions I asked about Wayland's insurance coverage.

If so, when do you think the answers will be available?

Thanks,

Mark Hays

On Tue, Nov 24, 2015 at 12:54 PM, Mark Hays <[markallenhays@gmail.com](mailto:markallenhays@gmail.com)> wrote:

Dear Nan: Thanks for your message. Could you please provide answers to the specific questions in my letter to the Board of Selectmen?

Thanks, and have a great Thanksgiving!

Mark

On Nov 23, 2015 9:02 AM, "Balmer, Nan" <[nbalmer@wayland.ma.us](mailto:nbalmer@wayland.ma.us)> wrote:

Mark

I did not receive your e-mail from last Monday as it was caught in a filter. The Town increased coverage on money and securities to \$1 million last spring.

Nan

**From:** Mark Hays [mailto:[markallenhays@gmail.com](mailto:markallenhays@gmail.com)]  
**Sent:** Friday, November 20, 2015 5:02 PM  
**To:** Karlson, Cherry; [Lea@Anderson.name](mailto:Lea@Anderson.name); Nolan, Joseph F.; Antes, Mary  
**Cc:** Balmer, Nan; Senchyshyn, John; Doucette, Elizabeth  
**Subject:** Insurance coverage for Wayland: IT risks?

**Dear members of the Board of Selectmen:**

In Nan Balmer's report to the BoS on 20 February she noted that Elysium was recommended by the Town's insurance company, MIIA -- and that she met with MIIA to discuss insurance coverage.

Despite multiple breaches last January, Wayland still has not installed an automated vulnerability detection / patch management system – lack of which was the proximate cause.

With this in mind, has Wayland purchased more insurance coverage for IT related risks? A letter is attached with details.

Please let me know if you have any questions.

Mark Hays



By [Caitlyn Kelleher](#)  
ckelleher@wickedlocal.com

December 10, 2015 11:39AM

## Selectmen for towns in Minuteman School District outline deal for new regional agreement

The problem of finding unanimity may be solved for Minuteman Regional School District member towns in a multiyear search for developing a new regional agreement and proceeding toward paying for a building project.

At a Dec. 2 meeting at Weston Town Hall, selectmen representing the 16 member towns in the district may have found agreement "in principle" on how to proceed with the governance of the district. If those selectmen can convince their own boards of selectmen to call special Town Meetings in February, then voters will be able to decide if they can support this new proposed regional agreement.

Many in the towns believe a new regional agreement would end years of strife between the towns that make up the district, as well as allow towns that want out of the district to leave, create the opportunity for new towns to join and increase the odds that a controversial proposed new high school building will go forward.

The Lexington-based school is made up of Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland and Weston. The proposed regional agreement would change the voting method of the School Committee to a weighted vote system and change the method of assessing capital costs and if the new proposals are added will change the membership of the district.

*(Check out a full list of detailed changes)*

"I'm pretty sure the School Committee will be OK with this," said Minuteman Regional School Committee Chairman Jeff Stulin.

### Push to 'yes'

Boxborough Selectman Vincent Amoroso and Arlington Selectman Dan Dunn have spent the past two months working to find an answer to the question "what will get you to yes," from representatives from the 16 towns as they reconsider a regional agreement proposed in 2014 and face a request for approval on a [building project this spring](#).

Dunn said the new agreement, which shifts the division of capital costs as well as the voting power on the regional school committee, is necessary for his fellow selectmen.

"Arlington needs a regional agreement before we support the building," Dunn said.

The push comes nearly two years after a subcommittee of town and school district officials proposed a revised regional agreement to be considered at the annual Town Meetings in 2014. That proposal, which is the basis for the current round of negotiations, passed in 10 communities, failed in Wayland and was not included on 2014 Town Meeting warrants in the remaining five communities.

Selectmen at the Dec. 2 meeting all agreed that the terms of the consensus will be brought to the Department of Elementary and Secondary Education (DESE) as well as to the district's lawyers to ensure all of the details are allowed under state laws. The regional school committee, which is scheduled to meet on Dec. 15, will have to decide if it is willing to officially propose the agreement.

The state commissioner of education also needs to accept the agreement before any changes are considered legal.

Amoroso is working on the deal because he believes Boxborough will seek to withdraw from the district. One of the reasons Boxborough officials are seeking to withdraw is the town sends on average of five students a year.

Any amendments to the regional school district as it stands requires all 16 members to approve the changes at Town Meeting.

This spring, Wayland voted to leave the district. Any town's attempt to leave the district requires the support of other 15 member towns. Lexington was the first of the other towns to consider the withdrawal request and Lexington Town Meeting voted against the proposal.

*(Archive: [Minuteman regional agreement getting mixed results](#); [Wayland Town Meeting votes to leave Minuteman, rejects new agreement](#); [Lexington selectmen unsure on Needham proposal regarding Minuteman High](#))*

Wayland's Lea Anderson said she could recommend the new proposal to her selectmen and to her Town Meeting.

