



NAN BALMER  
TOWN ADMINISTRATOR  
TEL. (508) 358-7755  
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# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

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

**BOARD OF SELECTMEN**  
**Monday, January 5, 2015**  
**Wayland Town Building**  
**Selectmen's Meeting Room**

**Proposed Agenda**

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

- |         |      |  |
|---------|------|--|
| 6:30 pm | 1.)  | Open Meeting and Enter into Executive Session pursuant to Massachusetts General Laws Chapter 30A, Section 21a(3), with the Wastewater Management District Commission, to Discuss Strategy with Respect to Pending Litigation regarding the Case of Twenty Wayland, LLC and the Town of Wayland; and pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(6), to Discuss the Exchange, Lease or Value of Real Estate |
| 7:00 pm | 2.)  | Call to Order by Chair <ul style="list-style-type: none"><li>• Announcements; Review Agenda for the Public</li></ul>   |
| 7:02 pm | 3.)  | Public Comment   |
| 7:10 pm | 4.)  | Petitioners' Workshop with Town Counsel  |
| 7:30 pm | 5.)  | Review and Potential Vote to Submit Articles for April 2015 Annual Town Meeting <ul style="list-style-type: none"><li>• Standard Articles</li><li>• Potential Additional Articles</li></ul>  |
| 8:15 pm | 6.)  | Discussion of Minuteman Regional School Amendments   |
| 8:30 pm | 7.)  | Request to Board of Selectman to Sponsor Community Preservation Project for Rail Trail   |
| 8:45 pm | 8.)  | Discussion of Moderator's Forum on Town Meeting Warrant with Town Moderator Dennis Berry   |
| 9:00 pm | 9.)  | Review and Approve Consent Calendar (See Separate Sheet)   |
| 9:10 pm | 10.) | Review Correspondence (See Separate Index Sheet)   |
| 9:20 pm | 11.) | Report of the Town Administrator   |
| 9:30 pm | 12.) | Selectmen's Reports and Concerns   |
| 9:40 pm | 13.) | Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any  |
| 9:45 pm | 14.) | Adjourn  |

**WARRANT ARTICLE PROCESS: Guide for Petitioners**

Citizens have the right to submit articles for consideration by the Town meeting. Such articles must be in writing and signed by ten or more registered voters for Annual Town Meeting (ATM) or 100 or more registered voters for Special Town Meeting (STM), using the attached form. All petitioners' articles must be submitted in accordance with the law on or before January 15 or such earlier time as may be fixed by the Board of Selectmen, and all such articles for Special Town Meeting must be so presented on or before the date fixed by the Selectmen for closing of the warrant for such meeting. All petitioners' articles having the required number of qualified signatures must be included in the Town Meeting Warrant by state statute.

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

**ATM Time Line and Process**

<b>Date</b>	<b>Action</b>	<b>Responsibility</b>
December	<i>Hold a workshop for citizens interested in submitting petition for Annual Town Meeting. Potential articles and the submission process may be discussed with the Selectmen and experienced volunteers.</i>	Board of Selectmen
On or before January 15 or such earlier time as may be fixed by the Board of Selectmen	<i>Submit petitioners' articles for Annual Town Meeting both on paper with signatures and by email in Microsoft Word. Articles are collected and numbered, and copies are given to the Board of Selectmen, Finance Committee, Moderator, and Town Counsel. Petitioners are encouraged to provide comments, arguments in favor, and arguments against their articles at the time of submission.</i>	Town Administrator
January - March	<i>Review articles, determine their order, vote positions on most articles; may meet with petitioners. The Board may discuss substantive articles with petitioners or attend the Finance Committee's meeting with petitioners.</i>	Board of Selectmen
January - March	<i>Study each petitioner's article and prepare a report for the Warrant. The Committee meets with petitioners to discuss their article. They may explore alternative means for accomplishing the article's objective. A member of the Committee is assigned to the article to prepare a report for the Warrant, including pro and con arguments and the Committee's recommendation.</i>	Finance Committee
January - March	<i>Meet with Finance Committee and/or Board of Selectmen to discuss article; write report of no more than 150 words to be printed in the warrant if desired and if the Finance Committee prepares a report. Such discussions help to identify issues that require further work on the part of the petitioner as well as to identify arguments for and against passage.</i>	Petitioners
February	<i>Review articles for form and legal correctness, add required legal citation(s), indicating the quantum of vote required for Passage</i>	Town Counsel
Approximately 7 days prior to ATM	<i>Attend a warrant article hearing. Petitioners should attend this hearing to review their warrant articles.</i>	Selectmen with Moderator and Finance Committee
ATM	<i>Move the article and make a brief presentation on the merits of the article. Movers of articles have a limited amount of time to explain and present arguments in favor of passage of the article (currently 10 minutes). This presentation is made at the procedural (center) microphone. Petitioners may prepare handouts and slides. If the motion differs substantially from the article printed in the warrant, printed copies should be prepared for the moderator and made available for people attending Town Meeting.</i>	Lead Petitioner or Sponsoring Board or Committee
ATM	<i>Consider each article at Annual Town Meeting. Citizens are encouraged to debate the merits of articles, ask questions, and make amendments when appropriate. Amendments should be legibly written for submission to the moderator and made available to people attending Town Meeting.</i>	Town Meeting attendees

**INSTRUCTIONS FOR COMPLETING PETITIONERS ARTICLE FORM**

**Lead Petitioner:** The lead petitioner will serve as spokesperson for the article and will be the contact for the Finance Committee and the Board of Selectmen, and by the Planning Board if the petition is a zoning issue.

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

**PETITIONERS ARTICLE FOR WAYLAND TOWN MEETING**

LEAD PETITIONER \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

DAY PHONE \_\_\_\_\_ EVENING PHONE \_\_\_\_\_

TITLE \_\_\_\_\_

TOWN BOARD/DEPARTMENT AFFECTED BY ARTICLE \_\_\_\_\_

ESTIMATED COST \_\_\_\_\_

ARTICLE: To determine whether the Town will vote to

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

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

**PETITIONERS ARTICLE FOR WAYLAND TOWN MEETING**

*Page 2*

COMMENTS

PRO ARGUMENTS

CON ARGUMENTS

**WARRANT ARTICLES SPONSORED BY THE BOARD OF SELECTMEN:**

**POTENTIAL VOTE TO INSERT IN 2015 ATM WARRANT**

<b>1/5/15 - STANDARD ARTICLES SPONSORED BY THE BOARD OF SELECTMEN</b>
1. Recognize Citizens and Employees for Particular Service to the Town
2. Choose Town Officers
3. Accept Gifts of Land
4. Sell or Trade vehicles and Equipment
5. Pay Previous Year Unpaid Bills
6. Current Year Transfers
7. Hear Reports
8. Compensation for Town Clerk
9. Rescind Authorized but Unissued Debt
<b>1/5/15 - POTENTIAL ADDITIONAL ARTICLES SPONSORED BY THE BOARD OF SELECTMEN</b>
1. Change to By-Law on Deadline For Submission of Petition Articles
2. Acquisition of Property - Dudley Woods
3. Sage Hill - Eminent Domain Taking of Conservation Land
4. Rt. 27 / Rt. 30 Right of Way Acquisitions
5. Accept the Local Option Provision of the Valor Act
<b>1/12/14 – STANDARD ARTICLES SPONSORED BY THE BOARD OF SELECTMEN</b>
1. OPEB Funding
<b>1/12/15 - POTENTIAL ADDITIONAL ARTICLES SPONSORED BY THE BOARD OF SELECTMEN</b>
1. COA / Community Center – Feasibility and Design Funding
2. Energy Advisory Committee – Solar Project Long Term Lease and Agreement, Payment in Lieu of Taxes Agreement
3. Energy Advisory committee – Resolution to Change ESCO Projects
4. Municipal Pad: Acquisition of Land
5. Minuteman - Amendments to Regional Agreement
6. Rt. 27 / Rt. 30 Right of Way Acquisitions
7. Accept Local Option to Establish a Revolving Fund for the Treasurer to collect fees to pay recording and other administrative fees.

**ARTICLE FOR ANNUAL TOWN MEETING**

SPONSOR: Board of Selectmen DATE RECEIVED: 1/13/15

CONTACT PERSON: Joseph Nolan TELEPHONE/Day: (508) 358-3621

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

BOARD VOTE: \_\_\_\_\_ DATE OF VOTE: 1/12/15

TITLE: ACCEPT THE LOCAL OPTION PROVISION OF THE VALOR ACT

COST: XX NO COST: \_\_\_\_\_ COST ESTIMATE: \$15,000

TEXT: To determine whether the town will vote to accept the local option of the Valor Act which provides a property tax exemption for veterans who volunteer in their communities. Said tax exemption shall be in the amount \$500.00 per fiscal year. The funds to be provided from the BOA overlay account.

COMMENTS:

PROS:

CONS:

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

Mark Lanza Approval \_\_\_\_\_ DATE \_\_\_\_\_

**ARTICLE FOR ANNUAL TOWN MEETING**

SPONSOR: Board of Selectmen DATE RECEIVED: December 8, 2014

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, 2015, 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 2014 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 8, 2014

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

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 8, 2014

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 8, 2014

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>
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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 \_\_\_\_\_

**ARTICLE FOR ANNUAL TOWN MEETING**

SPONSOR: Board of Selectmen DATE RECEIVED: December 8, 2014

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

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

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

TITLE: Pay Previous Fiscal Year Unpaid Bills

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

TEXT: To determine whether the Town will vote to:

(a) pay the following bills of Fiscal Year 2015:

(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 8, 2014

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

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

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

TITLE: Current Year Transfer

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 2015**

**TOTAL CURRENT YEAR TRANSFERS**

FUNDING SOURCES:

PROS:

CONS:

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

**ARTICLE FOR ANNUAL TOWN MEETING**

SPONSOR: Board of Selectmen DATE RECEIVED: December 8, 2014

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
- 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: 1/6/15

CONTACT PERSON: Joseph Nolan TELEPHONE/Day: (508) 358-3621

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

BOARD VOTE: \_\_\_\_\_ DATE OF VOTE: 1/5/15

TITLE: COMPENSATION FOR TOWN CLERK

COST: XX NO COST: \_\_\_\_\_ COST ESTIMATE: 1.5% increase of FY 15 wages

TEXT: To determine whether the town will vote to fix the salary and compensation of the elected Town Clerk, to be effective 7/1/15, which salary and compensation is printed below.

FY 15 \$68,100

FY 16 \$69,122

COMMENTS:

PROS:

CONS:

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

Mark Lanza Approval \_\_\_\_\_ DATE \_\_\_\_\_

**ARTICLE FOR ANNUAL TOWN MEETING**

SPONSOR: Board of Selectmen DATE RECEIVED: December 8, 2014

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
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COMMENTS:

PROS:

CONS:

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

**ARTICLE FOR 2015 ANNUAL TOWN MEETING**

SPONSOR Board of Selectmen DATE REC'D 12/ /14

TITLE CHANGE DEADLINE FOR SUBMISSION OF WARRANT ARTICLES  
BY PETITIONERS

CONTACT PERSON Nan Balmer, Town Admin'r

TELEPHONE (508) 358-3620

BOARD VOTE \_\_\_\_\_ DATE OF VOTE 1/5/2014

COST N/A NO COST X COST ESTIMATE AVAILABLE ON N/A

TEXT:

**ARTICLE \_\_\_\_\_: CHANGE DEADLINE FOR SUBMISSION OF WARRANT  
ARTICLES BY PETITIONERS**

*Proposed by: Board of Selectmen*

*Estimated Cost: None*

To determine whether the Town will vote to amend Article I, Section 36-3 of the Code of the Town of Wayland by changing the date for the submission of warrant articles by petitioners for the annual town meeting from on or before January 15 or such earlier time as may be fixed by the Board of Selectmen and, for special town meetings, on or before the date fixed by the Selectmen for closing of the warrant for such meeting to on or before \_\_\_\_\_ for the annual town meeting and on or before \_\_\_\_\_ for special town meetings.

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

DATE 1/ /2014



**ARTICLE FOR 2015 ANNUAL TOWN MEETING**

SPONSOR Board of Selectmen DATE REC'D 12/ /14

TITLE TRANSFER DUDLEY WOODS PARCELS FOR PASSIVE RECREATION

CONTACT PERSON Nan Balmer, Town Admin'r

TELEPHONE (508) 358-3620

BOARD VOTE \_\_\_\_\_

DATE OF VOTE 1/5/2014

COST N/A NO COST X COST ESTIMATE AVAILABLE ON N/A

TEXT:

**ARTICLE \_\_\_\_\_ : TRANSFER DUDLEY WOODS PARCELS FOR PASSIVE RECREATION**

*Proposed by: Board of Selectmen*

*Estimated Cost: None*

To determine whether the Town will vote to authorize the Board of Selectmen, with approval of Town Counsel as to form, to transfer the care, custody, management and control of the parcels of land on Pond Drive in Wayland, Massachusetts, being part of the area known as "Dudley Woods" and shown as Parcels 47B-055A and 47B-056G on the plan entitled "Plan of Land in Wayland, Massachusetts Prepared for Doran Road-Dudley Pond Comprehensive Feasibility Study" dated September 30, 2010, prepared by the Town of Wayland, Town Surveyors Office which parcels of land are shown in Appendix   , to the Recreation Commission for passive recreation purposes.

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

DATE 1/ /2014

**ARTICLE FOR 2015 ANNUAL TOWN MEETING**

SPONSOR Board of Selectmen/Cons. Comm. DATE REC'D 12/ /14

TITLE ACQUIRE OPEN SPACE PARCEL IN SAGE HILL SUBDIVISION

CONTACT PERSON Brian Monahan, Cons. Admin'r

TELEPHONE (508) 358-36

BOARD VOTE \_\_\_\_\_

DATE OF VOTE 1/5/2014

COST \$1.00 NO COST\_\_\_ COST ESTIMATE AVAILABLE ON N/A

TEXT:

**ARTICLE \_\_\_\_\_ : ACQUIRE OPEN SPACE PARCEL IN SAGE HILL  
SUBDIVISION**

*Proposed by: Board of Selectmen*

*Estimated Cost: \$1.00*

To determine whether the Town will vote to:

- a.) authorize the Board of Selectmen, with approval of Town Counsel as to form, to acquire by purchase, gift, eminent domain or otherwise, for conservation purposes, the fee in the parcel of land located on Concord Road and Bow Road in Wayland, Massachusetts containing 3.51 acres of land, more or less, being shown as "Open Space" on a plan of land entitled "Definitive Subdivision Plan of 'Sage Hill' in Wayland, MA", dated February 26, 2010, prepared by Thomas Land Surveyors, and recorded with the Middlesex South Registry of Deeds as Plan No. 379 of 2010, a copy of which plan is on file in the Office of the Town Clerk;
- b.) appropriate \$1.00 to be expended by the Board of Selectmen for the acquisition of said parcel of land; and
- c.) determine whether said appropriation shall be provided by taxation, transfer from unappropriated available funds, transfer from available funds appropriated for other purposes, by borrowing, or otherwise.

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

DATE 1/ /2014

ARTICLE FOR 2015 ANNUAL TOWN MEETING

SPONSOR Board of Public Works DATE REC'D 12/ /14

TITLE LAND AND EASEMENTS ACQUISITIONS FOR ROUTES 30 AND 27  
INTERSECTION IMPROVEMENTS

CONTACT PERSON Stephen Kadlik, DPW Director

TELEPHONE (508) 358-36

BOARD VOTE \_\_\_\_\_ DATE OF VOTE 1/5/2014

COST \$100.00 NO COST\_\_\_ COST ESTIMATE AVAILABLE ON N/A

TEXT:

ARTICLE \_\_\_\_: LAND AND EASEMENTS ACQUISITIONS FOR ROUTES 30 AND 27  
INTERSECTION IMPROVEMENTS

*Proposed by: Board of Public Works Estimated Cost: \$100.00*

To determine whether the Town will vote to:

a.) authorize the Board of Selectmen, with approval of Town Counsel as to form, acquire by purchase, gift, eminent domain or otherwise, for roadway and utility purposes, the fee or any lesser interests in the parcels of land located at and near the Route 30-27 Intersection as shown on the plan entitled "COMMONWEALTH ROAD & MAIN STREET INTERSECTION IMPROVEMENTS MASSDOT PROJECT #601579 - WAYLAND, MARIGHT-OF-WAY PLANS", dated November 25, 2014, prepared by TEC, Inc., a reduced of copy of which plans are attached to this warrant as Appendix \_\_\_\_ and filed in the office of the Town Clerk.

a.) appropriate \$100.00 to be expended by the Board of Selectmen for the acquisition of said parcels of land or lesser interests therein; and

b.) determine whether said appropriation shall be provided by taxation, transfer from unappropriated available funds, transfer from available funds appropriated for other purposes, by borrowing, or otherwise.

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

DATE 1/ /2014

**ARTICLE FOR 2015 ANNUAL TOWN MEETING**

SPONSOR Board of Selectmen DATE REC'D 12/ /14

TITLE ACCEPT VALOR ACT PROVISION TO ESTABLISH VETERANS'  
PROPERTY TAX WORKOFF PROGRAM

CONTACT PERSON Nan Balmer, Town Admin'r

TELEPHONE (508) 358-3620

BOARD VOTE \_\_\_\_\_ DATE OF VOTE 1/5/2014

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

TEXT:

**ARTICLE \_\_\_\_\_ : ACCEPT VALOR ACT PROVISIONS TO ESTABLISH VETERANS'**  
**PROPERTY TAX WORKOFF PROGRAM**

*Proposed by: Board of Selectmen Estimated Cost: \_\_\_\_\_*

To determine whether the Town will vote to a.) accept the provisions of Massachusetts General Laws Chapter 59, Section 5N to establish a real property tax work off program for veterans; and b.) adjust the exemption said Section 5N by: (i) allowing an approved representative for persons physically unable to provide volunteer services to the town; or (ii) allowing the maximum reduction of the real property tax bill to be based on 125 volunteer service hours in a given tax year, rather than \$1,000.

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

DATE 1/ /2014

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**ARTICLE 29: WITHDRAW FROM MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT**

*Proposed by: Board of Selectmen*

To determine whether the Town will vote rescind its acceptance of Massachusetts General Laws Chapter 71, Sections 16 through 16I inclusive to establish a regional vocational technical school district with the Towns of Arlington, Belmont, Concord and Lexington, and such of the Towns of Acton, Boxborough, Carlisle, Lincoln, Sudbury, Stow and Weston, which voted to accept said sections, and the construction, maintenance and operation of a regional school by said district in accordance with a proposed agreement filed with the Board of Selectmen and to take all other actions necessary to withdraw from said district.

**FINANCE COMMITTEE COMMENTS:** Wayland is one of 16 school districts belonging to the Minuteman Regional Vocation School, (Minuteman) which was established in 1971 in accordance with MGL Chapter 71, Section 14(B).

This article contemplates the Town withdrawing from Minuteman.

At the time the Warrant went to print, the Finance Committee had not completed its article research or comments. They will be posted online on the Town's website when completed and available at Annual Town Meeting.

**FINANCE COMMITTEE RECOMMENDATION:** The Finance Committee defers a recommendation until Town Meeting. Vote: 7-0.

**QUANTUM OF VOTE:** Majority - see Massachusetts General Laws Chapter 71, Section 15.

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**ARTICLE 30: AMENDMENTS TO THE DISTRICT AGREEMENT OF THE MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT**

*Proposed by: Board of Selectmen*

To determine if the Town will vote, consistent with Section VII of the existing "Agreement With Respect to the Establishment of a Technical and Vocational Regional School District" for the Minuteman Regional Vocational School District, to accept the amendments to said Agreement which have been initiated and approved by a majority of the Regional School Committee and which have been submitted to the Board of Selectmen of each member town prior to its vote on this article.

**FINANCE COMMITTEE COMMENTS:** The Minuteman School Committee requested this article be included in the 16 member towns' Town Meetings. The article contemplates an amendment to the district agreements of the Minuteman Regional Vocational School District (Minuteman).

At the time the Warrant went to print, the Finance Committee had not completed its article comments. They will be posted online on the Town's website when completed and available at Annual Town Meeting.

**FINANCE COMMITTEE RECOMMENDATION:** The Finance Committee defers a recommendation until Town Meeting. Vote: 7-0.

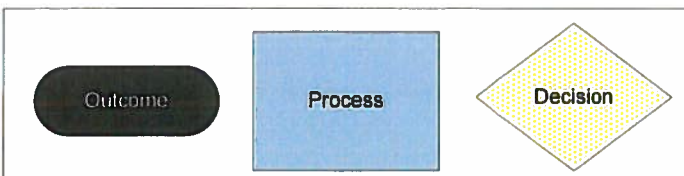
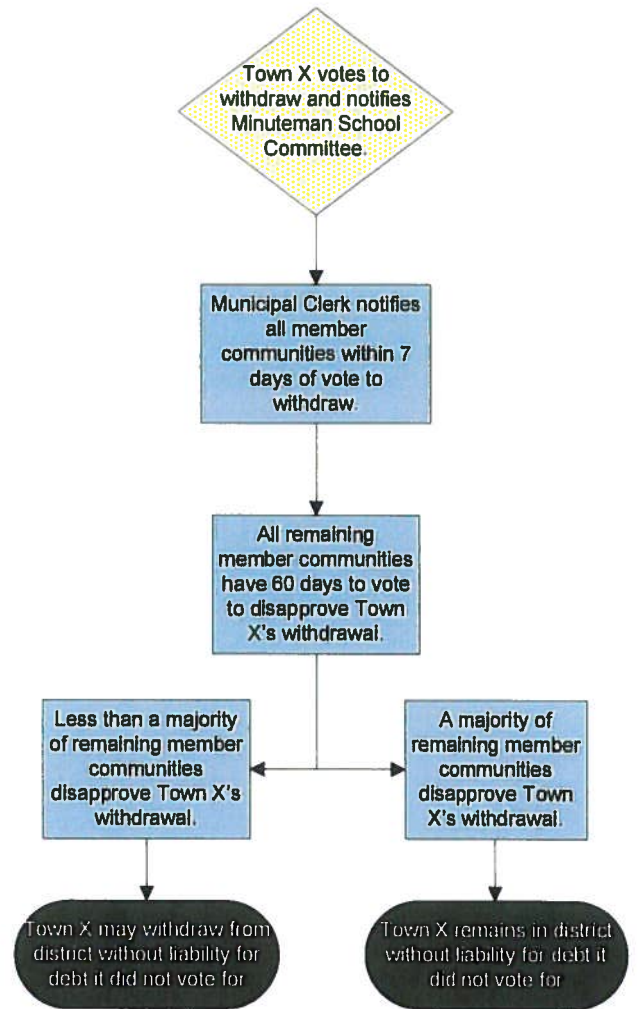
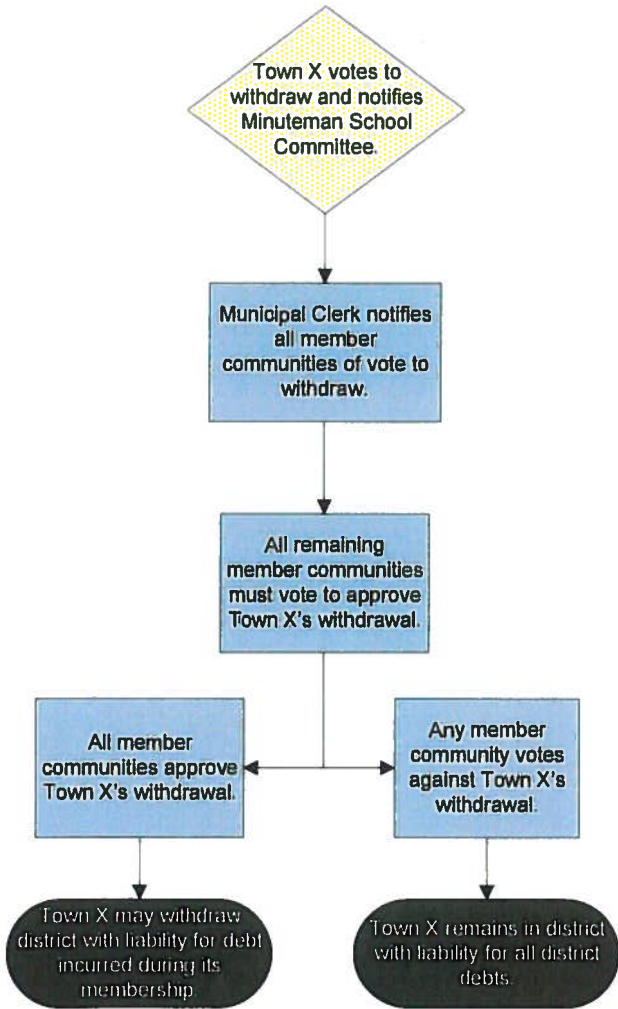
**QUANTUM OF VOTE:** Majority.  
*rts at Appendix M.*



# Withdrawal Under Current and New Regional Agreements

## Under the Current Agreement

## Under the New Agreement



Under both the current and new agreements the Commissioner of Education's approval is required for a community to withdraw from the District.



## Point - By - Point Comparison

Subject	Current Agreement	Proposed Agreement
<b>Annual Assessment</b>	Based on most recent year's enrollment share.	Based on 4-year rolling average enrollment share.
<b>Capital Costs</b>	Based on most recent year's enrollment share.	Each member community pays base 1% of yearly total. 50% is based on 4-year rolling average enrollment share and remainder considers certain factors used in calculating Chapter 70 state aid to education along with enrollment.
<b>School Committee Votes</b>	Each member town has one vote for all questions.	Weighted votes based on 4-year rolling average enrollment share. Incurring debt is specifically excepted and would require approval by 2/3 of all school committee members regardless of enrollment share or actual attendance at meeting.
<b>Admission of New Members</b>	New member would carry full share of capital costs from day one. Current language does not account for admission of a city.	School Committee could negotiate gradual 4-year "buy-in", subject to approval by all of the existing member communities. Language contemplates membership by city.
<b>Withdrawal of Members</b>	Requires approval by all other member communities and the exiting member remains liable for a share of all debt approved while a member, even if its own residents voted against authorizing that debt.	Could occur unless disapproved by a majority of other members. Qualified students could still be accepted on a space-available, tuition basis. IF withdrawal is properly pursued following a District-wide election that authorizes new debt, the subject community would not be liable for a share of the debt that its own voters disapproved in that election.
<b>Contribution to Capital Costs</b>	Current agreement is silent on this point.	Must be applied to reduce capital assessments to members.
<b>Authorization for New Debt</b>	As this is not specified in the current agreement, either of two routes may be followed at the School Committee's option under applicable state law. The method involving town meeting votes, whereby a single community has the power to block borrowing, has historically been used by the District.	Specifies that the current method must be pursued first, however, if rejected by one or more communities, the School Committee would then be permitted (but would not be required) to initiate a second attempt with a District-wide election. In this case, the aggregate vote would determine the outcome.
<b>Amendments</b>	May be initiated by majority vote of the School Committee (or by petition as allowed by law) and requires approval by all member communities.	May be initiated by a 3/4 vote of the School Committee (or by petition as allowed by law). The current requirement for approval by all member communities is unchanged.

*Commissioner's approval applies when required by law.*



Minuteman Regional High School  
Proposal - Calculation of Weighted Voting

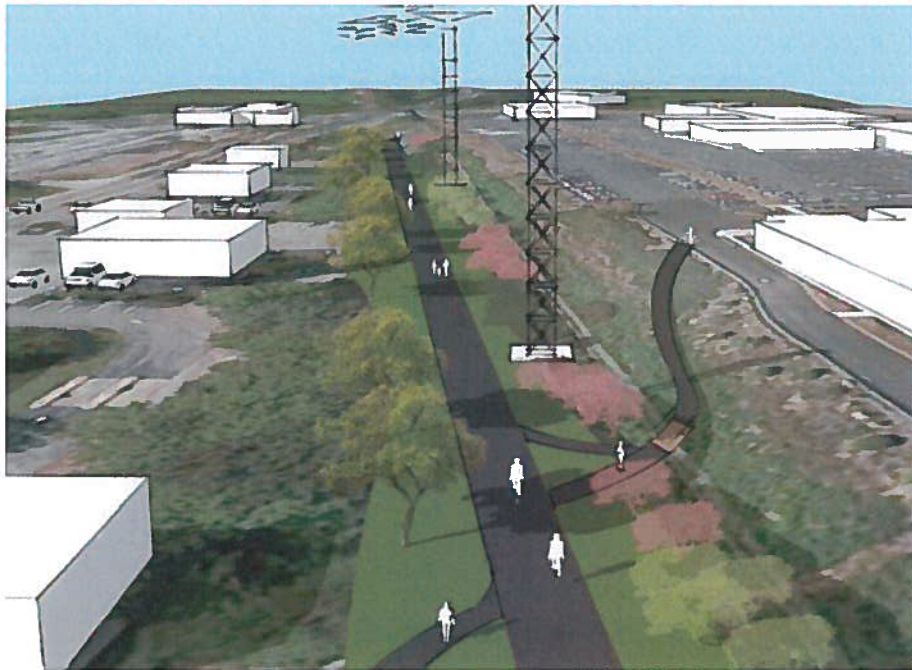
Weighted Vote by Community - Based on 4 year Rolling Average						
	Enrollment Count as of October 2013	Enrollment Count as of October 2012	Enrollment Count as of October 2011	Enrollment Count as of October 2010	Total Enrollment Based on 4 Year Rolling Average	Weighted Vote Percent
Arlington	153	125	123	102	125.8	33.03%
Lexington	47	53	54	62.5	54.1	14.22%
Belmont	30	31	37	37	33.8	8.86%
Needham	34	27	31	24	29.0	7.62%
Stow	22	25	20	29	24.0	6.30%
Acton	25	20	25	23	23.3	6.11%
Lancaster	26	22	18	21	21.8	5.71%
Sudbury	19	15	11	13	14.5	3.81%
Concord	7	7	15	20	12.3	3.22%
Bolton	11	9	10	9	9.8	2.56%
Wayland	7.5	8.5	8.5	11	8.9	2.33%
Carlisle	12	9	7	5	8.3	2.17%
Boxborough	4	5	7	12	7.0	1.84%
Lincoln	5	4	3	3	3.8	0.98%
Weston	4	3	3	3	3.3	0.85%
Dover	1	2	2	1	1.5	0.39%
<b>Total</b>	<b>407.5</b>	<b>365.5</b>	<b>374.5</b>	<b>375.5</b>	<b>380.8</b>	<b>100%</b>

Allocation of Vote				
Weighted Vote Percent	50% Weighted Vote Share	50% Equal Member Vote	Total Member Vote	
33.03%	16.51%	3.13%	19.64%	
14.22%	7.11%	3.13%	10.23%	
8.86%	4.43%	3.13%	7.56%	
7.62%	3.81%	3.13%	6.93%	
6.30%	3.15%	3.13%	6.28%	
6.11%	3.05%	3.13%	6.18%	
5.71%	2.86%	3.13%	5.98%	
3.81%	1.90%	3.13%	5.03%	
3.22%	1.61%	3.13%	4.73%	
2.56%	1.28%	3.13%	4.41%	
2.33%	1.17%	3.13%	4.29%	
2.17%	1.08%	3.13%	4.21%	
1.84%	0.92%	3.13%	4.04%	
0.98%	0.49%	3.13%	3.62%	
0.85%	0.43%	3.13%	3.55%	
0.39%	0.20%	3.13%	3.32%	
<b>100%</b>	<b>50%</b>	<b>50%</b>	<b>100%</b>	





## Wayland Rail Trail Project Application for the CPC



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2. Project Action Plan and Timeline
3. Anticipated Project Cost
4. Other Funding Sources
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7. Relevance to the Community:
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9. Supporting documents:

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Exhibit B – MassDOT/DCR Preliminary Cost Estimates

Exhibit C - Bicycle Trail Gift

Exhibit D - CPA Feasibility funds for Rail-to-Trail

Exhibit E - Wayland Town Master Plan (excerpt)

Exhibit F - Rail Road Interpretive Site Recommendations

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## 1. Scope or Concept of Project

This application is a request for funds to convert an industrial use property into three mile long recreational path that crosses Wayland. (See Exhibit A for delineation detail)

The DCR has leased from the MBTA a twenty three mile rail corridor missioned to develop a ten to twelve foot wide, hard surface multi-use trail referred to as the "Wayside Trail". DCR has the mission, but does not have funding to build the twenty three mile hard surface trail.