### Aspect called 'extortion'

The biggest hurdle may be getting Lexington to agree Lincoln should be paid a host community fee under the new agreement. The school district's property is located on Lexington-Lincoln town line near the junction of Massachusetts Avenue and Route 128/I-95. The school district owns 66 acres, 46 of which are in Lincoln. It does not pay property taxes to Lincoln or Lexington, where the remainder of its property is located.

During the Dec. 2 meeting, Lincoln Selectman Peter Braun said the only way he would bring the proposed regional agreement before his town's selectmen or Town Meeting is if Lincoln was compensated for the use of the land. Zoned for industrial uses, the land could be a source of tax revenue for the town as some Boston- and Cambridge-based companies and laboratories begin to seek cheaper rents in inner suburban communities like Waltham and Needham.

"I'm being careful not to call my forbearers in Lincoln stupid," Braun said.

The land has been owned by the Minuteman district since its inception in the early 1970s. In order for the land to be developed, the district would have to sell the land back to Lincoln or to a developer. The land is currently used for the parking lot, sports fields and some remains undeveloped.

"It's extortion," Lexington Selectman Peter Kelly said of Lincoln's demands.

"To my mind this is simply a business deal," Braun said.

Braun came to the meeting requesting four Lincoln students be allowed to attend Minuteman High School at no cost to the town as compensation. The proposed agreement changes the assessment of capital costs, shifting a larger percentage to Lincoln, just before a major building project is presented to voters, according to Braun. It is unfair to Lincoln taxpayers not to receive something from the district in return for approving the new regional agreement.

He also claimed that with the decision to locate the replacement high school building on the Lincoln side of Minuteman's campus, his town would be on the hook as the primary source of fire and police protection for the school. However, he said he wanted the town to be compensated regardless of whether the voters approve funding necessary to build the proposed building.

Some present at the Dec. 2 meeting doubted Braun's statements.

"I think Lincoln's request would be a really hard sell in Concord for many reasons," said Concord Selectwoman Carmin Reiss. "Dan's (Matthews of Needham) compromise would be easier. ... I do think the majority of the services will still come from Lexington."

Alongside his demands, Braun had offered Lexington compensation worth half of what Lincoln will receive under the revised agreement. Lexington Selectmen Norm Cohen and Kelley refused the deal, saying did not want Lexington to be taking money from the school district's budget.

Ultimately, none of the representatives present Dec. 2 were willing to allow Lincoln to send any students at no cost, but all agreed they were willing to support a proposal that would pay Lincoln \$138,000 a year, indexed to inflation.

"It's extortion. I'm not going to try to call it anything else," Amoroso said.

Lexington selectmen voted unanimously Dec. 7 to support the proposed agreement if the annual payment to Lincoln was removed and asked the regional school committee to address any operational cost to the other town as part of the operating budget on an annual basis.

*(The view of the Minuteman Editorial Board: Editorial: Lincoln tries to torpedo minuteman agreement, blame Lexington)*

#### **Equity on capital costs**

For the few years, Belmont selectmen and their representative to the regional school committee, Jack Weiss, have vocally opposed building a new school that can accommodate 628 students.

They have expressed concerns about the inequity that develops between member towns -- responsible for both capital and operational costs -- and non-member towns -- responsible for a per capita share of operational expenditures.

"We need equity," said Belmont Selectman Mark Paolillo.

Paolillo said he would be able to support an agreement in which a nonmember district would pay a per-student portion of the capital costs unless two-thirds of the regional school committee members voted to waive the requirement for any individual town.

Currently, nonmember towns are not liable for capital expenditures like the cost of proposed \$145 million new school building. In the 2014-2015 school year, 414 of 742 students at Minuteman were from member towns.

"Then, the benefit to join the district is you have a voice at the table," Paolillo said.





# WAYLAND POLICE DEPARTMENT

WAYLAND, MASSACHUSETTS 01778



ROBERT IRVING  
CHIEF OF POLICE

## Monthly Update

### November 2015

On November 5<sup>th</sup>, the Wayland Police Department received certification status through the Massachusetts Police Accreditation Committee. Lt. Pat Swanick, Sgt. Sean Gibbons, BOS member Lea Anderson and I went to the Commission Award Ceremony at Andover Country Club. Certification is a self-initiated process by which police departments strive to meet and maintain standards that have been established for the profession, by the profession. Sgt. Sean Gibbons has been the Accreditation Manager for the past two years and guided the department through the extensive review of policies and procedures. In October, the department went through a two day period of assessment conducted by outside law enforcement agencies and staff members of the Accreditation Commission.

During the month of November the department began ALICE exercises at local elementary schools and the Middle School. The purpose of ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training is to prepare individuals to handle the threat of an Active Shooter. ALICE teaches individuals to participate in their own survival, while leading others to safety. Though no one can guarantee success in this type of situation, this new set of skills will greatly increase the odds of survival should anyone face this form of disaster. The trainings were conducted after notification to children's parents and were very successful.

On November 24<sup>th</sup> the fourth Wayland Citizen Police concluded with the graduation of all participants. The Citizen Police Academy is an eight week course that teaches interested citizens about the different aspects of police work in their community. Twelve people graduated from the course. During the last class, the participants were able to tour a helicopter from the Massachusetts State Police Air Wing that landed at Cochituate Ballfield.



Graduates of the Fourth Wayland Citizen Police Academy

  
Robert Irving  
Chief of Police

## Wayland Police Department Detective Division Report for November 2015

### INVESTIGATIONS

Narcotic investigation – ongoing  
ID Theft – Main Street  
Larceny over \$250 – Woodland Road  
Larceny over \$250/Check Fraud – Boston Post Road  
Shoplifting – Andrew Avenue  
Commercial Break & Entering – Main Street  
Commercial Break & Entering – Commonwealth Road  
Suspicious Emails – Boston Post Road

### MEETINGS/TRAININGS

In-Service Training – Boylston Police Academy  
Wayland Cares  
Juvenile Law Update  
Security Awareness Training

### MISCELLANEOUS

Citizens Police Academy  
Alice Drill – All Schools  
Framingham District Court – Criminal/MV Hearings  
Framingham Juvenile District Court  
CJIS Upgrade  
"Java with Joe"  
Deployment of speed trailer  
Deployment of Radar Trailer



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

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

***In-Service***

MPTC  
Reading Academy

William Smith

October 26-30, 2015

***Basic Digital Photography for Law Enforcement***

M.P.I. –Massachusetts Police Institute  
Foxboro, MA

Tyler Castagno  
Shane Bowles

October 13-15, 2015

## Irving, Robert

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**From:** Risa Lifshatz [REDACTED]  
**Sent:** Wednesday, November 11, 2015 11:16 AM  
**To:** Irving, Robert  
**Subject:** Police/Firearms Licenses  
**Attachments:** Attach0.html

Request From: Risa Lifshatz

Email: [REDACTED]

Source IP: [REDACTED]

Address: 54 Red Barn Road

City: Wayland

State: MA

Zip: 01778

Phone: [REDACTED]

Organization:

I just wanted to let you know that I had a scary incident this morning and my car ended up at the side of the road. As I was calling to get a tow truck, a Wayland Police Officer stopped to help and she actually was able to instruct me as to how to get my car started again. She was so helpful and I am very grateful that she pulled over and was able to assist me today. Happy Veterans Day.

Risa Lifshatz  
54 Red Barn Road

142 Glezen Lane  
Wayland, MA 01778  
November 18, 2015

Police Chief Irving  
38 Cochituate Rd.  
Wayland, MA 01778

Dear Chief,

We are rather new in town, having moved here 2 years ago from Amherst, MA. This is just a simple note of appreciation to you for your leadership in the Police Department here in Wayland. The Chief sets the tone.

We are all aware of what is happening in the country today in regard to adding skill sets for police, and others, to include deescalating skills, listening, respecting the people in the situation even amidst violence, when it is present. I appreciate any training past, present or future that is being given to our police that will help with law enforcement, while decreasing use of undo force and guns.

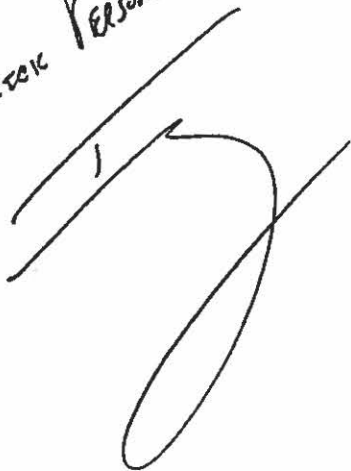
All the best to you and the department team. Know at all times that you have support in the community, while doing a very challenging job. We acknowledge that police work of all kinds is a difficult calling. To use bravery and sensitivity in a fast moving situation is a valued skill, hard won. Keep up the good work of your leadership and fostering leadership down the ranks.

Sincerely,

A handwritten signature in cursive script that reads "Judy Orloff".

Judy Orloff

FITZPATRICK Personnel File



concentrate my time on other aspects of the program. It was also great to learn that Colin is a Veteran & served in Afghanistan. His experience in the military can only be an asset as he patrols the streets of Wayland. The 2015 Wayland Veterans Day program was a success due to the speakers, music, a WWII documentary & the safety provided by Colin Fitzpatrick.