The DCR is looking to partner the towns, the federal and state governments and friends groups in a partnership based development approach. This approach recognizes:

- A federally funded MASSDOT Wayside trail is estimated to cost of \$30,000,000. For Wayland's piece it would be \$4,300,000 or about \$1,400,000 a mile. The Time frame is uncertain, it could take twenty years or more before a twenty three mile hard surface multi-use trail could be funded and built. (See Exhibit B)
- Wayland working within DCR guidelines and within the towns permitting bylaws this rail corridor will become rail trail, built in the next year or two for much less. Estimated cost \$671,200 for three miles in Wayland or about \$220,000 a mile.
- Most of the Wayside trail has an active and growing use of the informal recreational path.

Wayland will permit thru DCR to build our section of the Wayside Trail:

Leverage the remaining \$25,000 of CPA feasibility funds being used to integrate with the future Railroad Interpretive Site, evaluation of the existing bridge and conservation permits

Leverage CPA and private funds (\$290,000) to engage an engineering firm and hire a contractor who would remove the tracks and ties and apply a hard pack stone dust material according to [The Department of Environmental Managements \(DEM's\) Best Management Practices](#), [DCR trail guidelines](#) and Wayland Bylaws.

### Extent of Work

For Wayland's Three miles the DCR lease is 19 feet wide, 9.5 feet from center of the main track, with a few deviations at intersections and to preserve a section of tracks in the Historic District. Once funding is secured Wayland will engage an engineering firm and contractor who would remove the tracks and ties and salvage, recycle or dispose of them properly. A 10 foot wide aggregate path would put down to cap the existing residual contamination from the operation of the rail line. The contractor would follow DEM's Best Management Practices for rail trails.

Wayland will continue to work with the Conservation Commission and Historic District Commission for appropriate permits for sections in their jurisdiction. It would be Wayland's responsibility to maintain and police the trail.

## 2. Project Action Plan and Timeline

<b>Project Plan</b>	<b>Timeline</b>
CPC Approval	Jan 7th
Public Meetings	Jan - April
Town Meeting Approval	April
Conservation Permit	Jan - May
RFP for Town Center Section	March
Construction of Town Center Section	May - June
RFP for Remaining 2.5 Miles	May
Construction of Remaining 2.5 Miles	July- Dec

**3. Anticipated Project Cost - \$671,200**

Total Anticipated Project Cost for the design and building of a three mile trail is \$671,200

**4. Other Funding Sources - \$290,000**

- Bicycle Trail Gift of \$250,000 from Town Center Developer should be available in the spring (See Exhibit C)
- CPA funds approved for the Rail Trail Study - \$25,000. (See Exhibit D)
- Hidden Spring planning board condition, planning board and developer need to reach agreement on use of the funds \$40,000.

**5. CPA Funding Request amount - \$381,200**

**6. Budget Justification: Explanation for why each type of expense is needed.**

These estimated costs reflect the conditions, standards and specifications provided and anticipated from the DCR and the town of Wayland.

<b>Wayland Rail Trail Cost Estimate</b>		<b>Comments</b>	
1	Project Management	\$10,000	Ensure guidelines are followed
2	Wetland Delineation and Mapping, NOI, Public Hearings Drainage Drawings & Erosion	\$32,300	Conservation permitting
3	Controls	\$50,000	Conservation permitting
4	ADA Details and Road Crossings	\$27,500	Build with DCR guidelines
5	Rail and Tie Removal	\$0	Cost of steel will cover removal of tracks
6	Embankment Grading & Capping	\$53,600	For proper drainage, correct problem areas
7	Stone Dust and Stabilizer in Place	\$105,600	Aggregate and Stone Material
8	Survey Layout	\$19,200	GIS drawings
9	Bridge Repair*	\$50,000	Current estimate - to be updated
10	Bridge Decking	\$30,000	118 foot Sudbury River Bridge
11	Fencing	\$15,000	Fencing were necessary
12	Town Center Section	\$250,000	Remaining funds used for Interpretive Site.
13	Contingency	\$28,000	
	<b>Total Cost for Aggregate/Stone Dust Trail</b>	<b>\$671,200</b>	
	Private Funding Sources	\$290,000	43%
	<b>Requested CPC Funds</b>	<b>\$381,200</b>	<b>57%</b>
	Asphalt Pavement option	\$462,000	
	Remove Stone Dust Material Cost	-\$105,600	
	<b>Paved Total</b>	<b>\$1,027,600</b>	
	Private Funding Sources	\$290,000	28%
	<b>Required CPC Funds for Paved Trail</b>	<b>\$737,600</b>	<b>72%</b>

\*In rail trail development bridges can be a very large part of the cost. . DCR has done a preliminary evaluation of the all bridges on the Wayside Trail. The initial estimate was \$122,500 to rehabilitate and install timber decking and railings. We are using CPA funds to do a further assessment of the Sudbury River Bridge and the final estimate will be provided to the CPC prior to their January 7<sup>th</sup> meeting.

**7. Relevance to the Community:**

What Wayland Resident's say in a Petition supporting the rail trail:

**Wayland Residents Rail Trail  
Petition Summary**

Petition: We, the undersigned, support the Friends of the Wayland Rail Trail and their efforts to secure funding and other resources to create a rail trail on the abandoned Mass Central Rail Line in Wayland. We believe the rail trail will preserve open space and create a new recreational asset connecting residential areas, commercial districts, historic sites, conservation land and established recreational facilities for the betterment of the town

**Resident's Comments on the Rail Trail Relevance for them**

First Name	Last Name	Sample comments from Wayland petition signers
Anne	Bell	We live very near the proposed Wayland Rail Trail. It would be wonderful to jog and bike along a safe trail instead of in the middle of the commuter traffic on the street. I've ridden on the Hudson section of the trail and love it. I voted at the Town Meeting for the rail trail years ago. <b>What's holding things up? Please help.</b>
Ann	Landry	This rail trail would be so good for our town! Finally a safe place to walk/ride a bike, to enjoy the benefits of exercise and to have a lot of family fun.
James	Haber	<b>This is an unprecedented opportunity to develop a major community resource. I still have the dream that Weston will join up and make a Waltham to Bolton connection, but even just through Wayland is a great opportunity.</b>
Madeline	Leone	The Rail Trail would be a great recreational and conservation asset to the Town of Wayland.
Donald	Hindley	Simply: a wondrous resource for the town.
Beth	Cliff	Rail trails are an excellent reuse of public property, and allow our children an opportunity to get around (bike, foot) in a way that is both healthy and allows them to enjoy a different, natural setting. Same holds for us adults as well.
Jill	Ellison	Our town needs a trail for recreational opportunities for all seasons as well as great way to see neighbors and friends around town and off road.
Bryan	Roi	<b>Our house abuts the rail and we would love to be able to use that trail more often to walk in and out of town/ride bikes, etc. This would be of great value to the town</b>
Bill and Karen and Cody	Talentino	<b>One of the best aspects of Wayland is the ability to make use of open space.</b> As we lose some of the space to development, we need to keep working to find new ways to offer open space to residents and visitors. The Rail trail works well in other towns; we need to get on board!
Robert	Dugan	<b>My family would really enjoy walking on a rail trail here in Wayland. We visit the library at least once per week and would add the rail trail to that visit!</b>

Nancy	Wind	It will be the best use of that land in a long time. We all need to develop a healthier lifestyle and spend more recreational time outdoors. This will enable us to do so in our own town as well as neighboring ones.
Paul	Bourget	It will be a great asset to the town and a safe place for our kids to ride their bicycles.
Suzanne	Stimpson	I'm in support of any activity that will bring families and friends together for exercise. It is an excellent use of the land and will preserve it for future generations. How many of you have biked on the Cape or the Minuteman? Isn't is a fun experience?
Elizabeth	Knourenko	I would LOVE to have a rail trail to ride on, especially with young kids where we can all feel safe.
Sharon	Desmond	<b>I would like to see Wayland use funds from the CPA to help support this venture, as the rail trail will help to preserve the town of Wayland and it's history.</b>
Stephen T.	Creavin	I would agree with a previous comment noting that having a rail trail in Wayland would be a great asset for recreation and in preserving the natural open space in our town.
James	Cerrato	Having a rail trail in Wayland would be a great asset for recreation and preserve the natural open spaces in our town.

There was 241 Wayland Petition Signatures. 103 Wayland residents commented and they fell into several categories:

- 54% Enjoy outdoor recreation locally
- 40% Improves the Community
- 36% Value to the town
- 20% Safety from automobiles

From the Petitions - excerpts, words and comments:

**Outdoor Recreation:** Walk and bike, jog, family fun, wonderful opportunity for outdoor exercise, safe and healthy space, active recreation, much enjoyment, beautiful surroundings, more recreational time outdoors, promotes family outings, bike thru Great Meadows.

**Improves the Community:** Vital link to center of Wayland, benefits the whole community, excellent reuse of public space, bike to neighboring towns, community building resource, open space, connecting our communities, creates more of a community, bike to the library, walk to Claypit Hill school

**Value to the town:** Benefit Wayland for years and years, important improvement, great recreation and conservation asset, increase property values, wondrous resource, preserve Waylands history, huge positive for our community

**Safety from automobiles:** Few sidewalks in Wayland, ride safely in our town, bike on a safe trail, Wayland roads are dangerous for kids on bikes, safe place to walk, kids can feel safe, dangerous local roads

Link to all petition signers and comments: <http://www.thepetitionsite.com/1/WaylandRailTrail/>

Where Wayland Residents would go:

Wayland has some great conservation lands and open space that are destinations in themselves. Unfortunately, most we need to drive to, precious few of them are integrated in the fabric of our daily activities. With the rail trail we have the best of both worlds, a great destination that can be integrated to many people's regular routines: School, the library, a friend's house, shopping etc. In addition to being a safe and scenic recreational asset itself, the rail corridor provides important open space links with in our community for walkers, bikers and equestrians. This will be especially welcomed by bikers since there is no off road trail biking allowed in Wayland.

Type	Wayland Destinations using the Rail Trail
Public	Claypit Hill Elementary School Wayland Public Library Wayland Town Building Public Safety Buildings Senior Center Wayland Landfill
Recreation	Conservation lands - Mill Pond, Cow Commons, Rowan Hills and Hidden Springs Jericho Woods, Hidden Springs, Michael Road Parcel, Historic District - Grout Heard House, future Rail Road Interpretive Site, Wayland Depot. Art King ball Fields, Sudbury River/boat launch, Great Meadows National Wildlife Refuge
Business and Services in Town Center	Wayland Town Center - Post office, Wholefoods, Stop&Shop, Russell's Garden Center, CVS pharmacy, convenient store, 7 restaurants, Veterinarian, 4 dentists, 3 Hair Salons, 3 Churches, 3 Banks, 2 pre-schools, eye doctor, chiropractor, and more..
Neighborhood's (directly connected to each other)	Coolidge Rd, Rich Valley, Spring Hill, Plainview, Rivers Edge, Plain Rd, Michael Rd, Nob Hill, Bow Rd,

What the town of Wayland says:

-The Wayland Town Master Plan recognizes the relevance of the rail trail to the community and has sought to establish a multi-use trail on the proposed MCRT through Wayland town center. (See Exhibit B)

**"5. Continue to work with the Massachusetts Bay Transportation Authority, surrounding communities, and rails-to-trails advocacy organizations to establish a multi-use path along the rail right-of-way through Wayland Center."**

- The Future Railroad Interpretive Site- This site will be a destination on the proposed MCRT in Wayland town center. (See Exhibit G)



## **8: How the project will meet goal of Open Space and Recreation**

The Wayland CPC can consider proposals that are eligible for CPA funding according to the requirements described in the CPA legislation. Through research in the Community Preservation Coalition database, it shows that over 45 "rail trail" projects have been funded, all are classified as Recreation and/or Open Space projects. A few were Historic.

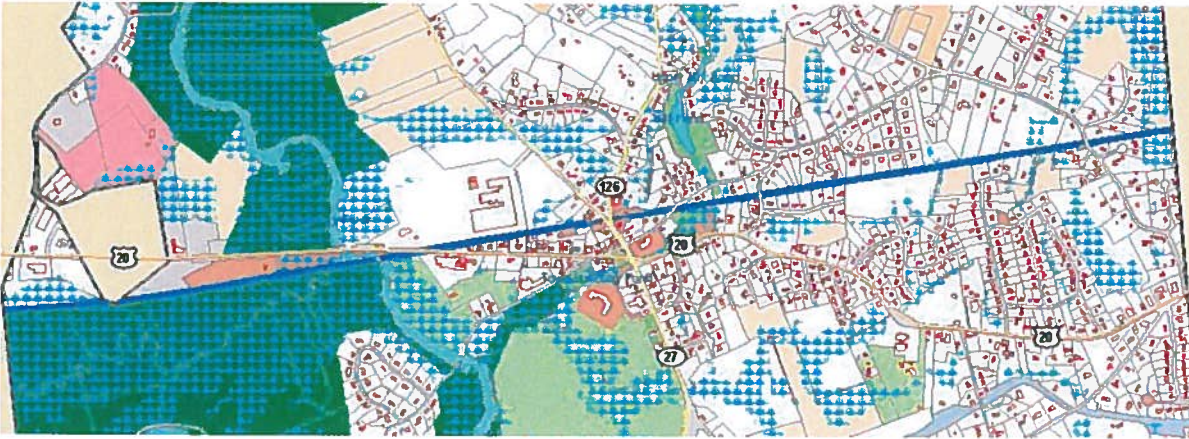
Our rail trail project could be eligible under following provisions:

- 1) Creation, rehabilitation of land for recreational use. The most obvious goal achieved will be the Recreational use. The CPC funds will aid the creation of the trail, will rehabilitate an abandoned and unsafe rail bed and enable us to walk or bike across the entire town without going along a road.
- 2) Creation, and preservation of open space. This is currently an industrial area, by building the trail we are establishing the recreational use of this open space. And providing connections to other open space opportunities.
- 3) Preservation of historic resources. In our permit with the Historic District Commission we have left intact several hundred feet of tracks. In addition, this trail will provide access to the future Railroad Interpretive Site.

9. Supporting documents:

## Exhibit A

### Delineation of Mass Central Corridor in Wayland - Overview



The Wayland section of the Wayside Trail (dark blue) cuts straight across the town traveling east/west. Starting at the Weston line it enters Wayland north of route 20 it passes through the town center, crosses Route 20 at Russell's Garden Center and continues about one mile into the Great Meadows National Wildlife Refuge to the Sudbury line.

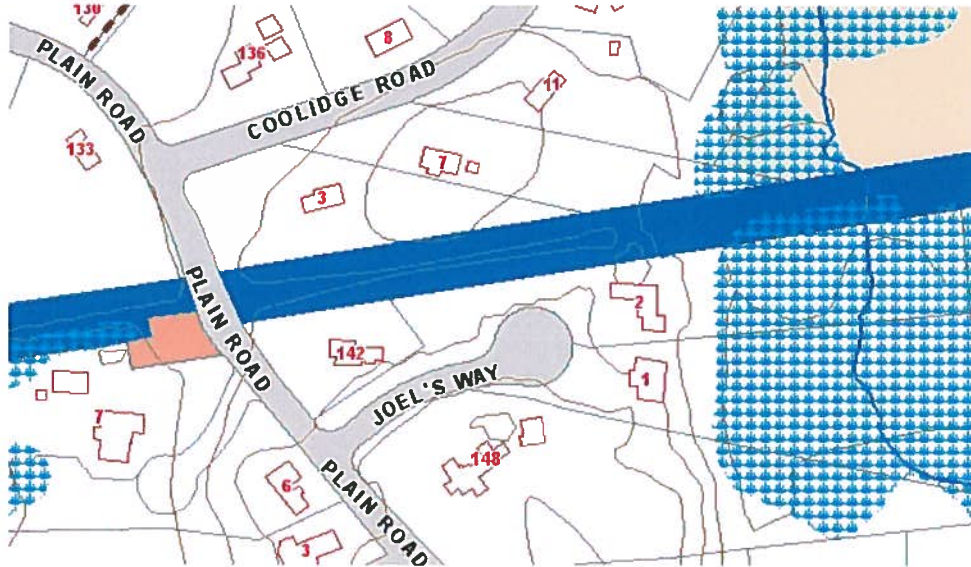
The corridor is three miles long and eighty feet wide, except west of Route 27 where it narrows to twenty five feet for one hundred feet. There are five at-grade road crossings and a one hundred foot wood railroad bridge over the Sudbury River. The tracks are in place, but have been removed from the road crossings. NSTAR has an easement with power lines running the full length of Wayland. The towers are on the south side of the tracks about every one hundred and fifty yards. Every few years NSTAR does a significant cutback of the trees to keep the power lines clear.

Much of the tracks and the corridor is "meadow like" in appearance because trees are not allowed to grow. Approximately, fifty residential properties abut the proposed Wayside Trail. A small number of these properties are situated close to the future rail trail with little natural obstruction.

To provide more definition, Wayland section of the Wayside trail has been divided into six sections, separated by the road crossings. A Wayland Geographic Information Systems (GIS) map is provided for each section. The map shows the rail corridor, roads, property boundaries, building locations, water and wetlands, conservation land, historic markers and details on the road crossings. Commentary is provided regarding potential at grade crossing improvements, current trail activity and the geography issues.

## Exhibit A continued

Weston Line to Plain Road. - Approximate distance .25 miles

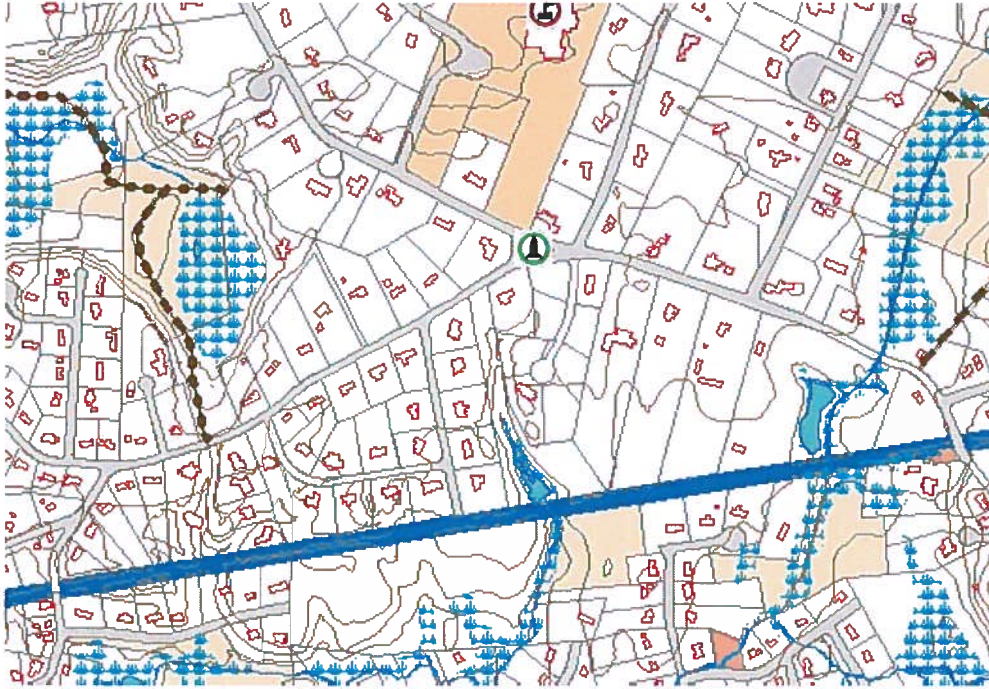


This is a short but active section of the informal path, used by equestrians, mountain bikes and walkers to access the Weston trails and points east. Coming east from the Weston Woods the first hundred yards is elevated above the wetlands. For about one hundred and fifty yards to Plain Road, the tracks go through a narrow gorge cut through stone. This area is a problem drainage area and is muddy in the spring and during heavy rains. The side swells need clearing to allow water to run off properly. The informal path is forced between the tracks to avoid wet conditions in the spring and fall. There are four abutters whose houses are close, but above the trail.



## Exhibit A Continued

### Plain Road Crossing to Glen Road. – Approximate distance .80 miles



The speed limit on Plain Road is 25 mph, and there is a broad turn occurring on the at-grade crossing which intersects the trail at a right angle. In 1997, hourly volume of two way traffic on a Saturday afternoon was 186 vehicles. In the summer there are temporary speed bumps installed to the north and south of this crossing to slow traffic down. There is also a small dirt open area on the west side of Plain Road, this was the location of the tower hill stop.

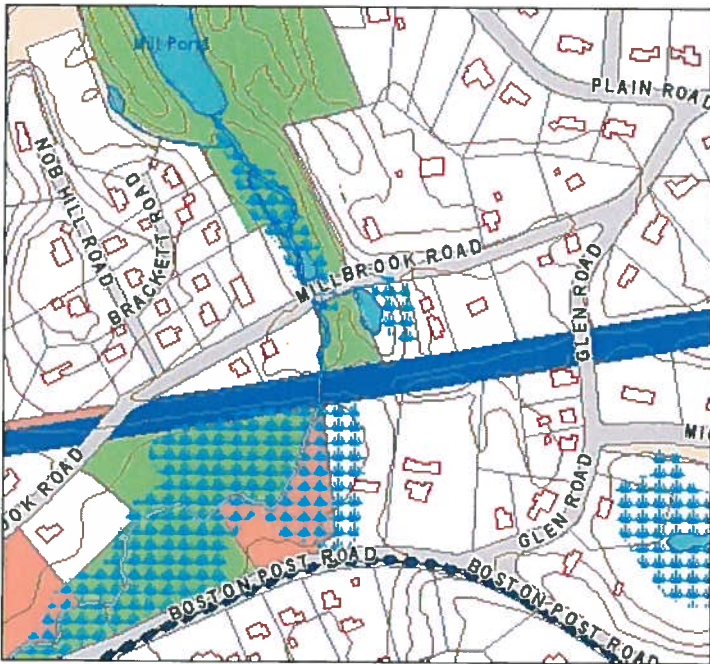
Likely at-grade crossing improvements to meet ASHTO standards:

- Vegetation cut back to improve line of sight for motorists and trail users
- Pedestrian crossing signs on Plain Road
- Painted cross walk
- Stop signs on the trail
- Bollards installed

The corridor crosses wetlands on both sides. Neighbors use this trail from several different informal access points to get to other neighbors, the library, town center and Claypit thru the corridor. The brook from Hidden Spring crosses under the trail, where there is significant erosion of the embankment and the existing trail is forced between the tracks, fill is needed to reinforce the bank. There is also a cattle crossing tunnel just east of Hidden Spring. For about .25 miles the rail line has six foot high banks on both sides of the tracks. This area is a wet area in the spring and during heavy rains. The side swells need clearing of leaves and overgrown brush to allow water to drain properly. The informal path goes up on the south bank. There are approximately thirty abutters.

## Exhibit A Continued

### Glen Road Crossing to Millbrook Road. – Approximate distance .2 miles



The speed limit is 20 mph on Glen Road and the road turns north of the at grade intersection which meets the trail at a right angle. In 1997, hourly volume of two way traffic on Saturday afternoon was 23. Of all the crossings, this is the least traveled road.

Likely at-grade crossing improvements to meet ASHTO standards:

- Vegetation cut back to improve line of sight for motorists and trail users
- Pedestrian crossing signs on Glen Road
- Painted cross walk
- Stop signs on the trail
- Bollards installed

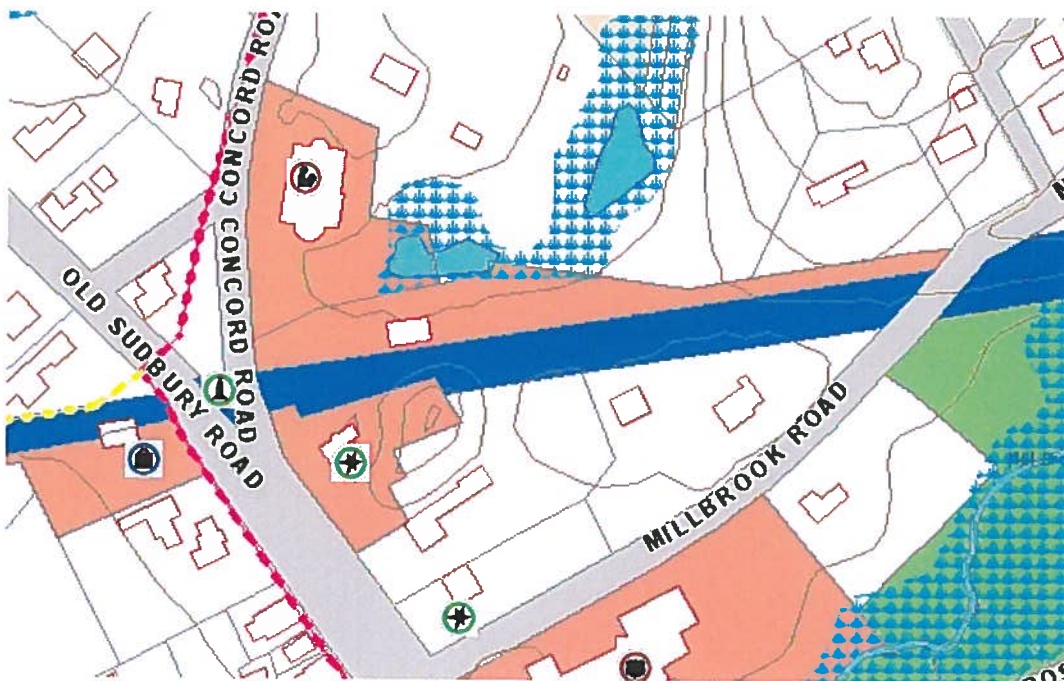
The elevated trail crosses over the Mill Brook and provides access to the Mill Pond and Lower Mill Brook. This is the furthest west in Wayland that the equestrians access the trail. Over Mill Brook there has been some erosion around to tracks and there is a steep bank on both sides, fill is needed to reinforce a short section of the bank. There are approximately ten abutters, several are close.

Note: There is regular use of the trail by equestrians east of Millbrook Road and that will continue when the rail trail is developed. In most sections the rail corridor is wide enough for the comfort of all users, equestrians will continue the use of the separate parallel path when possible. In the few

sections where the trail gets narrow and there is not room for a separate path we will widen the path as much as possible and share the trail.

### Exhibit A Continued

#### Millbrook Road Crossing to Route 27/126. – Approximate distance .20 mile



The speed limit on Millbrook Road is 30 mph, and there is a broad turn occurring on the at grade intersection at a 45 degree angle. In 1997, hourly volume of two way traffic on Saturday afternoon was 104 vehicles.

Likely at-grade crossing improvements to meet ASHTO standards:

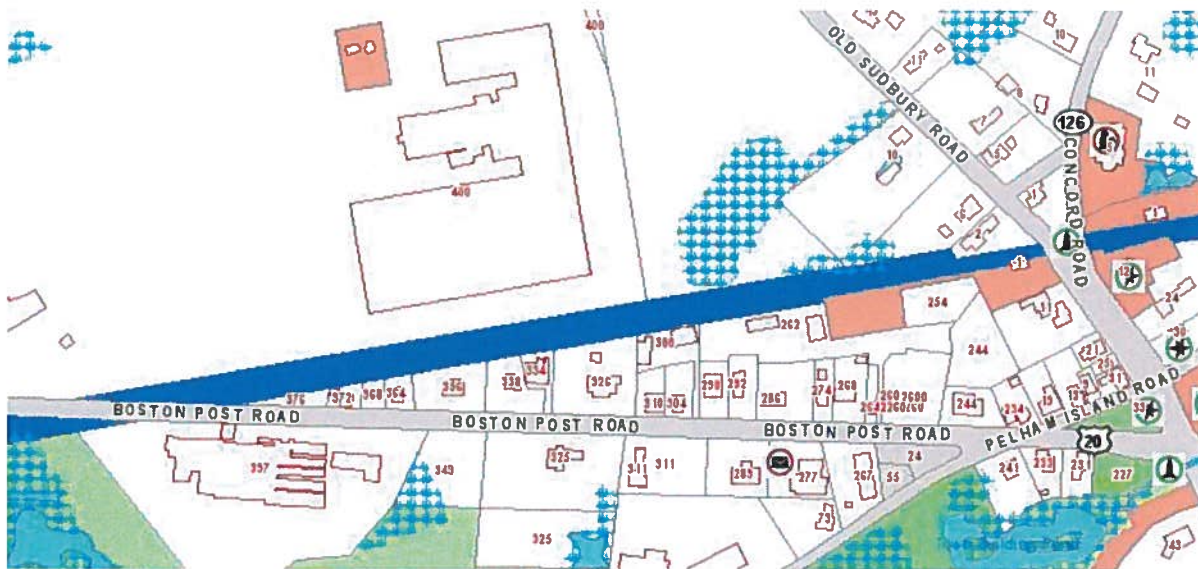
- Vegetation cut back to improve line of sight for motorists and trail users
- Pedestrian crossing signs on Millbrook Road.
- Painted cross walk
- Stop signs on the trail
- Bollards installed

The library, town center and Grout Heard House abut this section. There is an additional set of tracks on the north side that. The rail lines are not technically part of the Historic District the future Railroad Interpretive Site may extend to the Freight house. There are three abutters.