Sincerely,

George Bernard

11/16/2015

Dear Chief Irving:

As one of the organizers of the Wayland Veterans Day program I want to thank you for assigning Officer Colin Fitzpatrick to protect this event. My number one concern with having a Veterans program is the safety of participants & the attendees. With Colin I knew there would not be any safety issues and I could

THANK YOU

**Ted Henning** Great time at the Wayland Citizen's Police Academy. We are extremely fortunate to have such dedicated professionals working to keep our community safe. Much thanks to Jamie, The Chief and all the officers who gave of their personal time over the last 8 weeks to help make a better informed citizenry.

Unlike · Reply · Message · 1 · 3 hrs

**Julia Junghanns** Great job on this class Jamie, and thank you. This class really helps strengthen a positive police presence and citizens learn about the police work that is done in the community and how important the different roles are. Thanks to all the officers and Chief I. for their contributions to the class. Nice job.

Unlike · Reply · Message · 2 · 2 hrs

**Fran Blaustein Patterson** The Citizen Police Academy was an amazing opportunity to learn what our police do. It was informative, interesting and fun. I'm appreciative of the time the officers involved put into making this a great experience for all of us. Jamie particularly did a great job organizing the program. The finale was fantastic.

Unlike · Reply · Message · 1 · 42 mins



Massachusetts Police Accreditation Commission  
110 Haverhill Road – Suite 395  
Amesbury, MA 01913

FAXED



President: Chief Mark K. Leahy, Northborough Police Department

## *Wayland Police Department is Awarded "Certification" Status*

On November 5<sup>th</sup>, 2015, the Wayland Police Department received state Certification from the Massachusetts Police Accreditation Commission.

Certification is a self-initiated evaluation process by which police departments strive to meet and maintain standards that have been established for the profession, by the profession. These carefully selected standards reflect critical areas of police management, operations, and technical support activities. They cover areas such as policy development, emergency response planning, training, communications, property and evidence handling, use of force, vehicular pursuit, prisoner transportation and holding facilities. The program not only sets standards for the law enforcement profession, but also for the delivery of police services to the citizens of the commonwealth.

"Achieving Certification from the Massachusetts Police Accreditation Commission is considered a very significant accomplishment and is a recognition that is highly regarded by the law enforcement community," said Donna Taylor Mooers, the Commission's Executive Director."

Under the leadership of Chief Robert Irving, the Wayland Police Department was assessed in October by a team of Commission-appointed assessors.

"Going through the process initially requires intense self-scrutiny, and ultimately provides a quality assurance review of the agency," said Mooers. To conduct this self-assessment and prepare for the on-site review of the 159 standards by the Commission, in 2014, Chief Irving appointed Sergeant Sean Gibbons to serve as the Department's Accreditation Manager.

Certification has been granted for a period of three years. Participation in the program is strictly voluntary.

### **COMPOSITION OF THE COMMISSION**

The Commission consists of an eleven member Board of Directors. Six members are appointed by the **Massachusetts Chiefs of Police Association**, two by the **Coalition of Accreditation Managers of Massachusetts**, one by the **Massachusetts Municipal Association** and one by the **Massachusetts Police Association**. The eleventh member is left for the Board to elect and that member must be affiliated with an academic institution. According to Mooers, "the Commission's primary role is to establish and administer both the standards and the assessment process by which departments meeting certification standards can be publicly recognized for their achievements."

Massachusetts is one of twenty-four states that offer an accreditation process for its police departments.

(over)

## BENEFITS OF CERTIFICATION

The standards for certification impact officer and public safety, address high liability/risk management issues, and promote operational efficiency throughout the agency. The benefits of Certification are therefore many and will vary among participating departments based on the *state* of the department when it enters the process. In other words, the benefits will be better known when the department quantifies the changes that it had to make as a direct result of achieving certification. Generally, these changes involve policy writing, facility improvements and equipment purchases. Listed below are some of the more common benefits.

### Certification:

- provides a norm for an agency to judge its performance.
- provides a basis to correct deficiencies before they become public problems.
- requires agencies to commit policies and procedures to writing.
- promotes accountability among agency personnel and the evenhanded application of policies.
- provides a means of independent evaluation of agency operations.
- minimizes an agency's exposure to liability, builds a stronger defense against lawsuits, and has the potential to reduce liability insurance costs.
- enhances the reputation of the agency and increases the public's confidence in it.

Mooers added, "Police Certification and Accreditation work to reassure the general public that the law enforcement profession is prepared, trained and ready to handle future emergencies and calls for service. Agency *preparedness* begins with having a formal and current Written Directive System that incorporates best business practices into agency policies and operational plans."



# WAYLAND POLICE DEPARTMENT

WAYLAND, MASSACHUSETTS 01778



## Memorandum

ROBERT IRVING  
CHIEF OF POLICE

11/9/2015

To: Sgt. Sean Gibbons

From: Robert Irving, Chief of Police

Subject: Commendation for Police Certification

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On Thursday, November 5<sup>th</sup>, 2015, the Wayland Police Department received initial certification from the Massachusetts Police Accreditation Commission. It is the first time that the Wayland Police Department has received certification from any association dedicated to police certification and accreditation.

You were named accreditation manager in 2014. You have steadily proceeded through the process to the point of certification. I am well aware of the considerable effort that you put into this project and how difficult it was to take over as accreditation manager and move the process forward. Thank you for taking this on. I look forward to achieving the goal of full accreditation in the very near future.

cc: Lt. Patrick Swanick  
Personnel File



TOWN OF WAYLAND  
MASSACHUSETTS  
01778  
**CONSERVATION COMMISSION**

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

December 7, 2015

William and Eileen Balicki  
6 Fields Lane  
Wayland, MA 01778

Re: DETERMINATION OF APPLICABILITY [D-868] - WETLANDS PROTECTION ACT (WPA)  
and Chapter 194 Permit – 6 Fields Lane, Wayland

Dear Mr. and Mrs. Balicki:

Enclosed please find the original Wetlands and Water Resources Protection Bylaw Permit (Chapter 194) and a Determination of Applicability issued by the Wayland Conservation Commission regarding the approved buffer zone mowing project at 6 Fields Lane in Wayland. The Chapter 194 Permit allows the project subject to the conditions specified in the Permit. The Determination of Applicability issued pursuant to the WPA is shorter, deferring to the Chapter 194 Permit. No other work is permitted by this decision.

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

Sincerely,

Brian J. Monahan  
Conservation Administrator

Enclosure

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

RECEIVED

DEC - 7 2015

Board of Selectmen  
Town of Wayland

5



TOWN OF WAYLAND  
MASSACHUSETTS  
01778

**BOARD OF APPEALS**

RECEIVED  
*Selected*  
DEC - 9 2015

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

**DECISION NO. 15-27**

**NAME OF APPLICANT:**

THOMAS FINELLI

**APPLICATION FOR:**

Any necessary approvals, special permits, and/or variances 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 the 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)

**DATES OF HEARING:**

November 24, 2015

**BOARD CONDUCTING HEARING AND RENDERING DECISION:**

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

**DECISION:**

Special Permit granted, with conditions.

**VOTE OF THE BOARD:**

Unanimous (4-0).

**CONDITIONS:**

1. Construction shall be in substantial conformity with the plans and specifications filed with the Building Department, titled Renovation of 59 Woodland Rd by Kurtz Design Studio, LLC, 168 Middle Road, Southborough, MA 01772. Date stamped October 29, 2015 and consisting of 11 pages, 9 pages of drawings depicting: existing conditions of the unfinished basement, first floor, second floor; proposed construction of the first floor, second floor, front elevation, left side elevation, rear elevation, right side elevation.
2. The applicant must obtain any other necessary permits and approvals from other municipal boards having jurisdiction over this matter as may be required.
3. The height of the structure shall not exceed 32 feet (Thirty-two feet).



## FACTS AND REASONS

The subject property, 59 WOODLAND ROAD, is a two story dwelling in a neighborhood of similar residences. The Applicant seeks zoning relief to remove the existing three season porch and to convert the existing bungalow to a saltbox style while not increasing the existing footprint. This alteration will cause an increase in the size of the second floor by squaring off the existing house where there are knee-walls on the rear left and right sides, thus increasing the interior square footage by 314 sf which is a 30% increase, triggering a 20% threshold review.

The Applicant proposes to remove an existing three season porch, leaving a patio, this alteration improves the left side-yard setback from an existing 9.6 feet to a proposed 25.2 feet, where 15 feet is required. The right rear corner of the structure is currently 4.2 feet from the rear lot line and it will remain unchanged, 30 feet is required for rear yard setbacks. The Applicant proposes changing the gross floor area from 1068 sf by squaring off the rear left and right sides of the second floor of the structure where there are knee walls, this will increase the usable interior space by 314 sf which is more than 20% of the existing square footage. The Applicant is not increasing the footprint of the structure and is improving the left side yard setback with the removal of the three season porch, bringing this setback into compliance with the bylaw. The Applicant also notes in his plans and in his application that he will add a bathroom on the second floor. The proposed height of the structure will increase to 31 feet, which is below the 35 feet allowed in the bylaw.

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

**Section 198-702.1** requires that all buildings or structures in any residential district comply with the setbacks as stated in **Section 198-801 Table of Dimensional Requirements**. **Section 198-703** states that each building or structure shall have a backyard and side-yard that meets the setbacks in **Section 198-801 Table of Dimensional Requirements**, except as authorized by special permit.