## Exhibit A Continued

### E) Route 27/126 Crossing to Route 20 – Approximate distance .5 miles



The speed limit on 126/27 is 25 mph and the trail meets at the fork in the road where 27 and 126 converge/diverge. In 1997, hourly volume of two way traffic on a Saturday afternoon was 890 vehicles. This is a complex intersection; there is dedicated pedestrian crossing lane, signs and a pedestrian crossing. This intersection was redesigned a couple years ago and should meet ASHTO standards.

Likely at-grade crossing improvements to meet ASHTO standards:

- Enhanced enforcement of stopping for pedestrians at cross walk
- Vegetation cut back to improve line of sight for motorists and trail users
- Stop signs on the trail
- Bollards installed

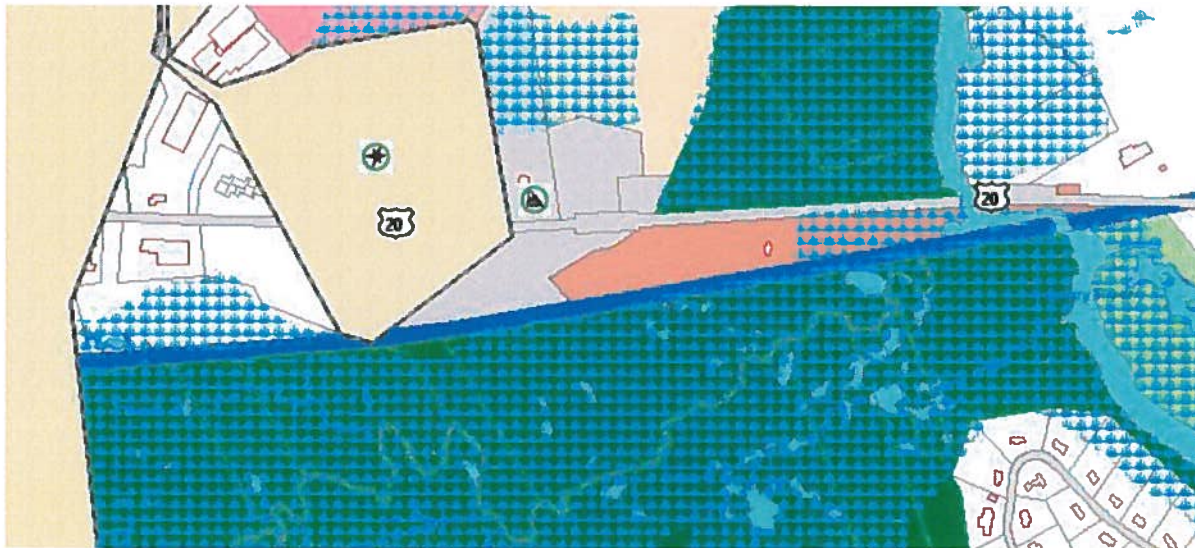
The Wayland Depot gift shop and parking lot, train turnstile, water tower and old train repair building foundations will be highlights of the future Rail Road Interpretive Site. There is potential direct access to the rear of several businesses on Route 20, an easement should be considered. The Town Center Development abuts the corridor to the north and has become a popular destination for walkers and bikers. The trail will need some realignment to move past the Historic

District to accommodate keeping the tracks. Additional realignment will be need to connect the trail to new Route 20 pedestrian crossing. A small brook passes thru a culvert beneath the tracks. The Bay Circuit Trail proposed route enters the rail corridor here to connect to Sudbury. There are about six residential abutters three with houses close to the corridor.

Note: Public parking is available from the Wayland Town Building parking lot. Most people would likely ride or walk from their homes to the trail. The Wayland Depot at the intersection of Route 126 and 27 has a large parking lot. The Depot is closed in the summer, which would be the time of peak trail use. The Town Center Development has ample parking spaces for their development and supplemental parking for the rail trail.

### Exhibit A Continued

#### F) Route 20 Crossing to Sudbury line – approximate distance 1.05 miles



The speed limit on Route 20 is 35 mph traveling west and 25 mph travelling east. The trail will join the existing sidewalk on both sides of the street. In 1997, hourly volume of two way traffic on Saturday afternoon was 1,387 vehicles. This intersection was redesigned a couple years ago and should meet ASHTO standards.

Likely at-grade crossing improvements to meet ASHTO standards:

- Stop signs on the trail
- Bollard's installed



The informal trail continues into the Great Meadows Wildlife Refuge, crossing the Sudbury River. There is a one hundred eighteen foot wooden bridge. The trail continues for approximately one mile to the Sudbury town line west of Richie and Clapper's. This section feels surprisingly remote given the proximity to Route 20 and offers great views the wetlands and to Pelham Island. Mass Wildlife's National Heritage and Endangered Species Program (NHESP) map shows this section to have Priority Habitats of Rare Species. There are no residential abutters.

## Exhibit B

### MassDot/DCR Cost Estimates

<http://www.mass.gov/eea/docs/dcr/projects/mcrt/mcrt-overview-and-guidelines-1114.pdf>

## Preliminary Cost Estimates

- Based of prices from similar MassDOT / DCR projects
- Berlin: \$2,355,000
- Bolton: \$ 69,800
- Hudson: \$8,151,000
- Stow: \$ 83,000
- Sudbury: \$5,678,000
- Wayland: \$4,306,000
- Weston: \$4,314,000
- Waltham: \$5,371,000

## Exhibit C

### Bike Path Funding

2009 Special Town Meeting Warrant

Wayland, Massachusetts

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Bicycle Trail Gift of \$250,000 which was to be paid upon the issuance of the first building permit will now be paid following the issuance of a certificate of occupancy for 50% of the gross floor area of Phase 2 of the retail component.

3. Pursuant to its offer, Developer will, following issuance of the first building permit for construction of a building in an MUP on the Property, donate the sum of \$250,000.00 pursuant to M.G.L.c. 44, §53A to fund Wayland's efforts to acquire in fee or by easement or license rights for, and to develop or improve a bicycle trail along the existing MBTA easement, adjacent to the Property, from Route 20 to Route 27, for use by the public. Any funds remaining in the account established for said gift at the completion of said bicycle trail may be used for the planning, design and construction of an historic railroad interpretive site within or along said portion of the MBTA easement. If Wayland does not acquire the necessary land, rights or license for and to develop or improve said bicycle trail within twenty four (24) months following issuance of the first building permit for construction of a building in an MUP on the Property, the unexpended balance of said gift of \$250,000.00 will be returned to Developer, after which Wayland will grant any licenses required for, and use best efforts to facilitate Developer's development or improvement of said bicycle trail.

Link to 2009 Town Meeting Warrant:

[http://www.wayland.ma.us/Pages/WaylandMA\\_Selectmen/2009STM.pdf](http://www.wayland.ma.us/Pages/WaylandMA_Selectmen/2009STM.pdf)

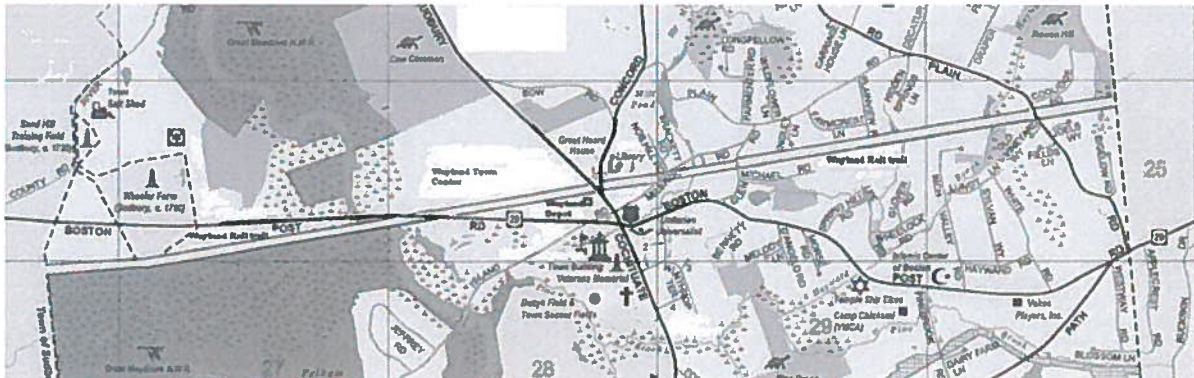
## Exhibit D

### CPA Funds

#### **ARTICLE 12: APPROPRIATE CPA FUNDS FOR DESIGN SERVICES FOR RAIL-TO-TRAIL**

Proposed by: Community Preservation Committee and Planning Board Estimated Cost: \$25,000 To determine whether the Town will vote to appropriate and transfer an amount up to \$25,000 from the open space account of the Community Preservation Fund for the purpose of engaging a professional engineering firm to provide a feasibility study to evaluate, among other things, environmental and engineering relating to a proposed Wayland Rail Trail extending for approximately three miles from the Weston town line to the Sudbury town line, provided that the Town receives confirmation of a lease of the MBTA railroad line to the Massachusetts Division of Conservation and Recreation (DCR) and written confirmation that DCR concurs with the planned use of the DCR leased land for said proposed rail trail; and to determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by funds received as grants from the Commonwealth or federal government, by borrowing, or otherwise.

**FINANCE COMMITTEE COMMENTS:** The Wayland rail trail will be a park and bike path accessible to all members of the public for recreation and commuting. The proposed 3-mile trail starts at the edge of the Weston Woods at the Rowan Hills Conservation Area, crosses Plain Road, passes by Mill Pond and the Wayland Library, goes behind the businesses on Route 20 to the proposed Town Center development, crosses Route 20 at Russell's Garden Center, and goes over the Sudbury River into the Great Meadows National Wildlife Refuge. In addition to being part of the Massachusetts Central Rail Trail (MCRT), the Wayland rail trail would also intersect with the proposed Bruce Freeman Rail Trail, which is expected to run for 25 miles from Framingham to Lowell, passing through Sudbury. A 6.8-mile portion of the Bruce Freeman trail was recently completed through Lowell, Chelmsford and Westford.



[http://www.wayland.ma.us/Pages/WaylandMA\\_Selectmen/2010ATM.pdf](http://www.wayland.ma.us/Pages/WaylandMA_Selectmen/2010ATM.pdf)

## Exhibit E

### Wayland Town Master Plan

#### 14.2 Trails and Outdoor Recreation

Wayland already offers numerous trails at the Town's various conservation areas as well as meandering foot paths along some of the Town's roads. This trail network is a wonderful resource for local residents, most of whom have at least one recreation trail within a mile of their home. However, the continued expansion of the Town's trail network and work to make these trails more accessible to residents is important. Five specific initiatives are suggested:

1. Examine the existing trail and circulation system.
2. As part of the development review process, seek permanent trail easements, parking, and linkages where appropriate. Identification of such linkages could be a required part of the Conservation Cluster Development planning process, which the Master Plan suggests be considered for any development of three or more units on five or more acres.
3. Continue to distribute and improve Wayland's Town-wide trails map to increase public knowledge and use of the Town's trails and open spaces. Also create a larger scale version of the map for planning purposes so as to highlight where gaps in the trail system exist and where key links could be made. With this information, volunteers can work with property owners whose land abut existing open space areas and trails to obtain permission to construct, maintain, or signpost trails through their property. Town boards can also use the map when reviewing development projects to determine whether the site contains a potential trail linkage, and if so, to request an easement.
4. Continue efforts to allow pedestrian access to the Weston and Hultman Aqueducts. These aqueducts provide an excellent opportunity to create long-distance walking trails and connect existing trails. While water quality concerns might preclude access to these aqueducts in the short term, the Town's continued collaboration with the Massachusetts Water Resources Authority to secure limited access to these areas (e.g., daytime access only) for the future and to address potential liability issues is important.

*Wayland Master Plan*

*Page 164*

*Wayland's Plan for the Future*

#### *Open Space and Recreation*

**5. Continue to work with the Massachusetts Bay Transportation Authority, surrounding communities, and rails-to-trails advocacy organizations to establish a multi-use path along the rail right-of-way through Wayland Center.** At the present time, Weston opposes creating the trail on that part of the right-of-way passing through Weston, but Wayland is not precluded from beginning work on the Town's part of the trail. The long-term vision for this corridor is a multi-use path similar in many respects to the Minuteman Bikeway—a regional asset for transportation, recreation, and even economic development.

## Exhibit F

### Master Plan for Wayland Railroad Interpretive Site March 2005

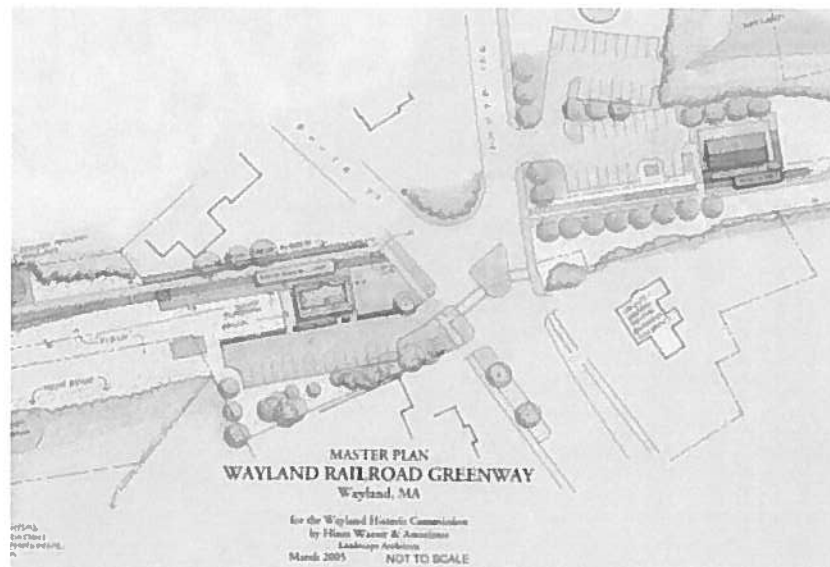
#### IV. Recommendations

##### Goals and Objectives

1. **PRESERVATION** - Preserve/maintain extant historic structures and archeological features associated with the historic railroad site.
2. **INTERPRETATION** - Develop the Railroad Interpretive Site as a connective thread within the community and as an important landmark for the town's history.
3. **BUILD ALLIANCES AND CONSENSUS** - Join with other town non-profit groups and organizations to assure that buildings and site have meaningful functions.
4. **RECREATION TRAIL AND ALTERNATIVE TRANSPORTATION CORRIDOR** - Develop an initial segment of passive recreation trail along the length of the corridor from Route 20 to Millbrook Road. Connect this trail with businesses along Route 20 and with the new Wayland Business Center at the former Raytheon site, as is feasible and permissible. Work with other rail trail groups to resolve legal obstacles to use of corridor and to learn from other precedents.
5. **MAINTENANCE** - Establish a low maintenance landscape treatment along the railroad corridor. Utilize native dry season/low nutrient species.

The goals described above provided a framework for developing the several alternative scenarios that explored how the site might be developed in the future. From the evaluation and refinement of these scenarios, the proposed master plan for the railroad interpretive site was prepared. The recommendations described below represent the elements of this plan.

[http://www.wayland.ma.us/Pages/WaylandMA\\_BComm/Historicalcom/railroadsite](http://www.wayland.ma.us/Pages/WaylandMA_BComm/Historicalcom/railroadsite)



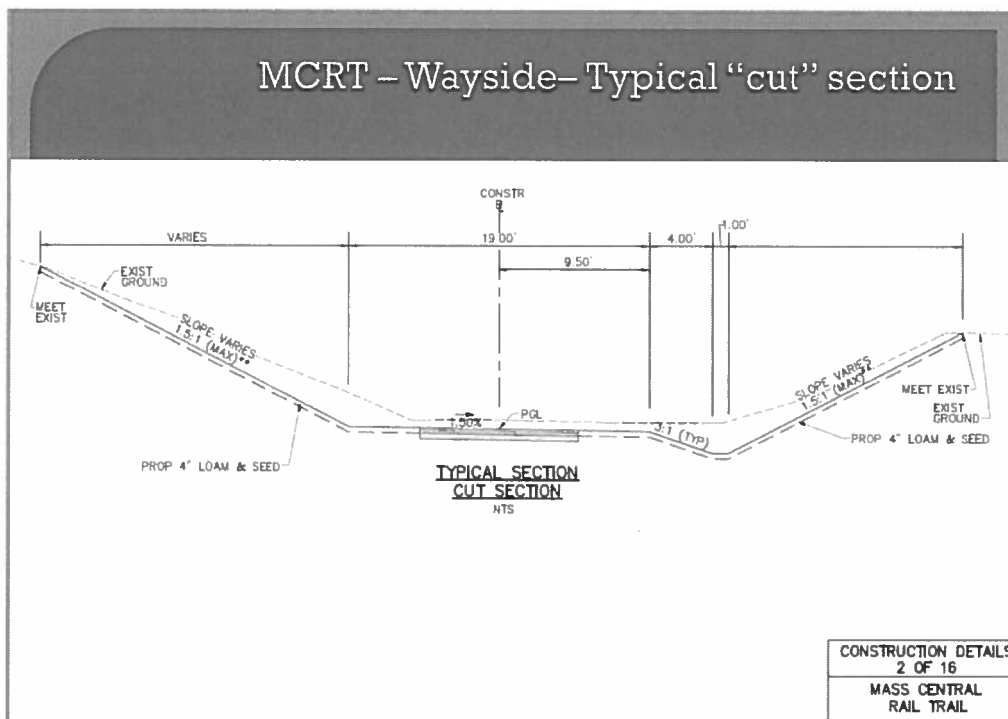
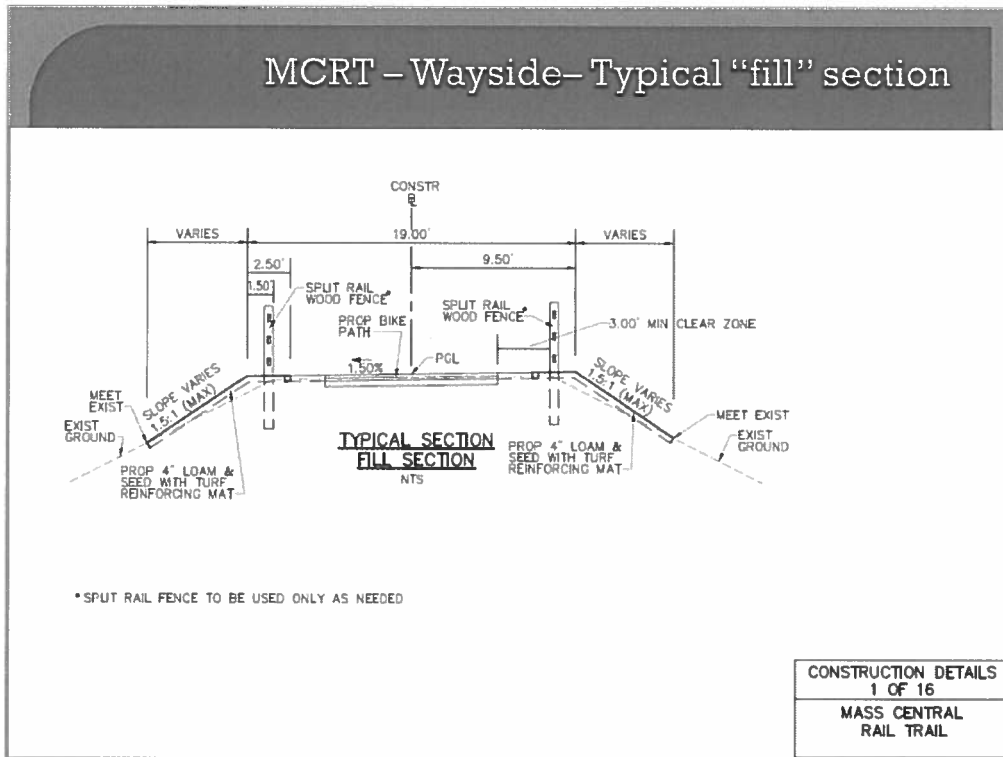
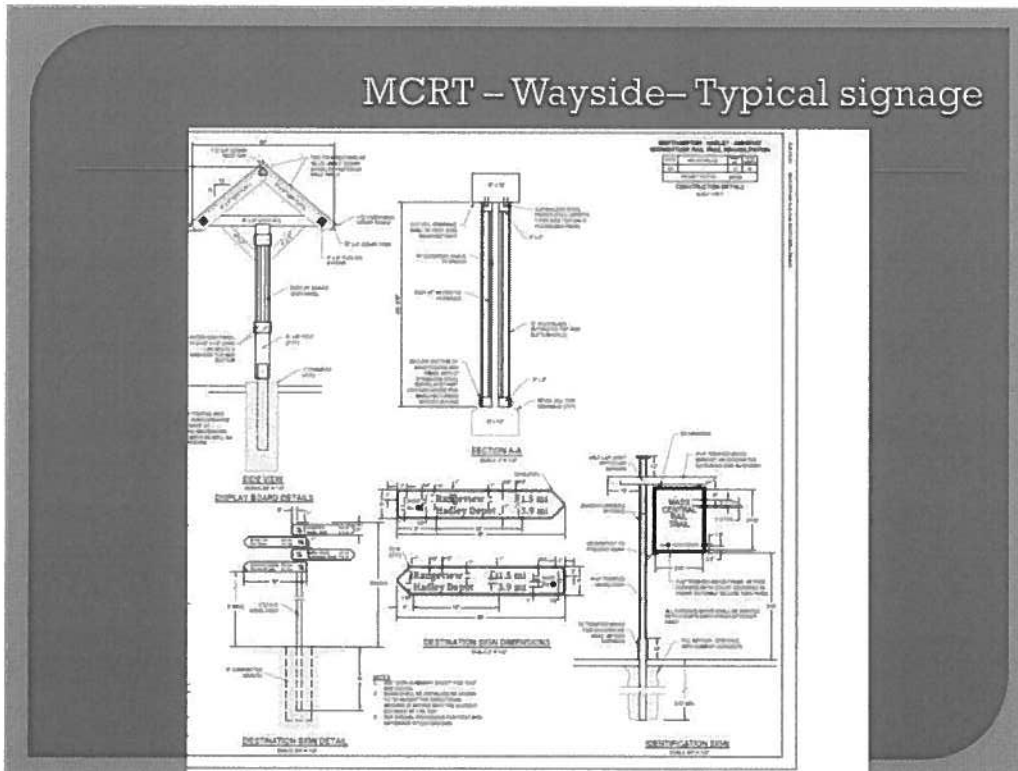
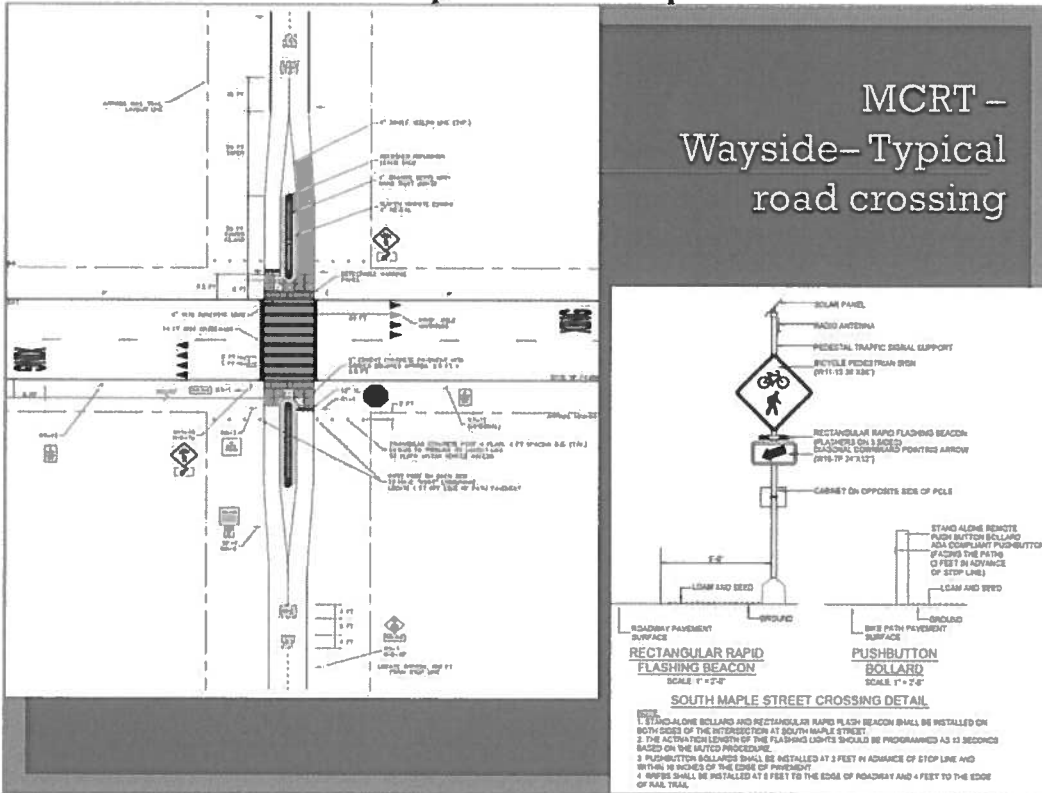




EXHIBIT G Continued

DCR Specifications examples





**Exhibit E**  
**126/27 Signals with**  
**Pedestrian crossing light**





DATE: JANUARY 5, 2015  
TO: BOARD OF SELECTMEN  
FROM: NAN BALMER, TOWN ADMINISTRATOR  
RE: MODERATOR'S FORUM ON ANNUAL TOWN MEETING WARRANT

Town Moderator Dennis Berry will discuss with the Board his plan to hold a Moderator's Forum to review each warrant article, to be held during the evening of Wednesday April 1, 2015. Mr. Berry plans to convene the Moderator's Forum to give the public more time for public discussion than the Board of Selectmen is able to afford at its annual warrant hearing to be held at least one week before Town Meeting. (See attached Board Policy)

## **WARRANT ARTICLES AND MOTIONS FOR TOWN MEETING**

In the policy statement below, the term *motion* refers only to the first main motion under an article.

1. An article to be submitted for consideration for inclusion in the warrant for a town meeting shall be submitted in writing to the Town Administrator by the date stated in the Town bylaws. The article shall be stamped with the date and time of receipt. A board or group of petitioners submitting the article shall include contact information on the article. A board or committee shall include the date of the vote to submit. Copies of the submitted articles shall be forwarded to the Finance Committee, Moderator, Town Clerk, and Town Counsel within three days after the deadline.
2. The Board of Selectmen shall vote whether to insert a proposed article submitted by a board, committee or commission or Town officer authorized to submit articles by law in the warrant. However, a petitioners' article is automatically inserted in the warrant and does not require a vote of the Board of Selectmen.
3. Final wording of articles, other than petitioners' articles, is subject to the approval of Town Counsel.
4. Because motions should be legally correct, all motions, other than petitioners' motions, must be authored by or approved in advance by Town Counsel.
5. The proposing board or group of petitioners has the final responsibility for placing its motion before the town meeting. If it wishes to delegate its authority (but not its responsibility) to another party, it may do so in writing, to the Moderator, Finance Committee and Board of Selectmen.
6. The Board of Selectmen shall convene a hearing not less than one (1) week before town meeting to review the warrant and each article.
7. If at any time subsequent to the warrant hearing a proposed motion is altered, the responsible governmental body shall provide dated copies of the revised motion as soon as possible to the Board of Selectmen, Finance Committee, Moderator, Town Clerk, and Town Counsel.
8. Before every town meeting, the Board of Selectmen shall notify all departments, boards, committees and commissions, the Moderator, Town Clerk and Town Counsel of these rules, as amended by time to time.
9. The Board of Selectmen may at any time waive, revise, or amend any of the provisions of this policy.

*Approved January 12, 2004; revised and restated on October 13, 2010*

## TOWN ADMINISTRATOR'S REPORT

### FOR THE WEEKS ENDING JANUARY 5, 2015

1. **GLEZEN LANE:** The Police Chief and I will again meet with representatives of the Glezen Lane plaintiffs and with representatives of the neighbors opposed to the permanent turning restrictions to review a proposal from the traffic engineer to study the impact of the current turn restrictions. The goal is for the parties to agree to a scope of work and to present it to the Board for consideration before the end of January. (See attached)
2. **RIVER'S EDGE SITE CONSIDERATIONS:** Prior to issuing an RFP for a developer, the town must apply to DEP and to the Board of Health to remove the current assignment of the site as a landfill. Prior to making application for a change in site assignment, the care and custody of the property must be transferred from the Board of Public Works to the Board of Selectmen. In addition, the site is currently used by the Police as a firing range and the DPW to screen and store gravel and for construction spoils. Going forward, a new location must be found for gravel. To address construction spoils, the town will pay for removal in road construction projects. The Police Chief will find an alternative site for the firing range. In addition a new location is sought to park school buses.
3. **WAYLAND CARES:** Federal grant requirements may require that local funds committed in FY 15 to the substance abuse project may not be supplanted by federal funds, triggering a request for local support of the program in FY 16.
4. **PMBC CHARGE:** Please see the attached draft revised committee charge, which separates the general committee charge from detailed committee procedures. If the Board agrees to this revised charge, it will be included on the 1/12/15 Consent Calendar for Board approval.
5. **CASH RECONCILIATION:** The Treasurer received training this week to enable him to reconcile cash receipts from July through December 2014 in Quick Books. Progress toward up-to-date cash reconciliation will be monitored closely with a goal of being up to date by mid-February.
6. **DPW PROJECT:** Project completion is estimated by May 1<sup>st</sup>.
7. **ENVIRONMENTAL BOND BILL:** Senator Conroy's staff confirmed that the only project that will be considered for potential funding under the Environmental Bond Bill is water / wastewater for the River's Edge Project. Attached is a summary of that project.
8. **SCHOOL – TOWN:** After a meeting between town and school staff, the Recreation Director agreed to inventory maintenance needs for town and school recreational facilities so that maintenance responsibilities can be clarified as belonging to the town or school.
9. **WAYCAM:** WayCAM will be switching from the projector hanging from the ceiling and screen to a 60 inch TV. This will be installed on a pull out mount in-between the two windows where Maryann sits. This will then allow the BOS to see themselves on the screen and be aware if they are live or in Executive Session (creating a much easier transfer). The new HD installation will be happening during the week of February 15th through the 21st.
10. **TOWN REPORT:** Attached for your review is a draft Town Report, prepared by John Senchyshyn from the Board of Selectmen for the period ending 6/30/14.

**UPCOMING MEETINGS:** Monday January 12<sup>th</sup>: FY 16 Budget, COA / Community Center Advisory Committee Recommended Article, Recommendation on Municipal Space Planning; Monday January 19: Martin Luther King Day; Tuesday January 20 or Monday January 26: Finance Committee Warrant Article Hearing.

Balmer, Nan

GLEZEN LANE  
DRAFT: TRAFFIC STUDY  
SCOPE

**From:** Irving, Robert  
**Sent:** Monday, December 15, 2014 10:52 AM  
**To:** Dave Bernstein  
**Cc:** Balmer, Nan; Bill Petri; 'Arlene Petri'; Debbie Mikels; Jeff Porter; Jill Porter  
**Subject:** RE: proposed traffic consultant mission

Dave,

This is the current scope of work proposed by the traffic consultant. I will ask him to incorporate your two points in an updated proposal. I believe his proposal #4 already addresses some of your concerns.

Chief

1. Collect turning movement count (TMC) data at the following intersections during the weekday morning (7-9 AM), weekday midday (11 AM – 1 PM), weekday evening (4-6 PM), and Saturday midday (11 AM – 2 PM) peak periods:
  - a. Old Sudbury Road (Rt. 27) at Glezen Lane
  - b. Old Sudbury Road (Rt. 27) at Andrew Avenue (Town Center Roadway)
  - c. Old Sudbury Road (Rt. 27) at Concord Road (Rt. 126)[No counts have been proposed along Bow Road or intersections east of Rt. 27 at this time.]
2. Collect origin-destination data for alleged trips between the Town Center project and Glezen Lane (investigating the potential for left turns from Glezen Lane onto Rt. 27 southbound into the project; and left turns from the project onto Rt. 27 northbound and turning right onto Glezen Lane) during the weekday morning (7-9 AM) and evening (4-6 PM) commuter hours by tracking license plate or video data between the two locations.
3. Compare new data against the assumptions used in the Vanasse & Associates traffic impact study prepared during the project's permitting process and deliberations with the Glezen Lane appellants.
4. Provide a written summary of the data points and any updated recommendations for alternative traffic calming and routing options. Detailed graphics are not proposed at this time.
5. Attend meetings, as required, to discuss the data and recommendations with Town staff, the appellants, and the Wayland Board of Selectmen. Estimated to require 3 meetings.

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**From:** Dave Bernstein [mailto:dave.bernstein@comcast.net]  
**Sent:** Monday, December 15, 2014 10:31 AM  
**To:** Irving, Robert  
**Cc:** Balmer, Nan; Bill Petri; 'Arlene Petri'; Debbie Mikels; Jeff Porter; Jill Porter; dave.bernstein@comcast.net  
**Subject:** proposed traffic consultant mission

A traffic consultant should be charged with presenting alternatives that would

- further improve the safety of Glezen Lane by reducing traffic from all sources (including rush-hour commuter cut-through)
- reduce the inconvenience to local residents

Dave Bernstein

*PMBC - New DRAFT  
change  
1-5-15*

## Charge of the Wayland Permanent Municipal Building Committee

December 20, 2014

On April 25, 2011, the Board of Selectmen voted to establish a standing committee to be known as the Permanent Municipal Building Committee (PMBC). The Committee shall be comprised of five (5) members who shall be appointed by and serve at the pleasure of the Board of Selectmen for terms of two (2) years, said appointments to be based on professional or vocational expertise with preference given to citizens possessing experience in any one of the following areas: structural or civil engineering; project management; construction law; building design and construction; or design and installation of heating, ventilation and cooling systems.

The Public Buildings Director shall serve as an ex officio member of the PMBC without right of vote.

In executing its responsibilities on municipal or school building projects assigned to it, the PMBC will be increased by two (2) members chosen based on interest and expertise related to the program and use of the public building project appointed by:

- the Board of Selectmen for a municipal building project related to a public service under the jurisdiction of the Board of Selectmen, provided that Selectmen may seek recommendations for appointments from an appointed committee of cognizance before making such appointments;
- jointly by the Board of Selectmen and an elected board of cognizance for municipal building projects; and,
- the School Committee for school building projects.

Appointments shall be made for a term ending with the completion of the project as determined by the Board of Selectmen for municipal building projects or the School Committee for school building projects.

- The role of the PMBC is to oversee and direct the design and construction of selected Town building projects by providing technical, project management, and cost and schedule expertise. The PMBC may also provide advice on projects not under its direct oversight, if requested by the Board of Selectmen, the School Committee, the Public Buildings Director or the project sponsor. The PMBC may provide technical advice on the feasibility, cost and schedule of projects under consideration by the Town, if requested. The PMBC does not advise on the need for a Town construction project nor the amount of funding the Town should allocate to a project other than to provide technical information needed to make those decisions.
- The PMBC will not advocate for or against a project, and will not be involved in the public approval process for project funding, other than to provide technical information related to project scope, budget, schedule, and/or the condition of current buildings. For projects not required for review but assigned by the Board of Selectmen and the School Committee, the Public Buildings Director will schedule the project for review by the PMBC and will coordinate with the project sponsor.



Addendum to the Charge of the Wayland Permanent Municipal Building Committee

December 20, 2014

The following projects are required to come before the PMBC for review prior to any contracts being advertised or any related procurement of goods or services by the Town. The PMBC will determine what level of oversight it will perform on each project and inform the project sponsor and the Board of Selectmen or the School Committee in writing.

- All vertical construction projects requiring an Owner's Project Manager by DCAM (currently all projects with an estimated cost of \$1.5M or more).
- All projects requesting funding from the MSBA regardless of project costs.
- Any project that the Board of Selectmen or the School Committee assigns to the PMBC. The Board of Selectmen or School Committee will assign the project to the PMBC in writing and describe their reasons for the assignment.

The following projects are not required to come before the PMBC for review but project sponsors may request PMBC review and involvement. The PMBC will determine what level of oversight it will perform on each project and inform the project sponsor and the Board of Selectmen or the School Committee in writing. It is recommended that sponsors request review and involvement by the PMBC prior to any contracts being advertised or procured by the Town, but this is not required.

- Horizontal construction projects (such as athletic fields, roadway or infrastructure projects, solar projects, etc.).
- Vertical construction projects not subject to the mandatory criteria or assigned to the PMBC by the Board of Selectmen or School Committee.

#### Process for Assigning Project to PMBC

- The Town's Public Buildings Director will be responsible for identifying all projects that are required to come before the PMBC for review and a determination of the level of oversight to be performed by the PMBC. The Public Buildings Director, will inform the Board of Selectmen or the School Committee that a project must be assigned to the PMBC and will arrange for the project sponsor to meet with the PMBC for presentation of the project.
- For projects not required for review but assigned by the Board of Selectmen and the School Committee, the Public Buildings Director will schedule the project for review by the PMBC and will coordinate with the project sponsor.
- The Public Buildings Director will inform sponsors of all Town construction projects of the option and process of having non-required projects reviewed by the PMBC and will arrange for the project sponsor to meet with the PMBC for presentation of their projects, if requested.

The PMBC will **advise and make recommendations** to the Board of Selectmen or the School Committee, and to the project sponsor and the Public Buildings Director regarding the following phases and/or elements of a project:

- Feasibility Studies
- Condition of existing building(s) related to the proposed project
- Programming
- Scope
- Furniture, Fixtures and Equipment

- Plan for maintaining Town services during construction
- Award and execution of Contracts (to either Board of Selectmen or School Committee)
- Approval of payment of consultant and contractor invoices (to either Board of Selectmen or School Committee)

The PMBC will have **decision making authority** over the following phases and/or elements of projects under its oversight, but may delegate some of this authority to project sponsors or the Public Buildings Director on a project by project basis:

- Bidding and procurement process.
- Selection of all project consultants and contractors, e.g. programmer, architect, OPM, CMs, GC, etc.
- Supervision and direction of all project consultants and contractors, e.g. programmers, architects, OPMs, CMs, GCs, etc.
- Management of the approved project budget.
- Management of the project schedule.
- Design of the project consistent with the approved program and budget.
- Design Review and value engineering.
- De facto approval of expenditures and invoices consistent with the approved project budget
- Changes in scope and budget consistent with the approved project program and budget
- Exercise such other powers as are necessary with respect to the project to ensure the project meets the approved program, budget and schedule requirements.
- With the Public Buildings Director may establish general criteria for projects and may establish general design review criteria for projects.

The PMBC will not advise or make recommendations regarding the following phases and/or elements of a project or the Town's capital maintenance plan:

- Need for the project by the Town
- Impact of the project on the Town
- Level of funding allocated or approved by the Town
- Operating analysis or changes to operating budgets or Town staffing
- Financial analysis of project on the Town's finances
- Procurement of funding

#### Project Reporting

- The PMBC will communicate and interact with the project sponsors (board, committee and/or department) through the two members assigned to the PMBC for that project.
- The two project specific members assigned to the PMBC, along with the Public Buildings Director will have the responsibility to provide project reporting to the Board of Selectmen and/or School Committee, and to the project sponsor's department, board or committee, and to Town Meeting. The permanent members of the PMBC will provide technical support for project reporting.
- The two project specific members, along with the Public Buildings Director will have the responsibility of representing the project to approving town boards with the technical support of the permanent members of the PMBC.

- The two project specific members, along with the Public Buildings Director will have the responsibility of communicating and presenting the project to the Town at town meeting, in other public forums and to the media.
- The PMBC will report annually to the Town.

Staff support from PBD and PBD's staff

- The Public Buildings Director and/or staff of the Public Buildings Department will provide all needed administrative support, including, but not limited to meeting scheduling, preparation of agendas and preparation of meeting minutes.

ENVIRONMENTAL  
BOND BILL -  
PROJECT - 2015

DATE: NOVEMBER 17, 2014  
TO: BOARD OF SELECTMEN  
FROM: SARKIS SARKISIAN, TOWN PLANNER  
RE: ENVIRONMENTAL BOND BILL PROJECT

The Town of Wayland at the Annual 2014 Town Meeting approved a zoning overlay district on Town owned land consisting of 8 acres to define the scope and nature of the River's Edge Development (hereinafter called the project) at 489-490 Boston Post Road, at and including the former Wayland/Sudbury Septage Facility site, for the development of 190 units of affordable and market-rate rental housing units. This density equates to 24 units per acre, far exceeding the Mass Works requirement of four units per acre. The River's Edge Housing Overlay District is a by right development and expedited permit process. The Town of Wayland at the Annual 2014 Town Meeting also voted to convey, sell, or lease said land for affordable housing. In 2012, Town Meeting appropriated CPA and Town Funds (total \$360,000) which the Economic Development Committee (EDC) completed the core due diligence exercises of environmental review and market study. All were reported to Board of Selectmen and Community Preservation Committee (as well as many other interested Town and local boards and committees) in the Fall of 2012.

The Town of Wayland is requesting \$2,500,000 dollars associated with providing potable water supply and wastewater disposal infrastructure improvements for the proposed Project. The Town of Wayland is in the process of depicting two (2) alternatives for water supply to the site, which include a connection with the Sudbury Water District water distribution system and a connection to the Town of Wayland's existing water distribution system. The connection to the Wayland's Water system would provide the Town with a major Fire Loop and would improve water quality. The Town of Wayland is also in the process of depicting the two (2) alternatives for wastewater treatment and disposal including both on site and off site disposal. The funds would also be used for providing a new sewage discharge on site from our existing \$5.2 million dollars Wastewater Treatment Plant. This would also help defray the cost to the current users.

Over the past two years, the EDC has worked on planning for the site, including tasks such as wetlands review, site layout, parking, septic, utilities, traffic, building massing and design guidelines for the project. Professional studies were completed to review traffic impacts and tax revenue and financial impacts. Outreach and input from Wayland groups and interested residents covered a wide range of public concerns, including but not limited to senior housing, affordable housing, design guidelines, zoning, environmental impacts and protecting the Sudbury River. All efforts led to definition of a project which supports financial and 40B goals for the project, minimizes adverse impacts, helps meet the needs for market rental housing in Wayland, and creates a beneficial project for the Town for years to come.

A wide range of highly qualified engineers and specialists assisted EDC in evaluating the site:

Site Planning	Tata & Howard
Planning/Architecture	The Architectural Team
Phase I & II Environmental	Tighe & Bond
Wetlands	Peter C. Fletcher, Soils Scientist
Wastewater, Stormwater	Beals & Thomas
Traffic	TEC, Inc.
Market Study	Byrne McKinney & Associates
Tax Revenue Analysis	Connery Associates

Wireless  
Financial Peer Review

IDK Communications  
Edward H. Marchant, EHM/Real Estate Advisor

All items are available on the EDC webpage on the Town of Wayland website:

### **PROJECT PLANNING:**

EDC has endeavored to shape a project that will fit within the character of Wayland and the site's surroundings, and be an attractive project for the residents of River's Edge and the Town of Wayland. Key criteria and principles for the zoning and design guidelines include:

- **Maintain units as affordable for Wayland's 10% requirement:** River's Edge must always remain rental (i.e. units cannot be sold as condominiums in the future) and 25% must be affordable in perpetuity, so that the units are a permanent part of Wayland's affordable unit count.
- **Create cost-effective market-rate rental housing:** The Town of Wayland does not offer this type of housing.
- **Create an attractive entrance to Wayland from the west:** A current eye-sore location can be redeveloped into an attractive western gateway to the Town of Wayland. Design Guidelines will help shape setbacks, landscaping, graduated building heights, and articulated rooflines and facades which lead to good design (and as noted above, the height closest to Route 20 has been reduced from three stories to two). The project will be accessed from the transfer station access road, and the shared entrance shall be upgraded in terms of landscaping and appearance.
- **Create an attractive project compatible with the natural setting:** Once the old Septage facility and dirt piles are removed, the site itself is surrounded by natural river basin, wetlands and woods (and of course the Sudbury Transfer Station, but this is a small portion of the overall surroundings). The project should fit into its natural surroundings with its choice of materials, colors, façade variations, as well as generous, indigenous landscaping to soften parking and roadway areas. Views from the Sudbury River shall be taken into account to minimize visual impact.
- **Make the property an inviting place to live:** As one of the most important criteria for the long term success of the project, the project needs to be an attractive and inviting place for residents to live. Design goals include, for example:
  - Create a sense of destination for the buildings on site;
  - Design inviting entrances;
  - Establish walking paths among the buildings and/or at the perimeter;
  - Link the buildings with covered walkways when possible to allow access to shared facilities even in inclement weather;
  - Provide public and private outdoor spaces;
  - Provide appealing common amenities;
  - Link the project with local transit (MWRTA) and potentially a shuttle bus to Town Center;
  - Link the project with the upcoming Wayland bike path.

## BOARD OF SELECTMEN

Following the resignation of Chairman Doug Leard, the Board for much of the year consisted of only four members working under the direction of Vice-Chair Anthony Boschetto. Following the separation of the Town Administrator, professional staff operated under the direction of Interim and Acting Town Administrators.

Working in conjunction with the Personnel Board, the Selectmen spent a good portion of the year devoted to filling Wayland's vacant Town Administrator position. The boards selected Municipal Resources, Inc. to lead two successive searches. A Selection Committee comprised of board and committee members, supplemented by Town residents, conducted interviews with candidates from two successive searches prior to recommending finalists to the Board of Selectmen.

Throughout the year, the Selectmen worked with and appointed citizens to numerous permanent and temporary committees. Citizens offered a wide-variety of professional experience on issues impacting the Town. One of the highlights of the year was the work of the 375<sup>th</sup> Anniversary Committee. One of the featured 375<sup>th</sup> events was a parade along Route 27 followed by festivities at the Town Building.

Work continued by other committees whose charges included a study of the best use for Town-owned land east of Dudley Pond, the initiation of a Housing Trust, pursuit of energy efficiencies in Town and School facilities, transition to a successor substance abuse education and prevention program, and continued development of plans for the Rivers Edge housing complex. The Moderator continued his work with committees which he appointed to develop specifications and make technological and logistical recommendations to improve electronic voting and town meeting procedures.

Once again, Other Post Employment Benefits (OPEB) for Town and School retirees garnered considerable attention. The OPEB Committee continued to investigate funding requirements, propose alternative calculations and suggest ways to reduce the Town's long-term financial obligation.

Town Meeting approved the new Department of Public Works (DPW) building. Construction commenced on the facility which will house employees, vehicles and equipment for the Highway, Parks and Water Divisions of DPW. Completion of the facility is expected in the Spring of 2015.

The Wastewater Management District Commission and the Selectmen continued to collaborate on the appeal to the adverse decision from the lawsuit with Twenty Wayland. There is an outstanding judgment against the Town in excess of \$1,000,000 with accrued interest.

The Local Emergency Planning Committee (LEPC), along with the Citizens Emergency Response Team (CERT), continued their diligent work throughout the year in order to provide residents with shelter and amenities during times of adverse conditions. A special thanks to all the citizens and staff involved with these initiatives.

Transparency in town government continues to be in the forefront. Open Meeting Law complaints filed with the Attorney General's Office persist against boards and committees. At the April 2014 Town Election, citizens elected Mary Antes and Cherry Karlson to serve on the Board of Selectmen for a one-year term and a three-year term respectively. The Board of Selectmen held their organizational meeting shortly after Annual Town Meeting, electing Joseph Nolan as Chair and Cherry Karlson as Vice Chair, as well as continuing the practice of selecting liaisons to various departments and committees.

In closing, the Board wishes to acknowledge and thank the many citizens of Wayland who volunteer countless hours of community service as members of appointed boards and commissions.





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

# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## BOARD OF SELECTMEN

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

**BOARD OF SELECTMEN**  
**Monday, January 5, 2015**  
**Wayland Town Building**  
**Selectmen's Meeting Room**

## CORRESPONDENCE

### Selectmen

1. Public Comment, Proposed Community Center
2. Memorandum of 12/9/14 from Board of Assessors to All Town Boards and Departments re; Solar Generating Power on Town Owned Property
3. Notes of 12/15/14, Glezen Lane Traffic Mitigation Meeting and List of Recipients
4. Notice of Appeal, 12/15/14, from Middlesex Superior Court, re: Ide et al v. Zoning Board of Appeals et al
5. Letter received 12/20/14 from Vincent J. Smith, Fire Chief, to Nan Balmer, Town Administrator, re: Notification of Retirement
6. Memorandum of 12/18/14 from Beth R. Klein, Town Clerk, to Board of Selectmen re: Offices to be Elected at the Annual Town Election
7. Letter of 12/18/14 from Nan Balmer, Town Administrator to James and Kathleen Trierweiler and Anne Flanagan re: Abandonment and Release of Dudley Street
8. Letter of 12/22/14 from Historical Commission re: Protecting Cultural Resources within the Zone of Potential Effect at the DPW Site
9. Letter of 12/22/14 from MetroWest Visitors Bureau, Annual Breakfast Invitation 12/30/14

### Conservation Commission

10. Letter of 12/19/14 from Sherre Greenbaum, Chair, Conservation Commission, to Sudbury Valley Trustees re: Town of Wayland Purchase of the Lincoln Road Fields
11. Memorandum of 12/29/14 to Finance Committee Re: Conservation Land Management Staffing

### Minutes

12. Community Preservation Committee, July 18, 2013, October 16, 2013, October 22, 2013, November 5, 2013, December 9, 2013, January 7, 2014, February 25, 2014, June 25, 2014, September 17, 2014, October 15, 2014
13. Council on Aging/Community Center Advisory Committee, November 24, 2014
14. Electronic Voting Subcommittee, October 7, 2014
15. Board of Library Trustees, November 17, 2014
16. OPEB Advisory Committee, March 24, 2014
17. Personnel Board, November 17, 2014, November 24, 2014
18. River's Edge Advisory Committee, October 30, 2014, November 25, 2014

### Region

19. Letter of 12/18/14 from Minuteman High School re: Signed 9c Cuts Letter
20. Letter of 12/11/14 from MetroWest Regional Transit Authority re: Future Collaboration of the MBTA and MWRTA

### State

21. Letter of 12/19/14 from Office of the Attorney General re: Verizon New England Settlement



**DiNapoli, MaryAnn**

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**From:** Eliza Mosurick <mosurickeliza@yahoo.com>  
**Sent:** Tuesday, December 16, 2014 2:28 PM  
**To:** Selectmen  
**Cc:** COA.CCAdvisorycommittee@gmail.com  
**Subject:** Community Center

Dear Community Center Advisory Committee,

I am one of many residents in Wayland with children who want a new community center. I want to enjoy our town for all that it has to offer, yet we lack an open, indoor space for residents to congregate. A proper community center would foster a greater sense of community amongst residents--residents who live in a town of single-family homes where folks often move from house-to-car with very little interaction with each other. We live in a beautiful town, and we should have a modern community center at the heart of it.

Sincerely,  
Eliza Mosurick

## DiNapoli, MaryAnn

---

**From:** Allison Kates <alliekat325@gmail.com>  
**Sent:** Tuesday, December 16, 2014 3:20 PM  
**To:** Selectmen  
**Cc:** COA.CCadvisorycommittee@gmail.com  
**Subject:** Community Center

Hello,

We are writing to show our support for the proposed community center space in the Wayland Town Center. We are the parents of two young boys, ages 7 and 1, and we would love to have a safe space in town where they can gather with friends as they get older. We hope the community center would also be a place where we can spend time as a family participating in a variety of activities.

Thank you so much for your consideration.

Brad and Allison Kates  
10 Lingley Lane

## DiNapoli, MaryAnn

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**From:** Butler, Deborah <Deborah.Butler@joslin.harvard.edu>  
**Sent:** Monday, December 22, 2014 8:15 AM  
**To:** Selectmen  
**Cc:** 'COA.CCAdvisorycommittee@gmail.com'  
**Subject:** Community Center - Message is from an unknown sender

Hi I am a resident in Wayland and I moved to this town for the strong school system. I have two young children who are 3 and 6 yrs old and I am very glad that I have moved to Wayland. However I am surprised there is not a community center for all ages in this town, so I am very interested in the plans for a new community center. I have heard that there will be space for senior residents but I also urge you to consider including plans for a space that children of all ages could use. I think building a community center that would have a space for children and families would be a great addition and asset to our town. Thank you for your consideration.

Sincerely,

Debbie Butler  
167 Main St.  
(mom of Katie (6) and Will (3) Collett)

*This message is intended for the use of the person(s) to whom it is addressed. It may contain information that is privileged, confidential, or otherwise protected from disclosure under applicable law. If you are not the intended recipient, any dissemination, distribution, copying, or use of this information is prohibited, and you should destroy this communication without making copies or further transmitting.*



**Town of Wayland**  
41 COCHITUATE ROAD  
WAYLAND MASSACHUSETTS 01778  
www.wayland.ma.us TEL. 508-358-3788

**OFFICE STAFF**

Ellen M. Brideau, MAA Director Assessing  
Denise Ellis, Assistant Assessor  
Jessica Marchant, Administrative Assessor  
Savitri Ramgoolam, Department Assistant

**BOARD OF ASSESSORS**

Susan Rufo, Chairman  
Jayson Brodie, Vice Chair  
Molly Upton  
Zachariah L. Ventress  
David Hill

---

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**MEMO**

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**TO:** ALL TOWN OF WAYLAND BOARDS AND DEPARTMENTS  
**FROM:** BOARD OF ASSESSORS *WMB*  
**SUBJECT:** SOLAR GENERATING POWER ON TOWN OWNED PROPERTY  
**DATE:** 12/9/14

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The Board of Assessors wishes to remind all Town of Wayland Boards and Departments that it is very important to keep the Board of Assessors involved with negotiations of Solar Tax Agreements.

Massachusetts General Law (MGL), c. 59 § 2B, states municipal owned real estate shall be valued, classified, assessed, and taxed annually to the lessee if used in connection with a business conducted for profit or leased or occupied for other than public purposes producing, manufacturing, and generating electricity for retail sale to the public.

MGL c. 59 §38H (b) allows electric generation companies to negotiate an agreement for payment in lieu of tax (Tax Agreement). A tax agreement creates a contractual obligation and includes language to incorporate provisions of MGL Chapters 59 & 60 relating to collections laws. This protects the Town because the Tax Collector cannot place a tax lien on personal property or on town owned land.

A Tax Agreement will fix the values and/or provide the formulas for determining the value of the property for taxation purposes. The value and/or formulas must have the Board of Assessors review and acceptance to insure that sound valuation principles have been employed.

The Department of Revenue requires the Board of Assessors to submit all Tax Agreements during the certification process for their review. If a Tax Agreement has been drafted without utilizing sound valuation methodology the Town will jeopardize receiving Department of Revenue approval of values.

If you have any questions or concerns please contact the Board of Assessors.

RECEIVED

DEC 18 2014

Board of Selectmen  
Town of Wayland

# Glezen Lane Traffic Mitigation Meeting

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Public Safety Training Room

Friday, December 15, 2014

Present: Chief Robert Irving, Town Adm. Nan Balmer. Doug Sacra, Lisa Kra, Susan Pope, Steven Kadlik, Dan Doucette, Deborah Mikels, William Petri, Arlene Petri, Dave Bernstein. Note-taker: Lisa Dana

8:00 am Discussion:

Attendees discussed the upcoming turn restrictions on Glezen Lane (No Left turn onto Route 27 and no Right turn onto Glezen from Route 27 seven days a week, 9:00 am to 6:00pm.) Discussion touched on the hardship of the turn restriction to the residents of Glezen Lane and neighboring streets.

Concern centered on attempting to get an accurate count of vehicles heading North onto Glezen; additionally the number going into the Town Center if the restriction were temporarily taken down.

It was suggested to hire a professional traffic consultant to do a new study over the course of several months. The restricting signs may need to be taken down during this period. The data would then be reviewed by a Traffic Consultant who would submit a report to Selectmen and all concerned parties.

The next meeting was suggested by Nan Balmer for January 12, 2015.

cc Bos

Michael Bate  
104 Glezen Lane  
Wayland MA 01778

Howard and Marcia Hartley  
22 Glezen Lane  
Wayland MA 01778

Timothy Marsters  
96 Glezen Lane  
Wayland MA 01778

Richard and Deborah Mikels  
4 Barley Lane  
Wayland MA 01778

William and Arlene Petri  
86 Glezen Lane  
Wayland MA 01778

Jeffrey and Jill Porter  
62 Glezen Lane  
Wayland MA 01778

Susan Reed  
58 Glezen Lane  
Wayland MA 01778

Sue Pope  
28 Moore Road  
Wayland MA 01778

Lisa Kra  
9 Saddle Lane  
Wayland MA 01778

Doug Sacra  
55 Glezen Lane  
Wayland MA 01778

David and Kathleen Bernstein  
25 Glezen Lane  
Wayland MA 01778

Mailed  
12/18/2014

COMMONWEALTH OF MASSACHUSETTS  
TRIAL COURT  
SUPERIOR COURT DEPARTMENT

MIDDLESEX, ss.

CIVIL ACTION NO.  
MICV2010-CV-04497

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JUDITH H. IDE, BARBARA GRAD-ALLEN, PETER F. ALLEN,  
MARGUERITE BRYNJOLFSSON, NETILIA MCARTHUR,  
EDWARD J. COLLINS, and MARGARET T. PATTON,  
Plaintiffs,

v.

E. MICHAEL THOMAS, ERIC B. GOLDBERG,  
AIDA A.GENNIS, JERRY L. BOOS, and  
THOMAS W. WHITE, as they are members of the Zoning Board of  
Appeals of the Town of Wayland,  
DANIEL F. BENNETT, as he is Building Commissioner of the Town of  
Wayland, and  
SPRINT SPECTRUM, L.P. AND ITS AFFILIATE CLEARWIRE WIRELESS, INC.  
(A/K/A/ CLEAR WIRELESS LLC AND CLEARWIRE WIRELESS, L.L.C.),

---

NOTICE OF APPEAL

Plaintiffs Judith H. Ide, Barbara Grad-Allen, Peter F.  
Allen, Edward J. Collins, and Margaret T. Patton, hereby appeal  
to the Appeals Court from the judgment entered on the docket in  
this action on November 13, 2014.