The Applicant needs zoning relief since the proposed construction in the interior of the structure will increase the square footage by more than 20% which triggers a special permit. There will be no increase in the footprint of the structure on the lot, the side-yard setback on the left side of the house is being improved by the removal of a three season porch, the rest of the setbacks remain as they exist. The lot is in an Aquifer protected district, but again, there is no increase in the footprint of the structure, so no increase in the impervious surface on the lot.

No one from the public was present to speak to this application.

The Board determined through site visits that the neighborhood contained a mix of styles and house sizes and that the proposed addition would be consistent with the scale and character of the other residences in the neighborhood. The Applicant has Board of Health approval stamped October 29, 2015 that prior to any work on the dwelling commencing that:

1. an asbestos survey is required in all areas of dwelling being renovated and
2. the old septic must be abandoned (pumped and removed or filled with sand).

By a unanimous vote, the Board finds that although the proposed construction will increase the existing nonconformity, the proposed construction will not be substantially more detrimental to the neighborhood than the existing nonconforming structure or use. The Board also finds that the proposed construction is not against the public interest, nor will it be detrimental or offensive because of noise, vibration, smoke, gas, fumes, odor, dust or other objectionable features and it will not otherwise be injurious to the inhabitants or their property or dangerous to the public health or safety and thus meets the requirements of the zoning bylaws. The Board voted unanimously to approve the Special Permit subject to the conditions set forth herein.

**DATE OF FILING OF DECISION:**

**BY ORDER OF THE BOARD OF APPEALS**

DECEMBER 8, 2015



Aida Gennis, Member

**CERTIFICATION:**

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



Aida Gennis, Member

## Wayland Historical Commission Meeting Minutes – September 9, 2015

Attendees: Members: Elisa Scola (Chair), Tonya Largy, John Dyer, Sheila Carel, John Dyer, Gretchen Ryder Sharry, Rick Conard; Guests: Bill Sterling, Karen Montague, Duane Galbi and Larry Kiernan

Chair Elisa Scola called the meeting to order at 8:00 pm.

1. Bill Sterling and Tonya Largy discussed an Archaeological Sensitivity Assessment that will be conducted for the Wayland Town Center Municipal Parcel. Tonya Largy worked with Duncan Richie of PAL on a scope of services. This will be a due diligence report for which no State archaeological permit will be required. Funding for the study will come from CPC. The study is urgent because there will be a Town Meeting article for this parcel in November. The motion was made to approve this contract and project, and this was unanimously approved. Sheila Carel thanked Bill for coming to our committee early on to avoid potential issues later on.
2. Stone's Bridge: Our MPPF application (Mass. Preservation Projects Fund through MHC) for funding was not approved, however we should be able to reapply when the next round of funding becomes available. Duane Galbi circulated a petition during the summer to request that the Selectmen assign the PMBC (Permanent Municipal Building Committee) to consult on the restoration of the bridge, and that PMBC approval be required before any funds appropriated for the bridge at Spring 2015 Town Meeting be expended. Elisa said that she was very disappointed to learn of this petition because discussions had already been underway with the PMBC in June and that Committee was not interested in becoming involved with the bridge. Elisa stated that the bridge is a historic project, not a building, and that our Commission's responsibility is historic preservation. She said that the bridge needs to be restored in an historically appropriate way, without mortar. Duane's article is on the Town web site yet he did not send a copy to our Commission or inform us ahead of time that he would be circulating the petition. Duane said that he is more inclined to make tradeoffs because of the limited funding available. Duane had arranged for a contractor to remove debris from the upstream side of the bridge during the summer, with remaining funding from the River Stewardship Council Small Grant Program grant that we originally received in 2012. There was discussion of how this debris removal could be made an annual project and how this could be funded. This year the DPW was not interested in hauling away the debris that was pulled out of the water by the contractor, and this added to the expense of the contract.
3. Wayland Rail Trail Project: Larry Kiernan arrived in time to participate in the discussion of meetings that are underway with the Planning Board and other committees and interested parties on how the trail should be routed around Wayland Depot. The Planning Board had met Sept. 8 to review the three alternatives that had been prepared by BETA Engineering in 2013. There will be a public hearing by the Historic District Commission on Sept. 17 to consider alternatives. Rick Conard stressed his desire to save as much track as possible within the historic district. Ellen Berkland, DCR Archaeologist, prepared a draft Archaeological Site Avoidance and Protection Plan (ASAPP) on Sept. 1. Larry Kiernan said

that Eversource is willing to partner with the Town to construct the trail. They will pull up the tracks and put down a base and the Town would pay for the surface on top of the base. This would enable Eversource to use their trucks to access the electric transmission towers along the tracks.

4. Dudley Woods Ceremonial Landscape: Sheila Carel said that a team from Ceremonial Landscape Research has been on the ground doing mapping of the site. This site may have been related to the Mansion Inn site in a comprehensive way.
5. WHC Annual Report: A report prepared by Elisa will be distributed for comments.
6. North Cemetery will be discussed at our next meeting.
7. There was a brief review of possible future projects over the next five years.