Dated: December 15, 2014

Judith H. Ide  
Barbara Grad-Allen  
Peter F. Allen  
Edward J. Collins  
Margaret T. Patton  
By their attorney:



Edward J. Collins  
Post Office Box 35  
Wayland, MA 01778  
[508]-358-6666  
ejclaw@comcast.net  
B.B.O. No. 092240

RECEIVED

DEC 18 2014

Board of Selectmen  
Town of Wayland



CERTIFICATE OF SERVICE


I hereby certify, under the penalties of perjury, that I served:

NOTICE OF APPEAL

by mailing by United States Postal Service, first-class mail, postage prepaid, a copy thereof on December 15, 2014 to the following addresses:

William A. Worth, Esq.  
Prince Lobel Tye LLP  
100 Cambridge Street  
Suite 2200  
Boston MA 02114

Mark J. Lanza, Esq.  
9 Damonmill Square  
Suite 4A4  
Concord MA 01742

  
Edward J. Collins  
Post Office Box 35  
Wayland, MA 01778  
B.B.O. No. 092240  
[508]-358-6666  
ejclaw@comcast.net



## Wayland Fire Department

Public Safety Building  
38 Cochituate Road  
Wayland, MA 01778



Vincent J. Smith  
Chief of Department  
Email: [vsmith@wayland.ma.us](mailto:vsmith@wayland.ma.us)

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

**RECEIVED**

DEC 20 2014

October 22, 2014

Wayland Personnel Department

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

Dear Town Administrator Balmer:

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

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

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

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

Sincerely,

  
Vincent J. Smith  
Fire Chief

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

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# TOWN OF WAYLAND

MASSACHUSETTS  
01778

TOWN CLERK  
Beth R. Klein  
[bklein@wayland.ma.us](mailto:bklein@wayland.ma.us)

ASSISTANT TOWN CLERK  
Diane M. Gorham  
[dgorham@wayland.ma.us](mailto:dgorham@wayland.ma.us)

RECEIVED

DEC 18 2014

Board of Selectmen  
Town of Wayland

TOWN BUILDING  
41 COCHITUATE ROAD

TEL: 508-358-3630  
508-358-3631  
[www.wayland.ma.us](http://www.wayland.ma.us)

TO: Board of Selectmen ✓  
DATE: December 18, 2014  
FROM: Beth R. Klein, Town Clerk  
RE: Offices to be elected at the Annual Town Election

The Annual Election will be held on Tuesday, **March 31, 2015**. Current office holders whose term will be expiring are listed below. Nomination papers will be available on Monday January 5, 2015 from the Town Clerk's Office. Candidates are required to have at least 50 signatures to be certified for nomination and papers must be returned to this office by Tuesday, **February 10, 2015**.

<u>OFFICE</u>	<u>#</u>	<u>TERM</u>	<u>CURRENT OFFICE HOLDER</u>	<u>SINCE</u>
Board of Selectmen	(2)	3 Yr	Mary Antes Edward J. Collins	2014 2012
School Committee	(2)	3 Yr	Malcolm L. Astley Ellen M. Greico	2009 2011
Board of Assessors	(2)	3 Yr 3 Yr	Molly Upton Zachariah L. Ventress	2009 2009
Planning Board	(1)	5 Yr	Colleen M. Sheehan	2010
Board of Health	(2)	3 Yr 3 Yr	Michael James Bean Cynthia Hill	2009 2012
Commissioner of Trust Funds	(1)	3 Yr	David D'Orlando	2010
Library Trustees	(2)	3 Yr 3 Yr	Sally Cartwright Nancy J. Jahnke	2009 2009
Board of Public Works	(2)	3 Yr	Robert L. Goldsmith Jonathan I. Mishara	2012 2010
Recreation Commissioner	(2)	3 Yr	Stas Gayshan Thruston Wright III	2005 2006
Housing Authority	(1)	5 Yr	Susan Weinstein	1993

Cc: Dept. Heads (please forward to your Board, Committee or Commission Members)

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

# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

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

December 18, 2014

James F. Trierweiler and  
Kathleen M. Trierweiler  
43 East Plain Street  
Wayland MA 01778; and

Anne M. Flanagan  
37 East Plain Street  
Wayland MA 01778

RE: Dudley Street, Wayland MA

Dear Ms. Flanagan and Ms. And Mr. Trierweiler:

As you may be aware, the Board of Selectmen voted on December 8, 2014, to abandon and release to you, and your heirs, successors and assigns, all of the Town's right title and interest in Dudley Street. The Board's action was authorized by a vote of the 1964 Annual Town Meeting.

A recorded copy of the abandonment and release is enclosed for your records.

Thank you for attention to this matter.

Sincerely,

Nan Balmer  
Town Administrator

/enc  
cc: Dennis Berry



2014 00190681

Bk: 64643 Pg: 391 Doc: REL

Page: 1 of 2 12/11/2014 02:23 PM

ABANDONMENT AND RELEASE OF  
DUDLEY STREET, WAYLAND, MASSACHUSETTS

The Town of Wayland, a municipal corporation duly organized and existing under the laws of the Commonwealth of Massachusetts and having a usual place of business at 41 Cochituate Road, Wayland, Massachusetts 01778, for consideration of one and no/100 dollar (\$1.00), hereby abandons and releases to Anne M. Flanagan of 37 East Plain Street, Wayland, Middlesex County, Massachusetts, and to James F. Trierweiler and Kathleen M. Trierweiler, husband and wife, as tenants by the entirety, both of 43 East Plain Street, Wayland, Middlesex County, Massachusetts 01778, and to their respective heirs, successors and assigns, all of the Town's right, title and interest in and to the land comprising Dudley Street in said Wayland extending between East Plain Street and Center Street, containing 9,000 square feet, more or less, as shown on the plan entitled "Plan of Cochituate Park Owned by Ward C. Meagher" dated June, 1915, prepared by W. W. Wight, C.E., which plan is recorded with the Middlesex South Registry of Deeds in Plan Book 235, Plan 20.

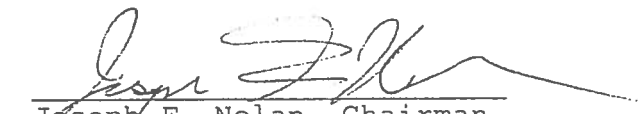
This release and abandonment was authorized by vote of the 1964 Wayland Annual Town Meeting under Article 22 of the warrant therefor, an attested copy of which is recorded with said Registry of Deeds in Book 64616, Pages 78-79.

In Witness Whereof the said the Town of Wayland has caused its corporate seal to be hereto affixed and these presents to be signed, acknowledged and delivered in its name and behalf by its duly authorized Board of Selectmen this 8<sup>th</sup> day of December, 2014.

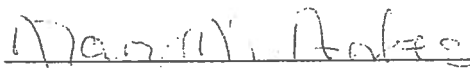
**AFTER RECORDING, MAIL TO:**

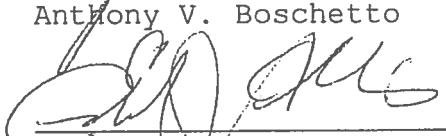
Mark J. Lanza, Esq.  
9 Damonmill Square, Suite 4A4  
Concord, MA 01742-2858

TOWN OF WAYLAND, by:

  
Joseph F. Nolan, Chairman

  
Anthony V. Boschetto

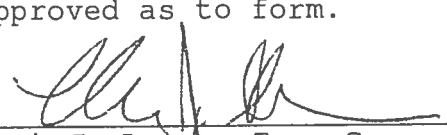
  
Mary M. Antes

  
Edward J. Collins

  
Cherry C. Karlson

its Board of Selectmen


Approved as to form.

  
Mark J. Lanza, Town Counsel

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this 8th day of December, 2014, before me, the undersigned notary public, personally appeared Joseph F. Nolan, Anthony V. Boschetto, Mary M. Antes, Edward J. Collins and Cherry C. Karlson 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 Selectmen of the Town of Wayland,

  
Mark J. Lanza, Notary Public  
My Commission Expires: 1/29/2021



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778



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

December 22, 2014

Board of Selectmen  
Wayland Town Building  
41 Cochituate Road  
Wayland, MA 01778

RECEIVED

DEC 22 2014

Board of Selectmen  
Town of Wayland

Dear members of The Board of Selectmen,

We are contacting you to share some good news. On December 16, 2014, we received notification from Doug Harris, Deputy Tribal Historic Preservation Officer from the Narragansett Indian Tribe declaring that all requirements have been met for protecting our Town's Cultural Resources within the Zone of Potential Effect at the DPW site.

The Wayland Historical Commission, responsible for community-wide preservation planning and charged with town-wide preservation responsibilities, would like to recognize Mike Lowery from the DPW, the members of The Permanent Municipal Building Committee, John Moynihan, our former Building Facilities Director, Joshua Sydney, project manager, Sarkis Sarkisian, Town Planner, Bill Broden and his team from G& R Construction, and The Narragansett Tribal Historic Preservation Office, for their flexibility and cooperation throughout the planning and implementation for Cultural Resource protection in the Zone of Potential Effect at the DPW construction site. We would also like to thank the Selectmen for the leadership role they played in getting us all to sit together at the table to make this project work.

We are fortunate in Wayland to have a long history of forward thinking leaders. They provided us with bylaws that continue to guide us as we step into the stewardship role of our town's long rich history. By following the guidelines set out for us in the bylaws and with the cooperation of all involved with the project, we were able to move forward in the spirit of those who worked so hard in the past to make our town continue to be the special place that attracted the first settlers, and the generations that followed.

We also made history. Wayland is the first town in Massachusetts to invite Federally Recognized Indian Tribes to consult in the identification

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## TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

TOWN BUILDING  
41 COCHITUATE ROAD  
TEL (508) 358-7701  
[www.wayland.ma.us](http://www.wayland.ma.us)

and preservation of Native American Ceremonial Landscape as part of the construction process. Word gets out quickly and our commissioners have been contacted by representatives from two neighboring towns who want to follow our lead.

Thank you again for your leadership and support.

Sincerely yours,

Sheila Carel, Project liaison for the DPW project  
Wayland Historical Commission

Elisa Scola, Chair  
Wayland Historical Commission

CC:  
Nan Balmer, Town Administrator  
Mike Lowery, DPW,  
Douglas Goddard, PMBC  
Kenneth, Keefe, Facilities Director  
John Moynihan, Special Projects Manager  
Joshua Sydney, Project Manager  
Sarkis Sarkisian, Town Planner

▪ More ▪ To ▪ Explore ▪



**MetroWest  
Visitors Bureau**

RECEIVED

DEC 26 2014

Board of Selectmen  
Town of Wayland

December 22, 2014

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

Dear Ms. Balmer:

In 2013, visitors to MetroWest spent \$883 million on retail, services, dining, transportation, recreation, accommodations, and events in our region! Those expenditures directly supported 7,370 jobs, right here, with a combined payroll of \$220.7 million. Not only did visitor spending support our residents' livelihoods, but it supported our municipalities, too, by bringing in \$21.5 million in local taxes, on top of \$44 million in state taxes.

And those numbers don't include the economic impact of MetroWest residents' spending at nearby attractions, restaurants, retailers, recreation, services, and events.

Our job at the MetroWest Visitors Bureau is to keep that number at \$883 million--and RAISE it--in partnership with municipal governments, retailers, hotels, arts venues, and recreational sites. It's a privilege for us to market the tremendous assets of MetroWest to visitors and residents alike.

We hope you can join us on January 30 (invitation enclosed) at our annual regional breakfast, "MetroBest," where we'll celebrate the many venues, businesses, and qualities that make MetroWest a great place to live, work, and visit.

Best regards,

Susan Nicholl  
Executive Director

1671 Worcester Road, Suite 301  
Framingham, MA 01701  
508-361-9881

[www.metrowestvisitors.org](http://www.metrowestvisitors.org)

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TOWN OF WAYLAND  
MASSACHUSETTS  
01778  
**CONSERVATION COMMISSION**

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

To: Finance Committee  
Personnel Board  
Board of Selectmen/N. Balmer, Town Administrator

From: Sherre Greenbaum, Chair *SG*

Date: December 29, 2014

Re: Conservation Land Management Staffing

The work currently required by the Conservation Administrator is overwhelming. Not only does he administer all the regulatory work of the Conservation Commission – applications under state law and town bylaws, site visits, decisions, enforcement – but he is also responsible for the monitoring and management of approximately 1,000 acres of Conservation land as well as additional conservation-restricted property.

Because the Commission's regulatory work is time-sensitive, caring for these lands is too often neglected due to lack of resources and support. In 2014 there was no active management at the vast majority of these areas due to current staffing constraints – see attached chart.

The Commission's original concept to refocus its efforts on land management sought capital funds to begin this process by hiring a professional contractor to renovate fields on prioritized Conservation lands. When this proposal proved to be more complex than anticipated, the Commission reassessed its needs and developed a more comprehensive and long-range approach: hiring a full-time Land Manager whose duties would include the drafting and implementation of management plans for these as well as all Conservation lands.

The Commission met with the Personnel Board to discuss its request for an additional full-time staff position. When this was not recommended by the Board, the Commission revised its request to a part-time position (without benefits). And, since this alone would not fill the need, the Commission applied to the CPC for funds to hire a consultant to assess the Conservation lands and draft the necessary land management plans.

This two-fold approach, which would redefine and improve the care and accessibility of the Town's valuable assets, was based on feedback from both the Finance Committee and the Personnel Board. It has the additional significant benefit of allowing the Administrator more time to devote to his other responsibilities.

The suggestion that the town should dispose of its Conservation lands if the Conservation Department cannot care for them is indeed thought-provoking. The Commission firmly believes that Wayland residents are committed to supporting our open space and would find this option unacceptable.

### Work Done on Conservation Lands in 2014

Property Name/Location	Acres	Some work	No work
0 Boston Post Road	24.0		X
0 Brooks Road	3.0		X
27 Cedar Crest Road	0.67		X
0 Cross Street	0.69		X
Castle Hill	25.4	X	
Community Gardens (Cow Common)	-	X	
Cow Common	64.0	X	
0 Dean Road	3.1		X
Dudley Brook	11.5		X
Fields Lane	4.43		X
Greenways	98.0	X	
Hamlen Woods	135.2		X
Heard Farm	85.7		X(volunteers)
0 Langdon Road	3.32		X
0 Lee Road	1.75	X	
97 Lincoln Road	2.77		X
Loker	30+		X
Lower Mill Brook	41.5	X	
Lower Snake Brook	31.6	X	
50 Michael Road	9.3	X	
Nike Loop	1+	X	
14 Nob Hill Road	2.3		X
Pine Brook	37.7		X
87 Plain Road	4.8		X
151R Plain Road	6.31		X
Pod Meadow	32.0		X
17 Puritan Path	1.39		X
18 Puritan Path	0.5		X
Reeves Hill	8.0		X
9 Reservoir Road	7.01		X
Rice Road Dam	-	X	
19 Robinhood Road	0.23		X
24 Robinhood Road	0.38		X
Rocky Point	0.8+	X	
Rowan Hill	25.0	X	
Sedge Meadow	93.1	X	
Timber Lane	9.2	X	
Trout Brook	64.7		X
Turkey Hill	46.2		X
Upper Mill Brook	116.3	X	
0 Valley View Road	0.66		X
0 Waltham Road	32.0		X
Wayland Hills	53.9		X

#### Conservation Restrictions - work done in 2014

Lincoln Road Fields	22.6		X
Others (numerous)			X



✓

**TOWN OF WAYLAND**  
MASSACHUSETTS  
01778  
**CONSERVATION COMMISSION**

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

December 19, 2014

Ms. Lisa Vernegaard, Executive Director  
Sudbury Valley Trustees  
18 Wolbach Road  
Sudbury, MA 01776

Re: Town of Wayland Purchase of the Lincoln Road Fields

Dear Ms. Vernegaard,

We read with interest SVT's 2014 Annual Report and sincerely appreciate SVT's dedication to protect and steward land. However, we are responding to the section "Conservation in Action: The Year in Review," which we feel is incorrect and misleading about SVT's role and management responsibilities for a significant, publicly funded land preservation effort in Wayland.

As you know, the Town of Wayland holds the conservation restriction on the Lincoln Road Fields and is responsible for this special land. While this land may adjoin property held by other entities, it adds to the hundreds of acres of land already under the care and custody of the Town.

The citizens of Wayland voted to spend \$2.4 million to fund the acquisition, and it is their generosity and commitment to conservation values that permanently protected this land from development. SVT's inclusion of this project in its yearly progress report fails to note that the property is protected as a result of the Town and its taxpayers.

We hope you will publish a clarification in the next SVT newsletter.

Thank you.

Sherre Greenbaum, Chair of Conservation Commission

cc: Conservation Commissioners  
Nan Balmer, Town Administrator  
Christa Collins, SVT  
File

**RECEIVED**

DEC 19 2014

Board of Selectmen  
Town of Wayland

# ANNUAL 2014 REPORT



SUDBURY  
VALLEY  
TRUSTEES

Conservation, Collaboration and  
Community since 1953

## Conservation in Action: *The Year in Review*



Dear SVT Members,

Thanks to the generous support of 3,000 members and volunteers, SVT made great progress in our three areas of focus during fiscal year 2014: saving land, caring for natural areas, and connecting people to nature. Here are some of the highlights:

### SAVING LAND

Since 1953, SVT has been working to protect natural areas for wildlife and people. Our FY14 highlights reflect the many land protection strategies that SVT employs, from assisting communities with local efforts to organizing efforts that protect landscape-scale tracts of land that cross town boundaries.

- SVT protected 84 acres of land in three projects in Northborough, Acton, and Wayland, representing a variety of habitat types and land uses. Among these successes was the culmination of a multi-decade effort to permanently protect the 22.6-acre Lincoln Road Fields, a rare, rural landscape in the heart of suburban Wayland. This property adds to hundreds of acres of land already protected by SVT, the Towns of Weston and Lincoln, and Mass Audubon's Drumlin Farm Sanctuary.
- With a \$1.47 million Landscape Partnership grant from the Massachusetts Executive Office of Energy and Environmental Affairs, we initiated the ambitious Tri-Town Landscape Partnership Project, an effort to protect over 500 acres in a 9-square-mile area that augments existing conservation land. When completed, the project will link to a corridor of protected land that extends west past the Wachusett Reservoir into north-central Massachusetts. Together with our partners in Berlin, Boylston, and Northborough, we are working to preserve some of the very best of the area's wildlife habitat, working farms, and recreational trails in and around the Mt. Pisgah Conservation Area.
- As a participant in a working group convened by the Metropolitan Area Planning Council, SVT helped to assess the health of agriculture in 13 Massachusetts towns (12 of which are in the SVT region) that are susceptible to encroaching development.



### CARING FOR NATURAL AREAS

SVT's job does not end once a parcel of land has been protected. We actively work to steward these lands, ensuring that the values that originally inspired protection are cared for in perpetuity. FY14 highlights include:

- Thanks in great part to a grant from REI, as well as the hard work of over 300 volunteers, we carried out a myriad of projects to maintain and enhance our 55-mile network of trails and to improve access to our properties. Projects included the opening of our new Elliot Concord River Preserve in Carlisle, which included the installation of a parking lot, kiosk, trails, and canoe landing.
- As part of our ongoing effort to meet the standards set by the National Land Trust Alliance, we trained a team of 16 volunteers to locate and mark property boundaries. Thanks to their tenacity and willingness to beat their way through briar thickets, wade through wetlands, and scramble over stone walls, the volunteers marked boundaries on 11 properties during the year.
- We completed a prescribed burn on 14 acres at Memorial Forest/Desert Natural Area, a cooperative project with the City of Marlborough, MassWildlife, and the U.S. Assabet River National Wildlife Refuge. This is the first step in restoring habitat for several declining species of birds, butterflies, and insects,

*(continued on inside flap)*

### OUR MISSION

Sudbury Valley Trustees is a regional land trust that conserves land and protects wildlife habitat in the Concord, Assabet, and Sudbury river basin for the benefit of present and future generations.

### ABOUT US

Founded in 1953, Sudbury Valley Trustees is supported today by a membership of approximately 3,000 individuals, families, and businesses throughout 36 different communities in the Concord, Assabet, and Sudbury river basin. Working in close collaboration with landowners, local conservation commissions, and government agencies, SVT pursues its land protection goals through land acquisition and stewardship, advocacy, and education.

The organization currently owns, through gift and purchase, more than 2,200 acres in 17 communities. In addition, it holds conservation restrictions on more than 2,000 acres and has been instrumental in preserving several thousand acres now protected by public agencies. Altogether, SVT is responsible for the protection and care of nearly 4,300 acres on 151 properties, which include wetlands, sensitive habitats, and a 55-mile trail network.

**Minutes of a Meeting of the  
Wayland Community Preservation Committee  
July 18, 2013**

**CPC Member Attendees:** Jerry Heller, Chairman, Maureen Cavanaugh, Bob Goldsmith, Anna Meliones, Ira Montague, Gretchen Schuler, Susan Weinstein. These members represented a quorum of the Committee.

**Other Attendees:** Christa Collins, SVT, Jean Milburn, Penny Wilson

The meeting was called to order at 7:40 p.m.

**Minutes:** Susan Weinstein motioned for the CPC minutes from the April 6, 2013 meeting to be approved with revisions. Maureen Cavanaugh seconded the motion. The minutes, as revised, were approved unanimously (7-0-0).

**Lincoln Road Property:** Jerry reported that he conducted negotiations with the Lincoln Road Trust, the owner of the 22.6 acres of land on Lincoln Road as per the direction of the Committee at its meeting on April 6. The owner engaged LandVest, a real estate firm that submitted a document to the Committee entitled a "Basis for Conservation Restriction Pricing." The document presented several different development scenarios and determined that the best plan would be five building lots. They calculated that the value of the land after the restriction was placed upon it was \$2.9 million. The CPC engaged an independent appraiser, Avery Associates, for a fee of \$4000, who determined that the value of the land was \$2.3million. A meeting was held with the owner's representatives, the appraiser, Jerry and Maureen to discuss the assumptions and different appraisals, following which the appraiser revised the appraisal to \$2.4 million and the owner agreed to that amount for the sale of development rights to the Town. The Committee received confirmation from the owner's representatives agreeing to the sale of the development rights to the Town for the aforesaid sum subject to execution of a mutually satisfactory written agreement between the parties and approval of the Town at its fall Town Meeting. Susan Weinstein motioned to accept the agreement. Bob Goldsmith seconded the motion. The Committee voted 6-0-1 to accept the agreement with Jerry abstaining due to his relationship with LandVest where as a retired non-owner he has his dental insurance.

The Committee then discussed who would maintain the land since the Trust retains ownership and who would monitor the restriction agreement, the Town or SVT. Also discussed was some form of public access to the land. The next steps will be to execute a P&S agreement and the conservation restriction, to be negotiated between town counsel and the owner's representative. Christa will forward a sample conservation restriction to Jerry for consideration. Also discussed was preparation for the STM, including having a site walk, public meeting, and preparation of graphics. The CPC will meet again to go over the draft agreement, prior to STM. Jerry agreed to call Brian Monahan to touch base about the project.

**Mainstone Farm** – SVT and CPC have been reaching out to Dev Hamlen to discuss a conservation restriction on Mainstone Farm. SVT will follow up with Dev following this meeting to let him know of the CPC's vote to move ahead with a conservation restriction on the Lincoln Road property.

**First Parish Church** – Jean Milburn and Penny Wilson from First Parish Church presented an application for CPA funding for historic preservation activities at the church. The Historic



District Commission voted to support the CPA application at its meeting earlier this evening. The church's use of capital funds for the parish house connector (in construction) versus renovation and cyclical maintenance of the church and carriage barn was discussed. Gretchen will follow up with the church committee to assist with supplementing the application. The CPC discussed the need to research what is and is not allowed under the CPA relative to religious properties and what is considered preservation versus maintenance.

The meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Maureen A. Cavanaugh

## **Minutes of a Meeting of the Wayland Community Preservation Committee October 16, 2013**

**CPC Member Attendees:** Jerry Heller, Chairman, Maureen Cavanaugh, Ira Montague, Gretchen Schuler, Elisa Scola, John Sullivan, Susan Weinstein. These members represented a quorum of the Committee.

**Other Attendees:** Steve Correia, Board of Selectmen (BOS)

The meeting was called to order at 7:35 p.m.

**Minutes:** Gretchen Schuler motioned for the CPC minutes from the September 9, 2013 meeting to be approved with revisions. Susan Weinstein seconded the motion. The minutes, as revised, were approved (4-0-3). Gretchen Schuler motioned for the CPC minutes from the July 18, 2013 meeting to be approved with revisions. Maureen Cavanaugh seconded the motion. The minutes were approved (5-0-2).

**Finance Committee:** Jerry and Gretchen met with the Finance Committee last week and earlier this evening to answer questions regarding the two CPC-sponsored STM articles for the Lincoln Road Conservation Restriction and Administrative Funds. It is noted that administrative funds were last allocated in 2009. At this evening's meeting the FinCom voted unanimously to support both articles.

**Lincoln Road Property:** Jerry circulated a draft of the Conservation Restriction, which was reviewed and discussed. The CPC will vote on approval of the Conservation Restriction at its next meeting. Jerry circulated a draft Question and Answer (Q&A) sheet, which is to be distributed to town boards and the public. It will also be reworked into a flyer for larger distribution. Comments were provided on the Q&A. Jerry is scheduled to meet with the Department of Public Works, Planning Board, Conservation Commission and Historical Commission in the next two weeks to discuss the Lincoln Road STM article. Public outreach was discussed, concluding the Q&A, preparation of a map showing the Lincoln Road property and abutting conservation land, and having a site walk before and after the BOS warrant hearing, which is scheduled for November 6, 2013.

**Wayland Historical Commission (WHC):** Elisa raised the subject of requesting CPC funds to continue work at the North Cemetery, including background research, headstone repair, and ground penetrating radar to identify unmarked burials and the Town's first meeting house. It was recommended that the WHC seek a second estimate for the work and then present a request to the CPC for consideration at ATM in Spring 2014. The WHC is also interested pursuing repairs to the two stone bridges. Given the extensive scope of work, it is recommended the WHC get two more estimates and present to the CPC.

**Annual Town Meeting:** Gretchen raised the idea of inviting interested parties (e.g., WHC, ConCom) to present projects for which they are interested in seeking CPA funds, to assist the CPC in identifying and prioritizing potential projects.

The meeting was adjourned at 9:35 p.m.

Respectfully submitted,

Maureen A. Cavanaugh

**Minutes of a Meeting of the  
Wayland Community Preservation Committee  
October 22, 2013**

**CPC Member Attendees:** Jerry Heller, Chairman, Maureen Cavanaugh, Bob Goldsmith, Ira Montague, Gretchen Schuler, Elisa Scola, John Sullivan, Susan Weinstein. These members represented a quorum of the Committee.

The meeting was called to order at 7:15 p.m.

**Public Comment:** No public comment was offered.

**Lincoln Road Property:** Jerry presented the revised Conservation Restriction (CR) that has been reviewed and amended by Town Counsel, Mark Lanza. The revised document needs to be further revised to reflect increased access – the owner has agreed that the property will have unlimited access from December 1 to April 1.

A motion was made by Susan Weinstein to accept the CR as amended with the understanding there may be additional minor changes before it is finalized. The motion was seconded by Gretchen Schuler. The motion was approved 8-0-0.

A motion was made by Gretchen Schuler that the money for the purchase of the CR would be from the Open Space portion of the CPA funds, with the remaining portion from the uncommitted fund. Susan Weinstein seconded the motions. The motion was approved 8-0-0.

Gretchen volunteered to get a copy of the appraisal to MaryAnn Napoli for posting on the CPC's website.

**Massachusetts Memories:** Elisa noted that Wayland will be a participating community in the Massachusetts Memories project as part of the Town's 375th anniversary celebration. A planning meeting is scheduled for October 23.

**Statewide Preservation Conference:** Gretchen and Maureen attended the Statewide Preservation Conference on October 18. One of the sessions was focused on the CPA, where it was recommended that CPCs seek input from their town's boards and departments (e.g., Housing Authority, Historical Commission, Parks and Recreation, Conservation Commission) on potential projects that could benefit from CPA funds. It is recommended they provide a list of prioritized projects to the CPC for consideration. Outreach to boards and departments was discussed, potentially through a memorandum from the CPC..

The meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Maureen A. Cavanaugh

**Minutes of a Meeting of the  
Wayland Community Preservation Committee  
November 5, 2013**

**CPC Member Attendees:** Jerry Heller, Chairman, Maureen Cavanaugh, Bob Goldsmith, Anna Meliones, Gretchen Schuler, Elisa Scola. These members represented a quorum of the Committee.

**Other Attendees:** Andrew Mutton, Molly Upton

The meeting was called to order at 7:45 p.m.

**Public Comment:** Andrew Mutton of the Oak Hill Neighborhood Association noted the organization of 43 families has concerns about the effects of the NStar clearing along the viaduct. Concerns include visual impacts on public ways as well as increased noise from the Wayland Rod and Gun Club. They have discussed planting mitigation with NStar, but are looking to also possibly use CPA funds to pursue a study of possible mitigation measures. The study would likely be completed by a landscaper (Weston Nurseries) to develop a planting plan and a sound engineer to propose noise mitigation. It was discussed that the Community Preservation Committee (CPC) would need to confer with the Community Preservation Coalition (Coalition) to determine if this work would qualify for Open Space funds. Jerry recommended that: a) the CPC consult with the Coalition; b) the neighborhood association determine what the scope and cost of a study would be and possibly identify before and after aerial photographs; and c) the CPC conduct a site visit prior to it being considered on a future meeting agenda.

**Minutes:** Gretchen Schuler motioned for the minutes from the October 16 and 22, 2013 CPC meetings be approved. Bob Goldsmith seconded the motion. The two sets of minutes were approved (6-0-0).

**Lincoln Road Property:** Jerry circulated a letter dated November 5, 2013 that he sent to the Lincoln Road property owner's representative providing an overview of the steps that have been and are expected to be taken in the future to conclude the Town of Wayland's acquisition of the development rights relating to the land.

Discussed getting the word out about the Special Town Meeting (STM) article, including Wayland Town Crier Letters to the Editor and distributing the "Q&A" at the landfill, Public Library, Town Hall, and to CPC members' neighborhoods. Bob will follow up on the preparation of a map for STM showing the land and abutting properties. Gretchen to help with the preparation of PowerPoint photographs for Special Town Meeting. Gretchen to follow up with Dennis Berry re: the PowerPoint and the CPC's administrative article. Public walks to be held November 9 and 16.

**Annual Town Meeting (ATM):** The warrant for ATM closes January 15, 2015. Discussed possible CPA articles. Gretchen researched applications that other towns (Concord, Hingham) use to identify and prioritize potential CPA projects.

The meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Maureen A. Cavanaugh

**Minutes of a Meeting of the  
Wayland Community Preservation Committee  
December 9, 2013**

**CPC Member Attendees:** Jerry Heller, Chairman, Maureen Cavanaugh, Bob Goldsmith, Gretchen Schuler, Elisa Scola, John Sullivan. These members represented a quorum of the Committee.

**Other Attendees:** Mary Antes, Brian Boggia, Brian Monahan, Jean Milburn

The meeting was called to order at 7:45 p.m.

**Public Comment:** None

**Minutes:** Bob Goldsmith motioned for the minutes from the November 5, 2013 meeting be approved. Gretchen Schuler seconded the motion. The minutes were approved (5-0-0).

**Lincoln Road Property:** Jerry thanked the CPC members for their hard work on the Lincoln Road Property project, which was approved at Special Town Meeting. The Conservation Restriction was submitted to the state for review. The Town and owner will respond to any comments.

**Annual Town Meeting (ATM):** The warrant for ATM closes January 14, 2015. Possible CPA articles were discussed, as follows.

**First Parish Church:** Jean Milburn presented a statement of need for the Church's proposed capital improvements. An analysis of past expenses was undertaken to separate maintenance from restoration/preservation activities. Cost estimates for the tasks were provided to the CPC. Jerry Heller made a motion to approve an amount not to exceed \$150,000 for the renovations outlined in the provided "Statement of Need." Gretchen Schuler seconded the motion. The motion was approved (5-0-0).

**Forty Acres Drive:** Brian Monahan presented the proposed acquisition of up to three parcels of land on Forty Acres Drive that abut the Pinebrook Conservation Area. An estimate for the land was based on the assessed value and the lots not being buildable. Jerry Heller made a motion to approve an amount not to exceed \$150,000 for the Town to acquire up to three parcels of land (29-010, 29-011, 29-012) subject to an appraisal for an amount at least equal to or greater than \$150,000. John Sullivan seconded the motion. The motion was approved (5-0-0).

**Cochituate Village Apartments:** Brian Boggia and Mary Antes presented the need of a sprinkler system for the Cochituate Village Apartments, which they believe is an allowed expenditure under the CPA for affordable housing and historic preservation funds (if the Wayland Historical Commission supports the project). The total cost of the renovation is estimated to be about \$1 million. They are also looking at requesting funds from the Town and plan to discuss this with the Board of Selectmen and Finance Committee. There may also be the opportunity for federal funds through HUD financing. Gretchen Schuler is going to follow up with Stuart Saginor of the Community Preservation Coalition to confirm that CPA funds may be allocated to a property under the supervision of a federal housing authority. Jerry Heller made a motion to approve funding for the Cochituate Village Apartments through the Housing Authority in an amount not to exceed \$500,000. John Sullivan seconded the motion. The motion was approved (5-0-0).

**Oak Hill Neighborhood:** A discussion took place regarding a request for CPA funds for the restoration of landscaping in the Oak Hill neighborhood. As a result of tree clearing by the utility company, the landscaping was stripped and is depriving the neighbors of privacy and views. After discussion, it was concluded that this was not an appropriate project for CPA funding since it could not be justified as “Open Space” as defined under the CPA.

**Historical Commission – Old Stone Bridge and North Cemetery:** The Wayland Historical Commission is in the process of getting second estimates for renovations to the Old Stone Bridge and North Cemetery. There is no plan to request funds at the 2014 ATM for these projects.

**Beard Property:** The Beard family owns 11 acres of open space and 4-5 acres around their house on Glezen Lane, located on the south side of the pond adjacent to the Lincoln Road property. Discussions have begun for them to donate a Conservation Restriction, transferring development rights to the Town and SVT. The Conservation Commission is currently following up with the Beards. The action would require Board of Selectmen and Conservation Commission approval.

**Open Space Fund:** John Sullivan reports that the Conservation Commission voted to request the CPC to reappropriate \$2.1 million as a set-aside to fund future large open space purchases. The ConComm wants to build up that fund for such projects. It was agreed that this will be discussed at a future meeting.

**Next Meeting:** The next meeting is scheduled for Tuesday, January 7 at 7:30.

The meeting was adjourned at 9:05 p.m.

Respectfully submitted,

Maureen A. Cavanaugh



**Minutes of a Meeting of the  
Wayland Community Preservation Committee  
January 7, 2014**

**CPC Member Attendees:** Jerry Heller, Chairman, Gretchen Schuler, Vice Chairman, Maureen Cavanaugh, Bob Goldsmith, Anna Meliones, Elisa Scola. These members represented a quorum of the Committee.

**Other Attendees:** Brian Boggia, Brian Monahan, Tonya Largy, Jean Milburn, Linda Segal, Rebecca Stanizzi.

The meeting was called to order at 7:35 p.m.

Jerry Heller submitted a copy of a letter to the Board of Selectmen, dated January 7, 2014, stating his resignation from the Community Preservation Committee (CPC), effective June 30, 2014. Jerry's long-standing commitment to the CPC was noted. Maureen Cavanaugh made a motion to name Gretchen Schuler the Vice Chairman of the CPC. Anna Meliones seconded the motion. The motion was approved (6-0-0).

**Public Comment:** None

**Minutes:** Gretchen Schuler motioned for the minutes from the December 9, 2013 be approved. Bob Goldsmith seconded the motion. The minutes were approved (6-0-0).

**Annual Town Meeting Articles**

The Committee discussed CPC-sponsored articles to be included in the Annual Town Meeting (ATM) warrant, as follows:

**Old North Cemetery:** Tonya Largy, on behalf of the Wayland Historical Commission and Wayland Historical Society presented a proposal to request \$15,000 in CPC funds for the preparation of a Preservation Management Plan for Old North Cemetery. The DPW has already committed \$20,000 to the project. The plan will focus on three areas – the oldest parts of the cemetery, the clear area in the northwest section of the cemetery, and the area identified as containing Native American burials. The plan will include a gravestone conditions assessment, landscape assessment, and ground penetrating radar (GPR) analysis. Jerry Heller made a motion to approve an ATM article recommending an amount not to exceed \$15,000 from the Community Preservation Fund's Historic Preservation Fund for the North Cemetery Preservation Plan. Anna Meliones seconded the motion. The motion was approved (6-0-0).

**First Parish Church:** A draft warrant article was reviewed for renovations to the First Parish Church 1814 Carriage Shed and 1814-1815 Meeting House. Jerry Heller made a motion to approve an ATM article recommending an amount not to exceed \$150,000 from the Community Preservation Fund's Historic Preservation Fund for the renovations outlined in the provided "Statement of Need." Gretchen Schuler seconded the motion. The motion was approved (6-0-0). A discussion followed that for the church to utilize CPC funds there must be a public benefit. Jean Milburn outlined several initiatives the Church sponsors that have public benefit, including events with the Wayland Girl Scouts, sponsoring the Walden Forum, and sponsoring a muster on Patriot's Day. It was also noted that the public's interest is protected by the Local Historic District restrictions in place.

**Forty Acres Drive:** A draft warrant article was reviewed for the proposed acquisition of up to three parcels of land on Forty Acres Drive that abut the Pinebrook Conservation Area. Jerry Heller made a motion to approve an ATM article recommending an amount not to exceed the appraised value and not to exceed \$150,000, whichever is less from the Community Preservation Fund's Open Space Fund and Unreserved fund for the fee or any lesser interest in all or part of three parcels of land located on Forty Acres Drive. Maureen Cavanaugh seconded the motion. The motion was approved (6-0-0).

**Cochituate Village Apartments:** A draft warrant article was reviewed for the installation of a fire prevention sprinkler system in the Cochituate Village Apartments. Gretchen Schuler made a motion to approve an ATM article recommending funding for the 1910 Cochituate School, now known as the Cochituate Village Apartments, fire prevention sprinkler system in an amount not to exceed \$500,000 from the Community Preservation Fund's Community Housing and Historic Preservation Funds. Anna Meliones seconded the motion. The motion was approved (6-0-0).

### **Other Business**

**Lincoln Road Property:** Jerry Heller reported the conservation restriction for the Lincoln Road Property is being negotiated with the State, Town of Wayland, and property owner. A meeting is scheduled to review the document on January 9, 2014. SVT will be attending the meeting.

**Lee's Farm Stand:** Brian Monahan reported that a conservation restriction is being negotiated for land along Route 20 and the western part of the parcel along the riverfront. The restriction will be in place before the project is complete. The rear development has an easement to construct a leach field on a portion of the front parcel of land near the farm stand. The Lee's Farm Stand building is being renovated as part of the larger project.

The meeting was adjourned at 8:55 p.m.

Respectfully submitted,

Maureen A. Cavanaugh

**Minutes of a Meeting of the  
Wayland Community Preservation Committee  
February 25, 2014**

**CPC Member Attendees:** Gretchen Schuler, Vice Chairman, Maureen Cavanaugh, Bob Goldsmith, Ira Montague, Elisa Scola, John Sullivan, Susan Weinstein. These members represented a quorum of the Committee.

**Other Attendees:** Rachel Bratt, Ed Collins, Jackie Ducharme, Joe Nolan, Alan Polevsky, Megan Rubin, Molly Upton

The meeting was called to order at 7:35 p.m.

**Public Comment:** Joe Nolan representing the Board of Selectmen (BOS) spoke under “Public Comment” as he needed to leave early. He shared the BOS’ support for Community Preservation Act (CPA) funds to establish an Affordable Housing Trust related to the Dudley Wood’s land transfer (see below).

**Minutes:** Maureen Cavanaugh motioned for the minutes from the January 7, 2014 meeting be approved. Bob Goldsmith seconded the motion. The minutes were approved (7-0-0).

**Annual Town Meeting Articles**

The Community Preservation Committee (CPC) discussed articles requesting an allocation of CPA funds that are included in the Annual Town Meeting (ATM) warrant, as follows:

**Dudley Woods/Affordable Housing Trust**

Ed Collins of the BOS presented three articles in the warrant that are loosely related to the transfer of land in Wayland’s Dudley Woods neighborhood from the BOS to the Recreation Commission. An agreement established following a study states that four Dudley Woods parcels that had been slated for affordable housing will be transferred to the Recreation Commission provided that funding for two to four affordable housing units be established. There is an article to establish an Affordable Housing Trust and the Selectmen anticipate that seed money from the CPC be used to establish the Trust which then will be augmented with over \$500,000 from the Town Center project. A copy of only one of the three articles had been provided to the CPC earlier in the day, through Gretchen Schuler. The article that was provided did not include the Housing Trust article nor the request for an allocation of CPA funds. There was discussion among the CPC and members of the public regarding the merits of the articles. Rachel Bratt, representing the Wayland Housing Partnership submitted a letter to the CPC and spoke against allocating CPA funds. Bob Goldsmith made a motion to pass over making any recommendation for a CPA allocation at ATM based on there not being a valid article before the committee to vote on. Ira Montague seconded the motion. The motion was approved (5-0-0).

**Old North Cemetery:** The Finance Committee voted to recommend approval of the article.

**First Parish Church:** The FinCom voted to recommend this article, however in the Pros and Cons the FinCom cited several reasons why some may be opposed including issues related to separation of Church and State, using public money for private property, and lack of continuous public access to the property. The Wayland Historic District Commission voted to support the article with two members voting in opposition, citing the CPC does not have a way of Means Testing.

**Forty Acres Drive:** The Conservation Commission is working with the property owner following the completion of the property appraisal.

**Cochituate Village Apartments:** The Department of Revenue has indicated that Community Housing CPA funds may not be used for the project, however Historic Preservation Funds may be used. The FinCom voted against funding the project noting the project is not far enough along in planning.

**Other Business**

**Lincoln Road Property:** Gretchen Schuler reported the conservation restriction for the Lincoln Road Property is still being negotiated with the State, Town of Wayland, and property owner.

The meeting was adjourned at 9:35 p.m.

Respectfully submitted,

Maureen A. Cavanaugh

**Minutes of a Meeting of the  
Wayland Community Preservation Committee  
June 25, 2014**

**CPC Member Attendees:** Gretchen Schuler, Chairman, Maureen Cavanaugh, Jerry Heller, Elisa Scola, John Sullivan, Susan Weinstein. These members represented a quorum of the Committee.

**Other Attendees:** Linda Segal, Dwayne Galbi

The meeting was called to order at 7:35 p.m.

**Minutes:** Susan Weinstein motioned for the minutes of the February 25, 2014 Community Preservation Committee (CPC) meeting be approved. Jerry Heller seconded the motion. Minutes were approved (6-0-0).

**First Parish Church:** The renovation at First Parish Church is underway with Olde Bostonian undertaking the work. First Parish paid the first round of invoices. Discussed process for payment of invoices with Community Preservation Act (CPA) funds, per approval of the Annual Town Meeting (ATM) article. The Commission approves invoices as to amount, but not content and then submits invoices to the Town Treasurer for payment of funds. Discussed having proponent submit invoices directly to Town Treasurer and if there are any questions, Treasurer may ask the Commission for verification. Gretchen will follow up.

**Open CPC Projects:** A list of open CPA projects and accounts was reviewed. Discussed clearing the open accounts and returning the unused funds to their respective source (historic preservation, open space, affordable housing, recreation, uncommitted balance). Susan Weinstein requested that the CPC make it a regular practice to provide information on the funds that are in the CPA accounts. Susan Weinstein made a motion to clear the open CPA accounts and return unused funds from five projects to their respective source(s). John Sullivan seconded the motion. The motion was approved 6-0-0.

**Mainstone Farm:** Gretchen Schuler reported that a group including members of the Conservation Commission, Board of Selectmen, Historical Commission, and CPC met with Dev Hamlen and two of his children to discuss the future of Mainstone Farm. It was agreed that a creative solution needs to be negotiated that includes conservation and development, in addition to the Hamlen family retaining some property. Next steps include updating appraisals (by the town and owner), investigating a conservation restriction for farming, discussing with SVT about fundraising assistance.

**Affordable Housing Trust:** Susan Weinstein reports that she has been appointed to the Affordable Housing Trust.

**Public Comment:** Dwayne Galbi of Oak Hill Road – spoke about the possibility of categorizing the land of the Rod and Gun Club off Oak Hill Road as Open Space in the Open Space Plan, which may make it on a list of places that the town would want to protect. No one had the Open Space Plan available to see how it is categorized if mentioned at all. He asked if Open Space money could be used to develop an Open Space Plan for that parcel.

The meeting was adjourned at 9:25 p.m.

Respectfully submitted,  
Maureen A. Cavanaugh

**Minutes of a Meeting of the  
Wayland Community Preservation Committee  
September 17, 2014**

**CPC Member Attendees:** Gretchen Schuler, Chairman, Maureen Cavanaugh, Bob Goldsmith, Anna Meliones, Ira Montague, Elisa Scola, John Sullivan, Susan Weinstein. These members represented a quorum of the Committee.

**Other Attendees:** See sign-in sheet.

The meeting was called to order at 7:35 p.m.

**Public Comment:** None.

**Minutes:** Susan Weinstein motioned for the minutes from the June 25, 2014 Community Preservation Committee (CPC) meeting be approved. Maureen Cavanaugh seconded the motion. The minutes were approved (7-0-0).

**CPA Fund Financials:** Gretchen Schuler met with Brian Keveny to review the Community Preservation Act (CPA) fund reports. The reporting will be on track next quarter, with a paper accounting by September 30 and then quarterly reports will be issued. The total balance is just over \$7 million. John Sullivan noted that the Conservation Commission would like to see a substantial amount set aside for open space.

**Rail Trail:** Larry Kiernan, Wayland representative to the Mass Central Rail Trail (MCRT), provided an update on the project and the use of the \$25,000 Community Preservation Act (CPA) feasibility funds previously approved at Annual Town Meeting (ATM). The trail is proposed to be hard packed stone dust for the three miles in Wayland. The path would be built to Department of Conservation and Recreation standards. To construct a paved path meeting Massachusetts Department of Transportation standards may be considered at a later date. Next steps are to have the bridge over the Sudbury River evaluated and to refine a project budget. Dan Hill, representing the Planning Board (PB) reported that the PB had requested the Board of Selectmen to designate the PB to work with Larry and the Town Planner on advancing the project. A large number of Wayland residents attended the meeting in support of the project.

**Application Form for CPA Projects:** Gretchen circulated two sample CPA application forms that she prepared. There was some discussion, but the issued was tabled, with the request the members review the forms and bring comments to the October 15 meeting.

**Potential Projects for 2015:** Discussion regarding potential 2015 projects to be considered at 2015 ATM included:

- **Library** – The Library is getting estimates from Olde Bostonian (currently repairing the First Parish Church windows) for curved window repair or replacement. The Library is also looking to the Wayland Historical Commission (WHC) for support.
- **Housing Trust** – The Wayland Munnicipal Affordable Housing Trust is looking to be the repository for CPA affordable housing monies, as it has the ability to be more nimble and able to respond to opportunities and needs more quickly.

- Cochituate Village Apartments – The Finance Committee has asked the CPC if they would consider recommending an additional allocation for the sprinkler system. An RFQ for the sprinkler installation is currently being prepared.
- North Cemetery – An existing conditions and recommendations report, prepared with CPA funds approved at 2014 ATM, will be completed this fall. The WHC will be requesting more CPA funds to do additional work.
- Stone’s Bridge – The WHC is working with Structures North Consulting Engineers to refine a stabilization plan for the North Bridge.
- Loker Fields – Anna reports that the Recreation Department will have a new director next week. ATM approved \$92,000 for design of ball fields that is not all spent. Construction of ball fields is estimated at \$985,000.
- Mainstone Farm – Sudbury Valley Trustees (SVT) is back in the loop talking with Dev Hamlen and his family. The last appraisal was from 2011 and is outdated. SVT is looking at fundraising strategy. Brian Keveny is looking into how much the Town could borrow.

**Lincoln Road Fields:** Jerry Heller reports that the conservation restriction (CR) for the Lincoln Road Fields was finalized and the closing was in June. In addition, a CR for the adjacent eight acres is being negotiated with the property owner and the state. SVT is taking the lead and will hold the CR.

**Community Preservation Coalition Membership:** Susan Weinstein motioned for the Community Preservation Coalition annual membership dues of \$2,875 be paid by the Town of Wayland from CPA funds. Maureen seconded the motion. The motion was approved (8-0-0).

**Annual Report:** The annual CPC report was reviewed and no edits were recommended.

**Other Business:** The CPC has one open seat, awaiting an appointment from the Board of Selectmen.

**Next Meeting:** It was agreed that the CPC will have a regularly scheduled meeting at 7:30 on the third Wednesday of the month. Next meetings: October 15, November 19, December 17.

The meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Maureen A. Cavanaugh



**Minutes of a Meeting of the  
Wayland Community Preservation Committee  
October 15, 2014**

**CPC Member Attendees:** Gretchen Schuler, Chairman, Maureen Cavanaugh, Anna Meliones, Ira Montague, Elisa Scola, John Sullivan, Susan Weinstein. These members represented a quorum of the Committee.

**Other Attendees:** Larry Kiernan, Nan Balmer, Town Administrator

The meeting was called to order at 7:35 p.m.

**Public Comment:** None.

**Minutes:** Susan Weinstein motioned for the minutes from the September 17, 2014 Community Preservation Committee (CPC) meeting, as corrected, be approved. Anna Meliones seconded the motion. The minutes, as corrected, were approved (7-0-0).

**CPA Fund Financials:** Gretchen Schuler explained that Community Preservation Act (CPA) funds have been set aside in appropriate amounts, but may not have been allocated to the correct categories for approximately the past five years. Nancy Funkhouser of the Finance Committee has volunteered to assist with getting the allocations in order. Susan Weinstein also offered to also help with this effort.

There needs to be an Annual Town Meeting (ATM) article to allocate money to each of the CPA funds and to administration. The affordable housing money may be directed to the Municipal Housing Trust Fund if the CPC agrees to submit such an article.

**Application Form for CPA Projects:** Gretchen circulated a revised draft CPA application form and edits were provided.

**Potential Projects for 2015:** Discussion regarding potential projects to be considered at 2015 ATM included:

- **Housing Trust** – Affordable housing funds allocated annually at ATM will go directly to the Wayland Municipal Affordable Housing Trust, if approved.
- **Cochituate Village Apartments** – The Finance Committee has asked the Housing Authority to consider all other funding sources before coming to the Town. A study required to seek bids is not complete. Town Counsel has determined that community housing funds cannot be used for the project. Discussed requesting to have this decision reconsidered.
- **Wayland Public Library** – The Library Trustees are pursuing appropriate ways to improve weather tightness of the curved windows in the bay. The Library is getting estimates from Olde Bostonian (currently repairing the First Parish Church windows) for repairs to casings of the curved windows. The library did discuss with John Moynihan before he retired. His recommendations and those of Olde Bostonian seem to be in conflict.

- **North Cemetery** – Elisa Scola reports that work on the North Cemetery has been put on hold until 2015, so there will not be an article for 2015 ATM for the recommendations that would come from the study.
- **Stone's Bridge** – The Wayland Historical Commission (WHC) is in discussions with Structures North Consulting Engineers regarding stabilizing one-quarter of the bridge for approximately \$250,000. The WHC will request that CPC submit an article for 2015 ATM to fund the project.
- **Mainstone Farm** – Sudbury Valley Trustees, Gretchen Schuler, and Cherry Karlson met with Dev Hamlen and family. The most recent 2011 appraisal needs to be updated. Brian Keveny was consulted and reported that the Town could borrow approximately \$6m. If an article to acquire a conservation restriction on the property goes to ATM, it would likely not be until Fall 2015 or Spring 2016.
- **Open Space Set-Aside** – John Sullivan reports that the Conservation Commission may recommend that some money from unrestricted funds be set aside for Open Space in the future.
- **Loker Fields** – Anna Meliones reports that the Recreation Department is relooking at the Loker fields, as there is interest in investing in a more centralized field. Ideas being considered include a second turf field at the high school or a field at the Highway Department garage. All of the sites have constraints that would require further study. The development of grass fields at Loker is also being considered. The estimated cost for Loker is currently not known and an article may not be ready for 2015 ATM.
- **Rail Trail**: Larry Kiernan, Wayland representative to the Mass Central Rail Trail (MCRT), provided an update on the project and the use of the \$25,000 Community Preservation Act (CPA) feasibility funds previously approved at ATM. The bridge over the Sudbury River is being evaluated to determine what would be required to have it meet H-10 Standards. The bridge assessment should be ready in three weeks. NStar is interested in the bridge meeting H-20 standards. Wayland MCRT representatives are in discussions with NStar regarding their potentially funding the bridge improvements. A meeting was held with the Department of Conservation and Recreation and the approach for advancing the rail trail was approved. The budget will be refined by November 15, 2014 and a final budget is anticipated by December 15, 2014.
- **Heard Farm** – John Sullivan presented restoration of the hayfields as a potential project for 2015 ATM. The fields are deteriorated, which has affected the bobolink population.
- **Forty Acres Drive** – John Sullivan reports that Brian Moynihan is in continued discussions with the owner and this may be an article for 2015 ATM.

**Other Business:** Discussed potential for increasing the percentage of the CPA surcharge, which would increase Wayland's bonding capacity. The Committee agreed that it would likely be a concerted effort that requires more consideration.

**Next Meeting:** November 19, 2014.  
The meeting was adjourned at 9:15 p.m.  
Respectfully submitted,  
Maureen A. Cavanaugh



# Town of Wayland Massachusetts

## Council on Aging / Community Center Advisory Committee

Frank Krasin, Co-Chair  
Ben Keefe, ex officio  
Andrew Reck

Steven Correia  
Carol Martin  
Julie Secord, ex officio

Ken Isaacson  
Jean Milburn  
William Sterling, Co-Chair

## Council on Aging / Community Center Advisory Committee (CCAC)

### Minutes: November 24, 2014

In attendance: Jean Milburn, William Sterling, Carol Martin and Ken Isaacson. Also in attendance were Public Buildings Director, Ben Keefe and COA Director Julie Secord. Absent: Frank Krasin, Steve Correia, Andrew Reck. Observing: Betty Salzberg and Don Bustin

The meeting was called to order at 7:02 PM in the small conference room in Town Building.

Mr. Sterling began the meeting by reiterating his interpretation of the committee's charge to prepare a Warrant article to present to the Selectmen by mid-December. He then offered to the committee a copy of a rough draft that he felt we could use to model our Warrant article proposal based on work of a similar type that had been done previously.

Ms. Milburn interjected that she and Mr. Krasin had met with the Rec Director to discuss needs, followed by further general discussion of our charge and the time constraints. Our report will list what can be done based on the input we have to date received from the community. It was speculated that if there were needs beyond the 10k sf existing building, additional land might be made available by the Town Center owners, but that that is presently unknown.

In public comment, Betty Salzberg (who is a member of the Conservation Commission but who was not representing that Board) stated that proposed new construction had to be less than 10% within 200 ft of the Sudbury River and speculated that that 10% might already have been used by Twenty Wayland. And that parking lots and leaching fields are included in that 10%. She also advised us that septic and drainage pipes would have to run under the Owner's land and that there could be up to two existing pipes that are not connected to anything. She also opined that parking lots over 20 years old that had returned to undeveloped land cannot be simply returned to parking lots because they would be considered undeveloped land. Finally she suggested finding out whether the proposed site has contamination by inquiring from the Raytheon representatives at the upcoming, December 3 PIP public meeting. Ms. Milburn said she plans to attend to ask about the contamination of our proposed site.

At 7:50pm co-chair Sterling announced the committee would recess to attend the Historical Commission meeting and provide them with an overview of our work. He further stated the committee would return to open session in approximately 20 minutes. At 8:15pm the committee resumed our meeting. Ms. Martin asked

Ms. Salzberg whether we needed to be concerned about any endangered plants at the site. She also remarked about the fact, stated at the Historical Commission meeting, that part of a pre-historic native American site had already been destroyed when Route 20 was built. Ms. Secord asked if permeable surface is a preferable alternative to asphalt at this site. The answer was affirmative.

It was stated that Conservation Commission will likely have concerns that will have to be addressed. Mr. Sterling recommended that we should soon do an informal meeting with the Conservation Commissioner and Chair.

Mr. Keefe observed that we should design for the future, perhaps 10 years. The exiting 10K sf building is probably half the size or less than what we actually need according to demographics and MA Council on Aging recommendations. He provided costs for Annual Operating and Maintenance based on a per square foot estimation. That cost for FY16 would be approximately \$147,400. Ms. Martin said that use cost of the project has to be anticipated and that FY16 might be too optimistic. Ms. Milburn said that there had been design and focus groups done by GMI a couple of years ago for a combined Library/COA and that info that could be valuable to our committee. She will try to provide copies.

Committee reviewed the minutes of November 4, 2014. Ms. Martin recommended approval with one amendment: adding "Submitted by Bill Sterling." Motion seconded by Ms. Milburn. Motion approved 4 – 0.

Committee reviewed the minutes of November 10, 2014. Ms. Martin recommended fixing one typographical error: changing "25,00" to read "25,000." Mr. Sterling moved to accept as amended. Seconded by Ms. Martin. Motion approved 4 – 0.

Mr. Isaacson asked the committee on feedback about all the other organizations in town trying to find space for their activities, including the Library, now the COA, Recreation, an Arts Center. Is there anybody looking at this from the big picture to be sure planning is being done wisely, and all facilities in town are being accounted for to meet the community's larger and long term needs? Ms. Martin informed the committee of the work of the Long Range Planning Working Group, a group that has assembled itself and are looking at use of space and land in town for future projects. At 9:37PM Ms. Milburn moved to adjourn. Seconded. Approved 4 – 0.

Next meetings: Dec. 2 @ 7pm at Town Building and  
Dec. 10 @ 7pm at Town Building.

Respectfully submitted,  
Ken Isaacson

Electronic Voting Subcommittee Meeting Minutes for October 7, 2014

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

Dave Bernstein was appointed Secretary pro tem,

There was no Initial Public Comment.

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

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

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

Alan

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

Don

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

Jon

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

Beth

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

Larry

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

Alan

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

Dave

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

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

Alan

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

Larry

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

Don

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

Jon

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

Beth

- Prefers OTI

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

Larry

- OTI is acceptable
- PowerCom is not acceptable

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

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

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

There was no Final Public Comment.

The meeting was adjourned at 9:12 pm.



RECEIVED

DEC 19 2014

Board of Selectmen  
Town of Wayland

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting November 17, 2014  
Second Floor Conference Room, Wayland Town Building**

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

**Call to Order:** 6:35 p.m.

**Visitors and Public Comment**

There were no visitors and no public comment.

**Minutes of Previous Meeting(s)**

The minutes for the meetings of October 15, 2014 and October 27, 2014 were approved unanimously following a change made to the section on forming the Library Planning Committee.

**Financial and Statistical Reports**

Circulation was up over last year in both September and October. Four months into the fiscal year, expenditures are on track. Mrs. Jahnke expressed concern about the performance of the Library's trust funds in the third quarter. Trustees will reconsider those funds after seeing fourth-quarter results.

**Discussions with the Finance Committee**

Mrs. Gennis, Mrs. Heller, and Mrs. Knight continue to work with members of the Finance Committee on both the 2015-2016 Operating Budget and the Finance Committee's Long-Range Planning Initiative. Trustees have been encouraged to present a statistical case for the Library's request to restore some evening and weekend hours lost in FY2011, and to address the future of libraries during the Library's presentation at the upcoming public hearing on long-range planning. Mrs. Knight will prepare the statistical case for restoring hours, and Mrs. Jahnke and Mrs. Heller will redraft the long-range planning slides.

**Library Planning Committee**

Following three weeks of advertising for members in various public media, Trustees continue to consider candidates for the Library Planning Committee. Interested residents are being sent the charge for review; they may then send a letter explaining their interest or discuss the Committee's work with one or more Trustees.

Mrs. Knight reports that she has spoken to Doug Goddard, chair of the Permanent Municipal Building Committee, who suggests that his committee might participate in discussions after the Library Planning Committee has made its recommendations to the Library Trustees.

**Library Building Program**

Tom Jewell, the consultant who has been hired to update the Library Building Program, will have a draft ready for the Trustees to review in December in advance of a meeting with him in January.

**Long-Range Planning for Town-Owned Parcels**

Mrs. Lipcon reported on her attendance at recent meetings of the group considering what to do with Town-owned parcels. The current group is considering procedural matters; a later group will consider actual disposition of parcels. Trustees' discussion chiefly addressed the question of whether Town boards with interests in Town-owned parcels, like the Library Board of Trustees, should have a place on these committees.