Our next meeting was scheduled for Monday, Oct. 5.

The meeting was adjourned at 10:00 PM.

Respectfully submitted,

Richard Conard

## **Wayland Historical Commission Meeting Minutes – October 5, 2015**

**Attendees: Members: Elisa Scola (Chair), Tonya Largy, John Dyer, Sheila Carel, Rick Conard;  
Guests: Duane Galbi, Aida Gennis and Lynne Lipcon.**

**Chair Elisa Scola called the meeting to order at 7:30 pm.**

- 1. There were no public comments.**
- 2. Stone's Bridge: Elisa spoke to Ben Keefe. The PMBC (Permanent Municipal Building Committee) will take on the bridge as a project if they have to. The Selectmen have assigned the bridge project to the PMBC. PMBC does not have members that have specific knowledge about bridges, but they do have expertise in project management and in dealing with engineers and contractors. Two members of our Commission can serve on the PMBC as nominated by the WHC and appointed by the Selectmen. Tonya Largy and Elisa Scola were nominated to be appointed to the PMBC; seconded by John Dyer and approved by a vote of 5-0. Their involvement on the PMBC will be limited to the bridge project. Elisa stated that the Secretary of the Interior standards are in effect for work on the bridge. Tonya suggested that perhaps Gretchen Schuler would have expertise. Others who are interested may also attend PMBC meetings. The Town solicited Letters of Interest from engineers and contractors who had experience with historic bridges, but all firms that responded indicated that they would subcontract out the historic part of the work, and this response has been unsatisfactory. Elisa has been obtaining information on firms that have direct experience with historic projects.**
- 3. North Cemetery: Tonya said she was very pleased with the historic research and report that Barbara Donohue prepared, and that it went way beyond what she had expected. The report contains some information that is archaeologically sensitive and should be redacted before public release. There was discussion of how to do this; this will be discussed more at another meeting. It is especially important that the historical information be made available, perhaps through the WHC pages on the Town web site. The concern was also expressed that we need to ensure that we maintain a positive working relationship with the DPW, which maintains the cemetery, so we will ask the DPW for feedback on the report. An article on the cemetery study will also be written for the Town Crier. Barbara Donohue's Oct. 4<sup>th</sup> Archaeology Month talk at North Cemetery (sponsored in conjunction with the Historical Society) was praised. This talk was recorded by Tom Sciacca and could be made available on the Internet.**
- 4. Library: Aida Gennis, Chair of the Library Trustees, and Lynne Lipcon, a member of the Library Trustees, spoke about the Nov. 9 Town Meeting warrant article for funds for Library Planning and Design for a new or expanded Library. They discussed the Library Planning Committee's work. The study must look at at least two sites. Schematic designs and cost estimates will be developed. The current Library building is not in the Historic District. Parking is a major issue. One option could include removing the 1988 library addition and building a new 2-story structure in its place. Another option could involve relocating the Library to another site; if that would be recommended the question was raised about use of the current Library building; the Trustees have responsibility for this building. Based on the**



study the Trustees will decide whether to apply for a State grant for construction. Members of the commission urged respect for the history of the original library structure and also the adjacent freight house.

5. Municipal Pad Archaeological Survey: Duncan Richie from PAL came up to do the survey but the Town Center owners would not give permission to access the property to be surveyed. Nevertheless a survey is being done, to be completed by Oct. 16. A "pop-up" event is to be held at the municipal pad site on Oct. 17. Sheila will prepare a poster with photos for this event with a cost not to exceed \$60; this was approved 4-0.
6. Railroad site: Rick said that Sarkis had met with engineers and consultants at Wayland Depot the previous Friday to study a revised routing for the rail trail around the Depot. The focus was on what parking would need to be eliminated if the trail were to avoid the existing tracks and platform. Sarkis wants to have a proposed plan in place before organizing another site visit.
7. Dudley Woods Ceremonial Landscape and Avoidance Map: Sheila has been working on this along with Eva, a contractor from the Tribal Council. An "avoidance map" should be ready soon.
8. WHC membership: We now have two vacancies due to the resignation of Gretchen Ryder Sharry.
9. Minutes of Sept. 9 meeting were approved with minor changes.

Our next meeting was scheduled for Monday, Nov. 9 [this was subsequently changed to Nov. 5].

The meeting was adjourned at 9:40 PM.