### **Community Survey Update**

Mrs. Gennis reported that three research consulting firms are under consideration to undertake our 2015 Community Survey and we are close to final decision.

### **Website Update**

Mrs. Heller reported that the Library is close to selecting a design firm to update the Library's website.

### **Lighting**

Mrs. Knight continues to be concerned about lighting changes being contemplated for the Library without input from Library staff. While sympathetic with the goal of energy efficiency, Mrs. Knight notes that the Library's needs are particular to readers' tasks, the high ceilings in the Main Reading room, and stack conditions. She will continue to push for Library input into specifications with John Moynihan, the Facilities Department's special project manager in charge of lighting initiative, and Nan Balmer, the Town Administrator.

### **Library Communications Position**

Mrs. Knight is finalizing the Library's presentation to the Personnel Board asking that a part-time Communications Specialist be added to staff. The Personnel Board is scheduled to hear the presentation on November 24.

### **Wayland Reads**

Mrs. Cartwright reported on plans for this winter's Wayland Reads program and distributed a list of tentative events. This year's program centers on the collection of essays written by Marina Keegan titled "The Opposite of Loneliness." Trustees considered whether to present a Gossels Fund Lecture in conjunction with the Wayland Reads program.

### **Topics Not Reasonably Anticipated by the Chair in Advance of Meeting**

Mrs. Gennis reported a recent query from a town resident who asked whether the Library would be interested in having a presence at either the River's Edge housing project or the proposed building for municipal use at the Town Center. While expressing support for outreach to elders and shut-ins, and expressing interest in exploring this further, the Trustees were disinclined to relocate any of the Library's collections outside the Library's walls.

**The Meeting Was Adjourned** at 8:53 p.m.

### **Documents for This Meeting**

1. Agenda of Meeting 11/17/14
2. Minutes of Meetings October 15, 2014 and October 27, 2014
3. October Circulation Report
4. Financial Report, "Summary Reports as of 2014.11.14"
5. Financial Report, "Trust Funds"
6. "Library Planning Committee—Potential Members Updated ~~10/28/14~~ 11/17/14"
7. "Long-term Communication Plan, Updated 10/26/14"
8. "For Trustees, Wayland Reads 2015, Events, as of November 17, 2014"

### **Next Meetings**

- Wednesday, December 17, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, January 21, 8 a.m., Raytheon Room, Wayland Free Public Library

Respectfully submitted by Nan Jahnke, Trustee, Board Secretary



# Town of Wayland Massachusetts

## OPEB Advisory Committee

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

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DEC 15 2014

Board of Selectmen  
Town of Wayland

## MINUTES OF THE OPEB ADVISORY COMMITTEE MEETING

Held on Monday, March 24 at 7:30 pm

Location: Wayland Town Building

Chair Cliff Lewis called the meeting to order at 7:43 pm. The main purpose of this meeting is to go through the Warrant Article presentation.

Kent George and Jay Sherry have just presented the upcoming Town Meeting OPEB Article to the Recreation Committee. The Recreation Committee voted 4-0 to support the article.

**Review and Discussion of OPEB impact on Moody's rating** - Jay Sherry spoke with Scott McIntyre, a senior partner at Melanson & Heath, the Town's outside auditing firm. Jay asked if we did not have the amount of funding according to the GASB actuarial tables but the Town had adopted the state statute and were setting aside funds in a trust according to a plan to fund it overtime at a rate getting us to \$79 million eventually, we would have a large liability on the books according to GASB 45. How would we handle that and how would Moody's view that for the Town's credit rating. Scott said that in the Town's Management Disclosure and Analysis (MD&A), management would explain the Town's decision and that the auditor, Melanson and Heath, would put it in a footnote. Brian Keveny can outline a draft for the MD&A. We have plenty of time.

Resident Gordon Cliff asked at the public information meeting if the premium based funding would have "a negative impact on the Town's AAA Bond rating". Brian Keveny was referred to Patricia Bowen, VP at Eastern Bank Municipal Finance Department who worked with Wayland's Town Treasurer when we put together our bond offering. Patricia reviewed our documents (Committee Report and the Public Information presentation). She also ran it by a Moody's analyst. Both said that they would not see an impact on Wayland's AAA rating based solely on the proposed OPEB funding process described to support Article 4 at Town Meeting.

The next step would be to notify the Fin Com regarding the Management's Disclosure and Analysis (MD&A).

Jay Sherry said that we think we're doing OK but it might be helpful to get some data regarding where we are in relation to other towns regarding funding. PERAC (Public Employees Retirement Administration Commission) is supposed to get a submission each year from each Town that has accepted the State statute on setting up an OPEB Trust regarding the status of that trust and amounts saved. We are ahead of most towns except for a few (e.g., Dedham, Weston) and we are 27% funded.

**Town Meeting Warrant Article Discussion – fact checks, fast track & feedback** - It was discussed and decided that follow up prior to Town Meeting should include an email to Gordon Cliff, communications with the Finance Committee, the Finance Director, and Moody's analyst. We should ask Brian Keveny to check that both Segal (Town's actuary) and Melanson & Heath are ok with what the committee is presenting.

Jay Sherry expressed concern about the anomalies in the budget article in the warrant regarding the actual number of OPEB eligible employees. (It says 529, 536, 586) and that we should have clarity on what that number actually is.

Jay also sent an email indicating that there are changes ahead for GASB 45. (attached)

Jay also inquired whether there was a way to have an abbreviated procedure with the OPEB article but Dennis Berry, Town Moderator will not fast track the article.

**Review of Warrant Article Speech – Cliff Lewis**

The Committee reviewed the Chair's speech for Town Meeting presentation of article. Kent George agreed to make copies to have available at Town Meeting of Susan Wagner's Town Crier article on OPEB.

**Warrant Article Final Communication Plan – Jay Sherry.** The Committee discussed where we are in the final Warrant Article Communication Plan and the Committee Report which has been printed in the Warrant for Town meeting.

Cliff Lewis received a request for information from the Massachusetts Municipal Association regarding OPEB. This has been sent to each town. Cliff asked Maryanne Peabody to respond on behalf of the Committee.

**Plan for FY15 OPEB Committee Goals and Objectives.** Items discussed by the Committee included:

1. Oversight of Investment regarding Return on Investment for OPEB trust monies.
2. The distinction between FTE and the OPEB eligible employees. There is future work to be done exploring clarifying the numbers and confirming OPEB eligible employees that work on grants and for the 35 revolving funds that the town has.
3. Explore further cost reductions.
4. Explore whether an alternative legal trust structure is required to protect the monies in the OPEB Trust.
5. Improve the accuracy of the OPEB modeling.

Jay Sherry questioned whether the Town should consider borrowing the moneys to invest in OPEB as Wellesley has done. The committee was generally not in favor of that since interest rates have been low and may not stay that way. Dave Gutschenritter added that the "entity can't withstand the 'bottom' of the market." Kent reinforced that the Investment Policy was important. Jay Sherry said that borrowing would be replacing debt service for OPEB payments. Jay cited that the Commonwealth borrows money to invest.

6. Net reimbursement from other Towns for their portion of OPEB costs for employees who have worked elsewhere but retire from Wayland. Other towns may bill Wayland as well so what would be the net gain. Maryanne Peabody pointed out that the MMA legislation currently pending would limit that amount to 50% of premium and that the Commonwealth won't reimburse at all.
7. Make OPEB part of the Town Budget going forward.

The Committee discussed whether it would be possible to make a pitch to the MMA regarding the work we had done. Maryanne indicated that she had offered to the MMA's Legislative Affairs staff person that we were willing to make such a presentation. The Finance Committee also has a regional coalition.

**Public Comment** – Anette Lewis told the Committee that they had done a good job.

There being no further business, the Chair accepted a motion and the meeting was adjourned at 9:50 pm.

Respectfully submitted,  
Maryanne Peabody  
Member, OPEB Advisory Committee

There being no further business, the Chair adjourned the meeting at pm

Respectfully submitted,

Maryanne Peabody

Member, OPEB Advisory Committee

RECEIVED

DEC 15 2014

Personnel Board Meeting  
Wayland Town Building - Selectmen's Office  
Meeting Minutes  
November 17, 2014 7:00 pm

Board of Selectmen  
Town of Wayland

Members Present: J. Green (JG), M. Peabody (MP), D. Cohen (DC), M. Jones (MJ)

Also present: J. Senchyshyn (JS)

JG called the meeting to order at 7:00 pm

Executive Session

JG made a motion to move into Executive Session under MGL Ch30A, Sec 21(3) to discuss contract negotiations with the Teamsters as an open discussion might have a detrimental effect on the town's negotiating position. MJ seconded the motion

JG took a roll call vote:

Member Jones	Aye
Member Cohen	Aye
Vice Chair Peabody	Aye
Chair Green	Aye

The Board having voted 4-0 to move into Executive Session, the motion carried. JG announced that the Board would be going into Executive Session for approximately 10 minutes for the stated purpose. The Board would be returning to Open Session.

The Board Entered Executive Session at approximately 7:05 pm.

The Board returned to Open Session at approximately 7:10 pm.

Public Comment

Resident Molly Upton addressed the Board. She noted that in the context of her thinking about creative ways to make Wayland better, she had focused on the amount of time and money spent in connection with the fee-based programs operating under the school umbrella whose employees are eligible for town benefits. She suggested that the town consider thinking about ways to get the employees for such programs such as BASE, Pegasus, and Childrens' Way off the Town's books entirely. She stated that in Lexington, programs such as these are run through a 501[c](3). The members discussed the drawbacks of this type of arrangement, which would require the Town to surrender control over the programs, and the fact that it may not be possible to run programs such as BASE or food services through a 501[c](3) because of the links to special education and the federal requirements about school meals. Upton reiterated that the Childrens' Way and food services owed the Town a great deal of money for benefits-related costs. The Board members suggested that this was an issue that should be taken up with the School Committee. Upton stated that she had discussed it with Dr. Stein.

DC moved to adjourn the meeting. MJ seconded the motion. Four members having voted in the affirmative, the motion passed. The Board adjourned at 7:30 pm.

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John Senchyshyn  
ATA/HRD

**Documents From Personnel Board Meeting**

**Regular Session**

**November 17, 2014**

Document:

None



Personnel Board Meeting  
Wayland Town Building – Large Hearing Room  
Meeting Minutes  
November 24, 2014 7:00 pm

RECEIVED  
DEC 15 2014  
Board of Selectmen  
Town of Wayland

Members Present: J. Green (JG), P. Schneider (PS), D. Cohen (DC), M. Jones (MJ)

Also Present: J. Senchyshyn (JS)

JG called the meeting to order at 7:00 pm

Public Comment

Resident Anette Lewis noted that the Board would review requests for 5 new positions. She queried why this Board would review the requests rather than another board. She hoped the Board would reject all the requests. She stated that the Town population has not grown, but union positions continue to be added. Perhaps consolidation of positions should be considered.

Staffing Reviews

*COA*

COA Director Julie Secord presented the request for an 18 hour/week PT Project Coordinator. She was joined by COA Board members Betsy Soule, Nancy Leifer and Becky Patterson. The COA is seeking an 18 hour/week position to help support the growing senior population. Secord noted that in a 7 week period, there were 225 Medicare reviews. JG inquired about a clarification of the grant subsidy. DC asked if volunteers could provide additional support. Secord noted that there are 150 volunteers performing a variety of functions. PS asked about joint efforts with other communities. Secord stated that the Council partnered when possible. DC asked about other revenue streams. Secord commented that there is support from a 501C3. Soule acknowledged Secord's efforts in driving results and stated that the Council supports the request for the position.

*Conservation*

Conservation Administrator Brian Monahan and Commission Members Sheree Greenbaum, Bob Goldsmith and Barbara Howell presented the request for a FT Land Manager. Greenbaum stated that the department oversees approximately 1,000 acres with another 115 acres recently identified. A Land Manager would allow Monahan to dedicate more time towards regulatory work. Greenbaum distributed several related documents to the Board. A Land Manager would handle day-to-day land management, prepare land management plans, review farm agreements, prepare educational programs. Monahan noted that lands are deteriorating. JG asked for a clarification of seasonal labor expenses. The response was that 1 seasonal would be kept and 1 seasonal would be eliminated, saving \$3,600 in seasonal expenses. DC asked if the materials budget would increase. Monahan stated that most expenses were already built into the operating budget, but in future years capital requests could increase. Goldsmith noted that the position would allow Monahan to devote more time towards storm water requirements. PS inquired about contracting out work. Monahan stated that he had more success working with Eagle Scouts. Contracted mowing ran about \$100/hour.

*Library*

Library Director Ann Knight requested a PT, 17 hour/week Digital Services and Communications Specialist. Trustees Aida Gennis and Sally Cartwright joined in the meeting. Knight distributed a summary which served as the basis for her presentation. She noted that many of the proposed duties for the job are being performed by her. She also noted that while digital services are increasing, so are demands on traditional books and paper products. PS inquired if additional technology training is

needed, and the expected timeline for a reduction in print materials. Knight responded that design work is not normally within a librarian's functions. Print materials are expected to remain in tandem with digital services for many years. DC asked if unpopular programming could be reduced and if adult programming was commensurate with other Towns. Knight stated that it is difficult to predict attendance and that many other towns had programming positions.

#### *Town Clerk*

Town Clerk Beth Klein presented a request for an 18 hour/week PT Department Assistant. Klein noted that she and her Assistant Town Clerk are both new to the office. The previous Town Clerk and Assistant had a combined 35 years of experience. She stated that for FY 13 fees collected financed about ½ of her budget. Klein stated that the window is very busy and servicing customers takes large amounts of time. PS inquired if converting to electronic records or systems would help. Klein thought not. DC asked if experience on the job will make current staff more efficient. Klein agreed that would help, but still believed additional help was necessary. Klein noted that she is in an elected position. If a new PT position was created and filled by resident, the Town might be able to groom her replacement. In closing, Klein referenced comparative data from neighboring towns. JG asked how often the Assistant Town Clerk worked overtime. Klein stated overtime occurs during ATMs and elections.

#### *Department Pending*

JS stated that there is a proposal in development for a Town Engineer. A specific department is not identified yet. The concept began in discussions with the interview committee for the recent DPW Director recruitment. JS believed the proposition could be cost neutral to a cost savings. The possibility of consolidating a vacant Superintendent position is being looked at. The DPW Director identified approximately \$234K in Tata & Howard contracts and \$35K in TEC contracts that could potentially become in-house work. BOPW Commissioner Bob Goldsmith stated that the concept would be discussed by the BOPW. While not yet vetted, the proposal may have merit. Anette Lewis stated the idea had been reviewed by her when she was a Road Commissioner, and she did not believe it was a worthwhile position. Lewis stated that there are too many engineering disciplines to expect to reasonably incorporate into 1 position.

#### Review of October 20, 2014 Meeting Minutes

PS noted that JS is not identified as attending the meeting with the Board members. PS asked if JS was identified on past minutes. JS stated that he did not believe so, but would check. The draft minutes were amended to include identifying JS as attending.

PS moved to approve the draft minutes of October 20, 2014 as amended. DC seconded the motion. Four members having voted in the affirmative, the motion passed.

#### Discuss Response to Harris 11/17/14 Open Meeting Law (OML) Complaint

Members reviewed George Harris' OML complaint of 11/17/14. JS stated that he believed items 1 and 2 would need to be resolved by the AG. He stated Harris was correct on items 3 and 4. Members discussed the general approach to redacting information on executive session minutes. DC suggested that the minutes be forwarded to Labor Counsel. JS was not sure whether she or another member of the firm would provide guidance on OML issues directly related to labor issues. JS noted her input and recommendations might also provide guidance on how other towns are handling this issue. JS also stated that as this is not a usual labor issue, but has OML implications. As such, based on the changes in appointing counsel that were passed at last ATM, JS suggested seeking approval from the

BOS. JS stated that he would attempt to add the request to the 12/1/14 BOS agenda. He requested a member join him at the meeting. DC volunteered. 12/9/14 was determined as the date a response was due to Harris. The Board discussed 12/8/14 as their next meeting date. If the request to the BOS is approved, JS will coordinate with counsel. MJ will begin working on a response to items 2, 3 and 4 in the complaint.

Executive Session

JG made a motion to move into Executive Session pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(2) to Discuss Contract Negotiations and Employment Agreements for the DPW Director, Police Chief, Asst. Town Administrator and Town Administrator; and pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(3) to Discuss Collective Bargaining Negotiations with Library SEIU, Police, Fire, Teamsters, AFSCME, Teachers, WESA, Custodian and Food Service Unions; Discuss SEIU, Teamster and AFSCME Grievances; Discuss an SEIU Wage Settlement; Discuss MOAs with SEIU, Teamsters; AFSCME, Police and Fire; and Review and Potentially Vote to Release the Following Executive Session Minutes:

1/14/13	8/5/13	2/24/14
2/11/13	11/1/13 (1)	3/31/14
3/18/13	11/1/13 (2)	5/5/14
4/19/13	12/16/13	6/2/14
4/22/13	1/15/14	8/6/14
5/20/13	1/27/14	
6/24/13	2/10/14	

JG took a roll call vote:

Member Jones	Aye
Member Cohen	Aye
Member Schneider	Aye
Chair Green	Aye

The Board having voted 4-0 to move into Executive Session, the motion carried. JG announced that the Board would be going into Executive Session for approximately 1 hour for the stated purpose. The Board would be returning to Open Session.

The Board Entered Executive Session at approximately 9:15 pm.

The Board returned to Open Session at approximately 9:50 pm.

OPEB Committee Update

Given that MP was not in attendance, the update was postponed.

### Staffing Reviews

The Board continued with its review of staffing requests. Members acknowledged that new positions would drive an increase in the operating budget. JS stated that while there is likely a reasonable basis to each request, the question at hand is really directed to the level of service that the Town opts to support.

### *COA*

The Board acknowledged the increasing elder population in Wayland and discussed the potential effect of another part-time position as described by Secord.

JG moved that the Personnel Board recommend to the Finance Committee the request for an 18 hour/week PT Project Coordinator for the COA. MJ seconded the motion. Four members having voted in the affirmative, the motion passed.

### *Conservation*

The Board reviewed the information presented for a FT Land Manager for Conservation. The Board questioned if the department could sustain the continued acquisition of conservation land. Members questioned if all other avenues had been exhausted for managing the land other than adding a FT benefits eligible position.

JG moved that the Personnel Board not recommend to the Finance Committee the request for a FT Land Manager for Conservation. MJ seconded the motion. Four members having voted in the affirmative, the motion passed.

### *Library*

The Library is seeking a PT, 17 hour/week Digital Services and Communications Specialist. The Board discussed the merits of adding another PT position. The Board discussed the possibility of using an intern or volunteer who could provide the design work that is not traditional librarian work.

PS moved that the Personnel Board not recommend to the Finance Committee the request for a PT Digital Services and Communications Specialist for the Library. DC seconded the motion. Four members having voted in the affirmative, the motion passed.

### *Town Clerk*

The Town Clerk requested an 18 hour/week PT Department Assistant. The Board discussed the Town Clerk's comments about being new to the job with a relatively new Asst. Town Clerk, thus making it difficult to keep up with the workload in the office. While the Board appreciated the learning curve for a newly elected official, it did not believe that turnover justified adding new positions. Possibly a temporary position would be useful until the new Town Clerk has comfortably settled in her role.

PS moved that the Personnel Board not recommend to the Finance Committee the request for a PT Department Assistant for the Town Clerk. MJ seconded the motion. Four members having voted in the affirmative, the motion passed.

*Department Pending*

JS inquired as to the Board's opinion on the proposed Engineer position. The consensus of the Board was that the proposal would need considerable vetting before taking up further discussion.

Release of Executive Session Minutes

The Board reviewed and approved the release of the 1/14/13, 5/20/13 and 11/1/14 morning executive session minutes in executive session.

MJ moved that the Personnel Board release the executive session minutes of 1/14/13. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

MJ moved that the Personnel Board release the executive session minutes of 5/20/13. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

MJ moved that the Personnel Board release the morning executive session minutes of 11/1/13. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

Next Meeting

The Board confirmed their plans to meet again on 12/8/14.

MJ moved adjourn. PS seconded the motion. Four members voting in the affirmative, the motion passed. The Board adjourned at 10:35 pm.

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John Senchyshyn  
ATA/HRD

**Documents From Personnel Board Meeting**

**Regular Session**

**November 24, 2014**

Document:

2014-10-20 Draft Minutes

Staffing Request - COA

Staffing Request - ConCom

Staffing Request - Library

Staffing Request - Town Clerk

2014-11-18 Harris OML Complaint



# Town of Wayland Massachusetts

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

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

In attendance: Heller, Hill, Morrison, Stanizzi, Steinberg, Sterling, DiBona, Wegerbauer. Absent: Boschetto

The meeting was called to order at 7:00 PM in the Board of Selectmen's conference room of the Wayland Town Building.

### I. Public Comment

None.

### II. Review of 10/21/14 Meeting Minutes

No edits from the draft. Approved by unanimous vote.

### III. Executive Session

Mr. Heller made a motion to enter into Executive Session to review the Exec. Session minutes from 10/21/14. Mr. Steinberg seconded and the roll call vote was: Heller: Yes; Hill: Yes; Morrison: Yes; Stanizzi: Yes; Steinberg: Yes; Sterling: Yes; DiBona: Yes; Wegerbauer: Yes.

### IV. Resume Open Meeting

Resumed at 7:30 PM.

### V. New Business

#### A. *Review Role of Special Counsel and DPW Director.*

Stanizzi briefly discussed funding for special counsel. The group discussed what role the new DPW director would play in this process. Hopefully special counsel will be retained by BOS at their meeting on Monday.

#### B. *Touring Similar Facilities in other Towns*

There was a discussion of upcoming tours of similar facilities. Stanizzi said it was helpful get inside the buildings and see the interior of units and common areas. Discussion of touring in November. The group discussed visiting the Mews in Concord. Steinberg said the places we visit should reflect what we're likely to build at Rivers Edge, in terms of range of affordability, age-restriction, etc.. Avalon Natick may not reflect our architectural goals, but is a high-end apartment community with affordable housing. Schulman House was discussed, as was the Coolidge in Sudbury (100% affordable and 100% age-restricted). Heller thinks we should look at 3 properties. The Committee agreed to tour Concord Mews, Schulman Framingham, and Avalon Natick. Tours will be on 11/22/14 starting at Town Hall at 9AM.

C. *Meeting with Ed Marchant*

Stanizzi stated that the BOS likes the idea of having an outside consultant.

Ed Marchant joined the meeting at 7:35. Marchant is an experienced housing advisor for ZBA's and developers around Massachusetts, and an adjunct professor at the Harvard Kennedy School on real estate. He has worked extensively in the private sector for developers.

1. *Overall Impressions*

Marchant stated that the 10-year Treasury note lending rate has increased over the last year. It's an index that is used by the real estate market. Marchant says that multifamily house (MF) is a safe investment and therefore desirable to investors. Market demand is still good, but construction costs have gone up. Our location in Wayland and the fact that this project will not be structured as a Chapter 40B project will make this attractive to developers. Developers would rather not do cost certification and comply with dividend limitation requirements.

2. *Changes to the Market*

Recent comps after his prior report: Mill Creek was a fully-permitted LIP 40B - Price for land with entitlements was \$36,500 per unit. \$47,000/unit paid by Mill Creek in Natick for entitled land. Wood Partners in Melrose paid \$50,000/unit for 94 units. 222-unit permitted site in Andover sold for \$54,500/unit, also to Wood Partners. Marchant is comfortable with the demand for a project in the range of 150-190 units. Treatment plant is a \$1.5M expense, so more units the better to absorb that cost. Ed's range - \$33K - \$38K from his study from last year.

Recommend that we build in flexibility in our RFP. National investors like the metro Boston market. CRA credits are a plus.

3. *Age-Restriction Quandaries*

Marchant says that age restriction on a project is perceived as a risky investment. There is a concern with higher than average turnover. Active-adult communities mitigate this, they have lower turnover than generic adult community. In general, age restricted housing would be harder sell. You might have 2 developers – one for the age-restricted component, another for the non-restricted component. Lincoln Commons went bust, and Benchmark came in and took over. Waterstone project in Wellesley is a good model - meals, transportation, etc. – “enhancements” (National Development was developer). Schulman House is also like that, with enhancements. Marchant really likes it. Good “spirit.”



4. *Non-Profit Developer v. For-Profit Developer*

Possible Nonprofits who might be interested: TCB, POAH, Planning Office for Urban Affairs. Nonprofits would likely use tax credits or bonds – they have easier time accessing subsidies. For-profit developers generally don't want to deal with tax credits and regulatory burdens. Volunteers of America is another good nonprofit.

There is a maximum allocation of \$1M for tax credit projects. Projects need to be “shovel ready.” The rules allow for only one allocation per company, per round, so you want to be a priority to that company if they have multiple projects in the pipeline. Tax credit – 20% at 50% of AMI, or 40% at 60% of AMI. 9% tax credits - 10% of units have to be at 30% AMI.

TCB project in JP Center Street has age-restricted and LIHTC on one property.

5. *Misc. Issues*

Marchant: “Set the table” as much as you can with permitting. Stanizzi says it's helpful to developers to know what the Town wants – design guidelines.

Marchant: Concerning marketing our RFP – there's not many firms that develop these kinds of projects – develop the list of potential suitors, and send out RFP to them.

Marchant: Re: tax revenue – biggest variable in tax assessment is what capitalization rate is used in the income-approach appraisal of value. Developers will factor in what they figure their taxes will be, with all their other costs, and come up with a residual land value.

VI. Next REAC Meeting Agenda

Committee agreed that new counsel will attend next meeting to discuss scope of services and next steps. Meeting is 11/13/14 at 7:00 PM.

Meeting adjourned at 9:15 PM. Steinberg moved, seconded by Wegerbauer.

Handouts: Agenda of tonight's meeting.

Respectfully Submitted,  
Daniel C. Hill



# Town of Wayland Massachusetts

## River's Edge Advisory Committee ("REAC") Meeting Minutes for Meeting on Tuesday, November 25, 2014

### Members

Attending: Anthony Boschetto                      Rebecca Stanizzi  
Jerome Heller (Chair)                      William Steinberg  
Daniel Hill                                      William Sterling  
Robert Morrison                              Michael Wegerbauer

Absent: Christine DiBona DiBona

Guests: Mark Lanza (Town Counsel)

Meeting was called to order at 7:02 PM.

Public Comment: None

Meeting Minutes: Minutes of October 31, 2014 by Dan Hill were approved as amended.  
Motion Steinberg, second Heller, approved 8-0.

### Anderson & Krieger Introduction and Scope of Services

Steve Anderson, Art Kreiger and David Wiener were introduced as new counsel for River's Edge. They reviewed the firm's overall expertise as well as those of the principals attending. A&K provided the following discussion outline which was followed during the meeting, therefore is included here as a framework for meeting minutes. >> ***Notes in bold italics reflect additional discussion during the meeting:***

### **ANDERSON & KRIEGER OUTLINE FOR WAYLAND RIVER'S EDGE ADVISORY COMMITTEE MEETING (11/25/14)**

#### **1. Introductions**

- a. A&K
  - i. Attending tonight
    1. Steve Anderson (Project Manager; Municipal, and Environmental)
    2. Art Kreiger (Municipal and Environmental)
    3. David Wiener (Real Estate)
  - ii. Other team members
    1. Brian Grossman (Permitting)
    2. Nina Pickering Cook (Municipal and Procurement)

3. Stephanie Dubanowitz (Real Estate)

b. Advisory Committee

- i. Jerry Heller (Member at Large)
- ii. Rob Morrison (Member at Large)
- iii. Tony Boschetto (Board of Selectmen)
- iv. William Steinberg (Finance Committee)
- v. Michael Wegerbauer (Board of Public Works)
- vi. Christine DiBona (Housing Partnership)
- vii. Dan Hill (Planning Board)
- viii. William Sterling (Council on Aging)
- ix. Rebecca Stanizzi (Economic Development Committee)

c. Other Key Town Officials

- i. Board of Selectmen
- ii. Town Administrator Nan Balmer
- iii. Town Counsel Mark Lanza
- iv. Reminder: "Provision of Legal Services is facilitated via the Town Administrator and may only be requested by the Board of Selectmen in accordance with established Board of Selectmen policy"

**2. Project Overview**

- a. 2014 Annual Town Meeting approved
  - i. New zoning for multi-family rental housing
  - ii. Putting the parcels out to bid to qualified bidders for development
  - iii. Disposition by the BOS to successful bidder, by sale, lease or otherwise
- b. BOS, with input from Ad Com, will create the RFP for Disposition

**3. Role of Special Counsel (Adapted from Wayland RFP)**

- a. A&K will advise on matters such as:
  - i. The Disposition RFP package, bid logistics, and 30B compliance
    1. Legally cohesive and compliant
    2. Practical for a successful, multi-bidder process
    3. Protective of Town's interests
    4. Encourages the highest possible value/attributes for the Town
  - ii. The Transaction Documents
    1. Development Agreement
    2. Land Disposition/Purchase and Sale Agreement (LDA) or Ground Lease Agreement
    3. Deed Restriction
  - iii. Applicable Law
    1. Real Estate Transaction Law
    2. Affordable Housing
    3. Fair Housing Act
    4. Environmental Law and Wetlands Issues
    5. Permitting
    6. G.L. c. 30B Procurement
    7. Municipal law
    8. Other legal regulatory issues affecting the project

- b. A&K will attend meetings as needed with
  - i. Board of Selectmen
  - ii. Other boards, committees, and commissions, as required
  - iii. Public meeting with bidders
  - iv. Town parties to review RFP
- c. A&K will provide ongoing advice
  - i. On the RFP process
  - ii. On Questions and Answers to be issued by Town
  - iii. On other matters identified by Town Administrator and BOS
- d. If elected by the Board of Selectmen, A&K will close the transaction on behalf of the Town in conjunction with Town Counsel.