Respectfully submitted,

Richard Conard



**BOSTON REGION METROPOLITAN PLANNING ORGANIZATION**

Stephanie Pollack, MassDOT Secretary and CEO and MPO Chair  
Karl H. Quackenbush, Executive Director, MPO Staff

December 1, 2015

**RECEIVED**

**NOV 30 2015**

**Board of Selectmen  
Town of Wayland**

Ms. Cherry C. Karlson  
Chair, Board of Selectmen  
Town of Wayland  
41 Cochituate Road  
Wayland, Massachusetts 01778-2697

Re: Development Process and Milestones—FFYs 2017–21 TIP

Dear Ms. Karlson:

The Boston Region Metropolitan Planning Organization (MPO) is beginning its annual process of developing the Transportation Improvement Program (TIP) for federal fiscal years (FFYs) 2017–21. As you know, the TIP is the implementation arm of the MPO’s Long-Range Transportation Plan, *Charting Progress to 2040*, and prioritizes funding for transportation infrastructure projects throughout the metropolitan area. I am writing to invite your municipality to participate in this process, and to inform you of significant milestones. Our goal is to endorse the final TIP on June 23, 2016.

This year’s process for producing the TIP is similar to last year’s. First, each municipality should identify the person who will communicate, on behalf of that municipality, directly with the MPO staff’s TIP Manager, Sean Pfalzer, in developing this important document. According to our records, the current TIP Contact for Wayland is Sarkis Sarkisian. If this information is no longer accurate, please notify Sean (contact information below) by December 18, 2015, with the name of your new TIP contact.

The major milestones in this year’s TIP development schedule are listed below. An asterisk (\*) indicates the steps that municipalities are responsible for completing and the dates by which each step must be completed.

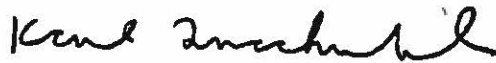
- |   |                |
|---|----------------|
| Identify New TIP Contacts*                                | December 18    |
| Complete Project Funding Application Forms*               | January 30     |
| Complete Project Evaluations                              | February 27    |
| Submit Municipal Feedback on Project Evaluations*         | March 18       |
| Post First-Tier List and Staff Recommendation             | March 31       |
| Discuss First-Tier List and Staff Recommendation with MPO | April 7 and 21 |
| Release Draft FFYs 2017–21 TIP for Public Review          | May 5          |

8

The MPO will host two outreach sessions to discuss the TIP development process—one on December 15, 2015, in Waltham, and one on January 12, 2016, in Chelsea. At these meetings, MPO staff will explain the development steps, with a focus on the responsibilities of municipalities' TIP contacts. We strongly encourage all municipalities to send a representative to at least one of these two sessions. In addition, municipal representatives are invited to attend and participate in all MPO meetings. A flyer with details about these public sessions is enclosed.

More information about the TIP is available on the MPO's website at <http://www.ctps.org/Drupal/tip>. If you have any questions about the TIP and its development, please contact Sean Pfalzer, TIP Manager, at [spfalzer@ctps.org](mailto:spfalzer@ctps.org) or 857-702-3684.

Sincerely,



Karl H. Quackenbush  
Executive Director  
KQ/SP/sp  
Encl.



Boston Region Metropolitan Planning Organization

## Public Regional Transportation Discussion Sessions

Each year the MPO develops two plans to program the transportation planning studies and projects it will fund for the coming years. These are known as the Unified Planning Work Program (UPWP) and Transportation Improvement Program (TIP).

The MPO is hosting two public discussions to explain how the UPWP and TIP will be developed this year and to hear your views.

To learn more, visit [www.bostonmpo.org](http://www.bostonmpo.org) or follow us on Twitter [@BostonRegionMPO](https://twitter.com/BostonRegionMPO).

MPO staff will discuss the background, steps, and schedule for developing the next UPWP and TIP documents. We will also gather your ideas about transportation priorities, and explain how your feedback will be used and when there will be additional opportunities for public input.

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MPO meeting sites are accessible to people with disabilities and are near public transportation. Upon request (preferably two weeks in advance of the meeting), every effort will be made to provide accommodations such as assistive listening devices, materials in accessible formats and in languages other than English, and interpreters of American Sign Language and other languages. Please contact the MPO staff at 617.973.7100 (voice), 617.973.7089 (TTY), 617.973.8855 (fax), or [publicinformation@ctps.org](mailto:publicinformation@ctps.org) (email).



### Workshop Information

#### Tuesday, December 15, 2015

9:30 a.m. – 11:00 a.m.

Waltham Government Center Building  
Public Meeting Room  
119 School Street  
Waltham, MA 02452

#### Tuesday, January 12, 2016

9:30 a.m. – 11:00 a.m.

Chelsea City Hall  
Council Chambers (3rd floor)  
500 Broadway  
Chelsea, MA 02150

For detailed schedules of the public transportation services available for getting to and from the meeting, please visit the MBTA's website, [www.mbta.com](http://www.mbta.com), or call MBTA Customer Service at 617.222.3200 or 800.392.6100, or via TTY at 617.222.5146. Driving directions can be generated from Google Map (<https://maps.google.com>).