4. **Project Background (To Be Provided by Ad Com)**

- a. Site conditions
    - i. Acreage (7.63 acres)
    - ii. Frontage (Boston Post Road)
    - iii. Developable Area
    - iv. Development Limitations
      - 1. Wetlands
      - 2. Setbacks
      - 3. Buffers
      - 4. Encumbrances?
      - 5. Abutting Sudbury landfill
    - v. Environmental Conditions
      - 1. RECs in Tighe & Bond Phase I and Limited Phase II (Oct. 2012)
        - a. Former USTs (Diesel, Fuel Oil, Ferric Chloride)
          - i. No new samples taken
        - b. Hazardous Waste Storage Shed
        - c. Methane along Sudbury Landfill
          - i. Recommends comprehensive supplemental soil gas investigation
          - ii. Mitigation/preventive measures for indoor air
        - d. Arsenic in excess of then existing GW-1 Standard
        - e. Soil Stockpiles
          - i. On-site reuse versus off-site disposal options
        - f. Wayland Firing Range
          - i. Manage soils as hazardous for leachable lead
      - 2. Data Gaps
        - a. Any more recent studies performed?
        - b. Existing study updated for revisions to the MCP?
          - >> A&K recommends that Wayland request an update from Tighe & Bond to the Phase I and partial Phase II to ensure compliance with June 2014 MCP updates. Lead and arsenic reporting levels have been loosened; other changes may or may not impact River's Edge.**
- b. Constituencies
  - i. Proponents
  - ii. Opponents

**>> River's Edge is further along than typical projects, such that zoning for the site has already been completed by Town meeting vote; therefore much of the typical proponent/opponent dialogue has already been completed.**

iii. Abutters/Parties in Interest

**>> Mark Lanza outlined the termination of the Septage Facility agreement which is pending with the Town of Sudbury. Mr. Lanza also provided background that Sudbury unsuccessfully sued in Wayland in the past regarding traffic impacts from nearby Town Center (however Sudbury has had several 40B projects at/near Landham Road since, and with River's Edge traffic counts well below Town Center, so a repeat seems unlikely)**

c. Project Characteristics

i. Sale with Restrictions versus Ground Lease

1. Effect on bidding
2. Prevailing wage issues

ii. Design Guidelines

1. Size, layout and style of buildings
2. Number of units (~~216~~ **150-190** per Connery analysis)
3. Project amenities

iii. Unit Mix

1. Affordable component (25%)
2. Senior Component (25%; 50%; 75%; 80%?)

**>> Confirmed minimum 25% age restricted, therefore any project from 25% to 100% may be proposed**

iv. SHI eligibility

d. Project time frame

**>> Procedurally, BoPW must now officially declare its River's Edge land surplus and convey to BOS. M. Wegerbauer noted the appeal period for the ruling regarding the landfill access road is due to expire Dec 26; BoPW may elect to vote subject to, or wait until after this date to convey. J. Heller and R. Stanizzi to attend next BoPW meeting.**

**>> Part of the site was originally included in the site delineation of the landfill (further back on the access road) when it was originally permitted in the 1970's. As a result, as a technicality, this designation should be procedurally removed with Mass Dept of Health. This will be requested by BOS or BoPW as appropriate.**

**5. Town Goals and Priorities (To Be Provided by REAC)**

a. Economics

- i. Sale price or rent stream
- ii. Tax revenue
- iii. Reimbursement of project costs

**>> REAC confirmed that Wayland will ask bidders to break out the cost of demolition, for settlement/use with Sudbury**

- b. Regulatory
  - i. Affordable Housing
  - ii. Seniors
  - iii. Local Preference
- c. Project Design and Plan Approval
  - >> Only Site Plan Approval only is required from the Planning Board; no Special Permit review)**
- d. Retain site control
  - i. Perpetual restrictions
  - ii. Ground lease
    - >> Environmental liabilities, 30B requirements and/or prevailing wage issues, etc will be reviewed by A&K as may be particular to a potential ground lease**
- e. Limit developer exit strategies (e.g. future conversion to home ownership)
- f. Other

## 6. RFP Process and Criteria

- a. Selection Criteria
  - i. Point system or other quantitative metrics
  - ii. Qualitative evaluation system
    - >> The discussed intent of REAC is to fully outline the review criteria for bidders, but not necessarily weight the criteria in advance, to allow for flexibility of review of a potentially wide range of project types**
  - iii. Past performance and interview references
- b. Bid Process
  - i. Drafting RFP and Transaction Documents
  - ii. Role of A&K and Town resources (e.g. Town Counsel, Economic Development Committee, Public Buildings Director)
  - iii. Rating bids/bidders against criteria
  - iv. Interviews with top-rated bidders,
  - v. Recommendation to BOS
- c. Close on the transaction

## 7. Action Items

- a. Date for A&K to tour project site – **December 5, meet at 9:30 am**
- b. Next meeting – **December 16, 7pm**
- c. Legal questions to answer for next meeting
  - >> A&K to provide draft documents and punchlist item list in advance of next meeting. Mark Lanza to forward background documents, including Nike site RFP and documents.**

Meeting was adjourned at 8:20 pm.

Minutes respectfully submitted by R. Stanizzi.

## DiNapoli, MaryAnn

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**From:** Rozan, Elizabeth <e.rozan@minuteman.org>  
**Sent:** Thursday, December 18, 2014 5:13 PM  
**To:** BOS all, Acton; BOS all, Arlington through Admin.; BOS all, Belmont; BOS all, Bolton through Admin.; BOS all, Boxborough; BOS all, Carlisle through Admin. ; BOS all, Concord through Admin.; BOS all, Dover; BOS all, Lexington; BOS all, Lincoln through Admin.; BOS all, Needham; BOS all, Stow; BOS all, Sudbury; BOS all, Weston; BOS Belmont Chair Mark Paolillo; Kathy Lamb, EA Lancaster; Lynne Pease, EA Lexington; DiNapoli, MaryAnn  
**Cc:** Bouquillon, Ed  
**Subject:** Letter re 9c Cuts  
**Attachments:** EB Signed 9c Cuts letter 12.18.14.PDF

Sent on behalf of Ed Bouquillon:

See attached, fyi.

**Edward A Bouquillon PhD**  
**Superintendent-Director**  
**Massachusetts Association of Vocational Administrators ~ Past President 2014-15**

## MINUTEMAN

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C 413.537.6451  
[www.minuteman.org](http://www.minuteman.org)

This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the contents of this message, which arise as a result of e-mail transmission.

**Elizabeth Rozan**  
District School Committee Assistant

**Minuteman High School**  
758 Marrett Road, Lexington, MA 02421  
T 781.861.6500 x449  
F 781.863-1747  
[e.rozan@minuteman.org](mailto:e.rozan@minuteman.org)  
[www.minuteman.org](http://www.minuteman.org)

**MINUTEMAN**  
A REVOLUTION IN LEARNING



**MINUTEMAN**  
A REVOLUTION IN LEARNING

December 18, 2014

His Excellency Deval Patrick, Governor  
His Excellency Charles Baker, Governor Elect  
State House, Room 105  
Boston, MA 02133

Dear Governor Patrick and Governor Elect Baker:

I am writing to urge that the over \$18 million in funding that was removed from the Regional School Transportation budget as part of the 9c cuts be reversed, pursuant to Section 15 of Ch. 15 of the Acts of 2010, to reflect both the language and spirit of the legislation. The statute states:

Notwithstanding any general or special law to the contrary, regional school transportation payments made by the state in any fiscal year through the general appropriations act shall not be lowered by a greater percentage than any reduction made to state Ch. 70 payments in that fiscal year.

As an example of the impact these cuts would have, consider that Minuteman Regional Vocational Technical School District includes 16 communities. While we are conveniently located just off Rt. 128, our students travel from many surrounding areas, from as close as Lexington, Lincoln, Arlington, Belmont, and Concord, to as far away as Acton, Bolton, Boxborough, Carlisle, Dover, Lancaster, Needham, Stow, Sudbury, Wayland, and Weston. Transportation within this region is needed, and provides a vital role creating, sustaining, and enhancing a sense of community for our students, a factor that contributes greatly to the vitality of a school.

This school is critical to many students. The dynamic programs we offer change lives, giving students the opportunity to develop skills that are immediately applicable to the real world. Our students enter the adult world work-force ready and this unique quality has a direct economic impact on their lives, and on the Commonwealth.

Despite the need to close the gap in the budget shortfall, reducing the funding of regional school districts would have a negative impact on education, lowering the standards we've come to expect of our public schools in Massachusetts. This is unacceptable.

Sincerely,

Edward A Bouquillon PhD  
Superintendent-Director

Massachusetts Association of Vocational Administrators ~ Past President 2014-15





**METROWEST REGIONAL TRANSIT AUTHORITY**  
*Public Transportation System*

37 Waverly Street, Framingham, MA 01702  
Ph. (508) 935 2222 • Fax (508) 935 2225 • Toll Free (888)996 9782 •  
www.mwrta.com

Mr. Mark Boyle  
Assistant General Manager – Real Estate  
Massachusetts Bay Transportation Authority  
Ten Park Plaza  
Boston, MA 02116

December 11, 2014

**RECEIVED**

DEC 15 2014

Dear Mr. Boyle:

Board of Selectmen  
Town of Wayland

Thank you for meeting with us last week to further discuss the future collaboration of the MBTA and MWRTA regarding the management and maintenance of the Framingham Commuter Rail Station and its adjacent parking facility, known as the "Banana Lot". As you know, the MWRTA has been working closely with the Town of Framingham to enhance MWRTA, municipal public safety and customer vehicle access and egress from the Banana Lot via the addition of a driveway from the previously "dead-end" lot to Pearl Street, a public way. After obtaining a license from the MBTA last year and subsequently dealing with abutter encroachments, we began construction of the driveway extension in late September and we are now finally ready to open it for public use. As we have discussed, the addition of this driveway will not only improve the ability of public safety and customer vehicle use of the lot, it will allow the MWRTA, at long last, to circulate our buses through the lot to provide direct service to MBTA customers, thereby creating an intermodal aspect to better serve both MBTA and MWRTA customers with "first mile"/"last mile" options. We expect to offer this improved service within the next two weeks.

As discussed, we view the parking lot extension as a first step in our collaboration with the MBTA. We believe that now that this first step is completed, it is an opportunity for the MBTA to turn over the management and maintenance of the Banana Lot, as well as the management of the Commuter Rail Station, to the MWRTA. Accordingly, on behalf of the MWRTA, I would like to propose the following;

- The MWRTA would manage and maintain the Banana Lot and Framingham Commuter Rail Station, including station platforms, stairways and ramps and the entire parking lot. Services would entail collection of parking revenues, updating the fare collection system, pavement maintenance and striping, snow and ice removal, trash pick-up and keeping premises and surrounding area free of litter and obstructions, landscaping and other property enhancements such as fencing, guardrails, lighting, retaining wall rehab, etc.
- Work with Keolis to maintain and enhance the customer amenities on the Commuter Rail Platform, including oversight of the elevator inspections, and its preventive maintenance schedule.
- Thirty year lease term with two 15 year options.
- Parking rates set by MWRTA with MBTA approval.



**METROWEST REGIONAL TRANSIT AUTHORITY**  
*Public Transportation System*

37 Waverly Street, Framingham, MA 01702  
Ph. (508) 935 2222 • Fax (508) 935 2225 • Toll Free (888)996 9782 •  
www.mwrta.com

- Parking revenue collected by MWRTA and audited annually; 110% of all sums expended by MWRTA to meet its obligations under the lease will be deducted from parking revenue and retained by MWRTA; remainder of funds to be deposited in an MBTA/MWRTA jointly held "Enterprise Fund" to be used for major repairs to the facilities.
- Funds received from parking fines, towing profits and concessions (including installed vending machines, if any) to be retained by MWRTA.

On behalf of the MWRTA, I wish to thank you for the opportunity to present this outline of our proposal. We understand that there are elements that may not be immediately agreeable to the MBTA or have been unintentionally omitted, and that this will require further negotiation and ultimately the execution of a lease. Once a final agreement is in place, we are sure that the benefits of this collaboration will greatly enhance the experience that both of our customers will have at these facilities in the future.

Thank you for your consideration. We look forward to the opportunity to work with you.

Very truly yours,

Edward J. Carr, Administrator

CC: Joseph F. Nolan, Chairman MWRTA Advisory Board

Patrick J. Moynihan, MWRTA General Counsel



THE COMMONWEALTH OF MASSACHUSETTS  
OFFICE OF THE ATTORNEY GENERAL

ONE ASHBURTON PLACE  
BOSTON, MASSACHUSETTS 02108

MARTHA COAKLEY  
ATTORNEY GENERAL

(617) 727-2200  
www.mass.gov/ago

✓  
Lincoln  
Response  
Pending  
Non  
12-22-14

RECEIVED

December 19, 2014

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

DEC 22 2014

Board of Selectmen  
Town of Wayland

Dear Ms. Balmer,

As part of a settlement between the Massachusetts Attorney General’s Office and Verizon New England Inc. (“Verizon”), Town of Wayland is eligible to receive certain payments for alleged overcharges relating to telecommunications services under the statewide contract number ITT09 (“ITT09 Contract”). These payments are as follows:

(1) Town of Wayland is eligible to receive a payment in the amount of \$42.00, for alleged overcharges relating to telephone business listings under the ITT09 Contract. To receive this payment under the terms of the Attorney General’s settlement, your entity / municipality must notify Verizon by February 18, 2015, in writing of its acceptance of the offer and release of certain claims, by signing and returning the enclosed form (Acceptance and Release – Additional Business Listings), to [ITT09ClaimSubmission@verizon.com](mailto:ITT09ClaimSubmission@verizon.com). Verizon must pay the amount listed above in the form of an invoice credit or, in the event Town of Wayland’s account(s) with Verizon is not active, in the form of a check, within thirty business days of receiving the acceptance and release.

(2) In addition, Town of Wayland may be eligible to receive a separate payment(s) relating to alleged overcharges for Local Calling Usage and Intra-LATA Toll Usage under the ITT09 Contract. If your entity / municipality wishes to receive the payment(s) under the terms of the Attorney General’s settlement, it has until February 18, 2015, to notify Verizon in writing of its acceptance and release, by signing and returning the enclosed form (Acceptance, Required Documentation, and Release – Local Calling Usage and Intra-LATA Toll Usage), to [ITT09ClaimSubmission@verizon.com](mailto:ITT09ClaimSubmission@verizon.com), along with the required supporting documentation (as described further below). Within thirty business days of receiving the acceptance, required documentation, and release, Verizon will issue the payment(s) in the form of an invoice credit or, in the event Town of Wayland’s account(s) with Verizon is not active, in the form of a check. Please note that Town of Wayland must submit the following documentation, in addition to the acceptance and release, in order to receive payment(s) relating to Local Calling and Intra-LATA Toll Usage:

- (i) An invoice dated after the date that Town of Wayland requested its account receive Local Calling and Intra-LATA Toll Usage rates under the ITT09 Contract and before October 15, 2012. This invoice must demonstrate that Town of Wayland had an account charged at rates higher than those listed under Cost Table 1.0 of the ITT09 Contract for Local Calling Usage (per minute or per call)<sup>1</sup> or Cost Table 2.0 of the ITT09 Contract for Intra-LATA Toll Usage (per minute or per call)<sup>2</sup>, and
- (ii) Written documentation demonstrating that Town of Wayland submitted a request directly to Verizon that the account receive Local Calling and Intra-LATA Toll usage rates under the ITT09 Contract. At a minimum, acceptable documentation must include either (a) an email, fax confirmation page, or other documentation demonstrating that the request was communicated to Verizon; (b) a valid NSPE number, Onesource ID number, or Verizon Order number corresponding to the request to receive Local Calling and Intra-LATA Toll usage rates under the ITT09 Contract; or (c) a Customer Service Record (“CSR”) for the account with the Universal Service Order Code and field identifier of “BUS MA”.

Town of Wayland may have multiple accounts eligible for reimbursement for alleged overcharges of Local Calling Usage and Intra-LATA Toll Usage, and must submit the required documentation for each account in order to receive payment for that account’s alleged overcharges under the terms of the Attorney General’s settlement. Please note that in certain instances, your entity / municipality may receive additional correspondence regarding this offer at different billing addresses associated with the telephone services that it received under the ITT09 Contract.

Answers to many of your questions may be found on the [Questions and Answers](#) insert at the end of this mailing. If you have any other questions concerning this offer, you may contact the Attorney General’s Office at (617) 963-2228.

Sincerely,



Glenn Kaplan  
Assistant Attorney General  
Office of the Attorney General

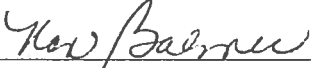
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<sup>1</sup> For purposes of the settlement, the rate for Local Calling Usage under Cost Table 1.0 is \$.016 per minute; no per call cost for Zone 1; and \$.011 per call cost for Zone 2.

<sup>2</sup> For purposes of the settlement, the rate for Intra-LATA Toll Usage under Cost Table 2.0 is \$.032 per minute and no per call cost.

**Acceptance and Release – Additional Business Listings**

Town of Wayland accepts from Verizon Communications, Inc. and Verizon New England Inc. (“Verizon”) a payment in the amount of \$42.00. In consideration of the receipt of \$42.00, Town of Wayland releases Verizon, together with its predecessors, current and former parent companies, direct and indirect affiliates, divisions, and subsidiaries, and their respective current and former directors, officers, employees, agents, and representatives, and their respective successors, transferees, heirs and assigns, individually and collectively, from liability to Town of Wayland for any and all claims arising prior to the date this document is signed (the “Effective Date”) that Town of Wayland could have asserted for Verizon’s billing of Additional Business listings at a rate of \$4.50 from March 17, 2012 until May 25, 2012, inclusive.

Signature:   
Name: Nan Balmer  
Title: Town Administrator  
For: Town of Wayland

Date (the Effective Date): December 22, 2014

**Acceptance, Required Documentation, and Release – Local Calling Usage and Intra-LATA Toll Usage**

Town of Wayland accepts from Verizon Communications, Inc. and Verizon New England Inc. (“Verizon”) the opportunity to receive a payment by submitting the required documentation. Town of Wayland is sending with this acceptance the required documentation, which is:

- (I) An invoice dated after Town of Wayland requested that its account receive Local Calling and Intra-LATA Toll Usage rates under the ITT09 Contract and before October 15, 2012, demonstrating Town of Wayland has an account that was charged at rates higher than those listed under Cost Table 1.0 for Local Calling Usage (per minute or per call) or Cost Table 2.0 for Intra-LATA Toll Usage (per minute or per call), and
- (II) Written documentation demonstrating that Town of Wayland submitted a request directly to Verizon that the account receive Local Calling and Intra-LATA Toll usage rates under the ITT09 Contract. At a minimum, acceptable documentation must include either (a) an email, fax confirmation page, or other documentation demonstrating that the request was communicated to Verizon; (b) a valid NSPE number, Onesource ID number, or Verizon Order number corresponding to the request to receive Local Calling and Intra-LATA Toll usage rates under the ITT09 Contract; or (c) a Customer Service Record (“CSR”) for the account with the Universal Service Order Code and field identifier of “BUS MA”.

In consideration of Verizon providing Town of Wayland with a reimbursement related to certain charges, Town of Wayland releases Verizon, together with its predecessors, current and former parent companies, direct and indirect affiliates, divisions, and subsidiaries, and their respective current and former directors, officers, employees, agents, and representatives, and their respective successors, transferees, heirs and assigns, individually and collectively, from liability to Town of Wayland for any and all claims arising prior to the date this document is signed (the “Effective Date”) that Town of Wayland could bring for Verizon’s billing of the following services under the ITT09 Contract: Local Calling Usage and Intra-LATA Toll Usage at rates higher than those listed under Cost Tables 1.0 and 2.0 of the ITT09 Contract.

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
For: Town of Wayland

Date (the Effective Date): \_\_\_\_\_

## Questions and Answers

**Question:**

- Where is an account number located on Verizon's invoices?

**Answer:**

- An account number is typically located on the top right corner of the invoice. It is generally directly under what is labeled the "Master Number" or "Telephone Number" on the invoice.

**Question:**

- What are the rates under Cost Table 1.0 for Local Calling Usage (per minute and per call) and Cost Table 2.0 for Intra-LATA Toll Usage (per minute and per call)?

**Answer:**

- For purposes of the settlement, the rate for Local Calling Usage under Cost Table 1.0 is \$.016 per minute; no per call cost for Zone 1; and \$.011 per call cost for Zone 2.
- For purposes of the settlement, the rate for Intra-LATA Toll Usage under Cost Table 2.0 is \$.032 per minute and no per call cost.

**Question:**

- How do I determine what rates my entity's accounts were charged for Local Calling Usage or for Intra-LATA Toll Usage?

**Answer:**

- On Verizon's invoices, charges for Local Calling Usage may be located under "local usage charges" [Image 1], and charges for Intra-LATA Toll Usage may be located under "itemized calls" [Image 2]. See below for examples of the sections on the invoices that show usage:

**Image 1**

<b>Local usage charges</b>				
<b>SUMMARY OF LOCAL USAGE</b>				
	TOTAL CALLS	RATES PER MINUTE	TOTAL MINUTES	CHARGES
ZONE 1	438	0.0160	1,241	19.856
ZONE 1      438 BILLABLE CALLS AT \$0.0000 PER CALL				0.000
TOTAL LOCAL USAGE CHARGE				19.86
<b>Total of local usage charges</b>				<b>\$19.86</b>

**Image 2**

<b>ITEMIZED CALLS      CONTINUED</b>							
NO.	DATE	TIME	PLACE	AREA-NUMBER	*	MIN:SEC	AMOUNT
1.	SEP 17	1132AM	FITCHBURG	MA 978 855-8082	DE	0:03C	.002
2.	SEP 17	1213PM	BOSTON	MA 617 727-2200	DE	1:44C	.055
3.	SEP 17	328PM	MILFORD	MA 508 634-0976	DE	0:03C	.002
4.	SEP 17	429PM	FRAMINGHAM	MA 508 962-1063	DE	0:11C	.006

**Question:**

- What if I have multiple accounts that I believe were charged rates higher than those listed under Cost Table 1.0 for Local Calling Usage and Cost Table 2.0 for Intra-LATA Toll Usage prior to October 15, 2012?

**Answer:**

- You may receive a payment from Verizon for each account for which you provide the required documentation, demonstrating you are entitled to a payment.



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

# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## BOARD OF SELECTMEN

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

## **BOARD OF SELECTMEN Monday, January 5, 2015 Wayland Town Building Selectmen's Meeting Room**

### **CONSENT CALENDAR**

1. Vote the Question of Approving and Signing the Weekly Payroll and Expense Warrants
2. Vote the Question of Approving the Invoice for Special Town Counsel Deutsch Williams Brooks DeRensis & Holland PC for Legal Services Rendered through November 30, 2014, Invoice 158, Account 5673-01M: \$212.00
3. 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 Carr's Ciderhouse, Nicole Blum, Manager, on Saturdays, January 24, 2015, February 7, 2015, February 21, 2015, and March 7, 2015, from 10:00 a.m. to 2:00 p.m.
4. 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 Turtle Creek Winery, Kip Kumler, Manager, on Saturdays, January 17, 2015, February 7, 2015, February 21, 2015, and March 7, 2015, from 10:00 a.m. to 2:00 p.m.
5. 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 10, 2015, February 7, 2015, and March 7, 2015, from 10:00 a.m. to 2:00 p.m.
6. Vote the Question of Approving Signboards to be placed at the four town locations for the Wayland Children & Parents Association presentation, "Got Grit?" to be held at the Middle School on January 8<sup>th</sup>.
7. Vote the Question of Approving the Invoice for Special Town Counsel Kopelman & Paige, P.C. for Legal Services Rendered through November 30, 2014, Invoice 102710: \$1992.76
8. Vote the Question of Approving the Invoice for Special Town Counsel Anderson Kreiger for Legal Services Rendered through November 25, 2014, Invoice Reference # 111073 /5414-001: \$6,952.44



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

RECEIVED

DEC 19 2014

Board of Selectmen  
Town of Wayland

\*\*\*\*\*

INVOICE FOR LEGAL SERVICES

\*\*\*\*\*

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

Page 1  
12/16/2014  
Account No. 5673-01M  
Invoice No. 158

Attn: Town Administrator

TOTAL CURRENT INVOICE 212.00

BALANCE DUE \$212.00

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



**Application for Certification of an Agricultural Event for the Sale of Wine**  
Pursuant to M.G.L. c. 138, Section 15F  
\*To be completed by the licensed farm-winery and returned to the  
Agricultural Event Certification Program, 251 Causeway Street, Suite 500, Boston, MA 02114

1. Applicant Information:					
Name of Licensed Farm-Winery		Carr's Ciderhouse			
Farm-Winery License Number		FW - 65	State of Issue	MA	
Contact Person					
Address		295 River Drive			
City	Hadley	State	MA	Zip	01035
Phone Number	413-345-2133		Email		
Name of Agricultural Event (Please attach Approval Letter from event management as required by M.G.L. c. 138, Section 15F)			sales@carrsciderhouse.com		

2. Event Information:					
Type of Event	<input type="checkbox"/> Agricultural Fair (as defined by MDAR policy)		<input checked="" type="checkbox"/> Farmers Market (as defined by MDAR policy)		<input type="checkbox"/> Other Agricultural Event
Name of Event	Wayland Winter Farmers' Market				
Event Address	397 Boston Post Road				
City	Wayland	State	MA	Zip	01778
Event Phone Number	508-358-2283		Event Website	http://www.russellsgardencenter.com/html/WinterFarmersMarket.html	
Primary Contact for Event Peg Mallett					
Contact Address 397 Boston Post Road					
City	Wayland	State	MA	Zip	01778
Phone Number	508-358-2283 ext.336		Email	mallettpeg@gmail.com	

3. Event Description	
What are the date(s) and time(s) of the event?	January 10 - March 14, 2015, 10AM-2PM
Is this an annual event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
How does this event promote local agriculture?	The Market provides a venue for farmers to sell vegetables, fruit, meat, honey, dairy products, animal fiber and wine.
Are all or some of the products at the event grown and produced in Massachusetts?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
How many exhibitors have products that are grown or produced in Massachusetts?	85+
What is the total number of exhibitors at event?	45 - 60 vendors per week
Does the event include Massachusetts farmers selling their own goods? (If yes, please attach a list of vendors with brief descriptions)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the event include competitive agriculture?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
Does the event have operational guidelines or rules? (If yes, please attach a copy)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Has the event been inspected by the Department in the last two years? If yes, what was the date of the inspection(s)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
Is the event sponsored or run by an agricultural/horticultural society, grange, agricultural commission or association whose primary purpose is the promotion of agriculture and its allied industries?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please identify: _____

4. Event Management	
Name of Event Manager	Peg Mallett
Manager Address	397 Boston Post Road
City	Wayland
State	MA
Zip	01778
Is this person the on-site manager?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If no, please identify on-site manager (include contact information): _____	
If there are multiple managers please list (include contact information):	

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



DEVAL L. PATRICK  
Governor

MAEVE VALLELY BARTLETT  
Secretary

GREGORY C. WATSON  
Commissioner

November 10, 2014

Turtle Creek Winery  
Kip Kumler  
PO Box 601  
Lincoln, MA 01773

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

Dear Mr. Kumler:

Please be advised that your application for certification of Wayland Winter Farmers' Market, on Saturdays from January 10<sup>th</sup> 2015 to March 14<sup>th</sup> 2015, 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 that reads "Gregory C. Watson". The signature is written in a cursive style with a large, sweeping initial "G".

Gregory C. Watson, 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



**Application for Certification of an Agricultural Event for the Sale of Wine**  
**Pursuant to M.G.L. c. 138, Section 15F**  
\*To be completed by the licensed farm-winery and returned to the  
Agricultural Event Certification Program, 251 Causeway Street, Suite 500, Boston, MA 02114

<b>1. Applicant Information:</b>					
Name of Licensed Farm-Winery		Turtle Creek Winery			
Farm-Winery License Number		FW 35	State of Issue	MA	
Contact Person	Kip Kumler				
Address	PO Box 601 Lincoln, ma 01773				
City		State		Zip	
Phone Number	781 259 9976		Email	kipk@me.com	
Name of Agricultural Event (Please attach Approval Letter from event management as required by M.G.L. c. 138, Section 15F)			Wayland Winter Mkt		

<b>2. Event Information:</b>					
Type of Event	<input type="checkbox"/> Agricultural Fair (as defined by MDAR policy)		<input checked="" type="checkbox"/> Farmers Market (as defined by MDAR policy)		<input type="checkbox"/> Other Agricultural Event
Name of Event	Wayland Winter Farmers' Market				
Event Address	397 Boston Post Road				
City	Wayland	State	MA	Zip	01778
Event Phone Number	508-358-2283		Event Website	<a href="http://www.russellsgardencenter.com/html/winterFarmersMarket.html">http://www.russellsgardencenter.com/html/winterFarmersMarket.html</a>	
Primary Contact for Event Peg Mallett					
Contact Address 397 Boston Post Road					
City	Wayland	State	MA	Zip	01778
Phone Number	508-358-2283 ext.336		Email	mallettpeg@gmail.com	

3. Event Description	
What are the date(s) and time(s) of the event?	January 10 - March 14, 2015, 10AM-2PM
Is this an annual event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
How does this event promote local agriculture?	The Market provides a venue for farmers to sell vegetables, fruit, meat, honey, dairy products, animal fiber and wine.
Are all or some of the products at the event grown and produced in Massachusetts?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
How many exhibitors have products that are grown or produced in Massachusetts?	85+ 
What is the total number of exhibitors at event?	45 - 60 vendors per week
Does the event include Massachusetts farmers selling their own goods? (If yes, please attach a list of vendors with brief descriptions)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the event include competitive agriculture?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
Does the event have operational guidelines or rules? (If yes, please attach a copy)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Has the event been inspected by the Department in the last two years? If yes, what was the date of the inspection(s)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
Is the event sponsored or run by an agricultural/horticultural society, grange, agricultural commission or association whose primary purpose is the promotion of agriculture and its allied industries?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please identify: _____

EO  
4/7/14

4. Event Management					
Name of Event Manager	Peg Mallett				
Manager Address	397 Boston Post Road				
City	Wayland	State	MA	Zip	01778
Is this person the on-site manager?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
If no, please identify on-site manager (include contact information): _____					
If there are multiple managers please list (include contact information):					

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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DEVAL L. PATRICK  
Governor

MAEVE VALLELY BARTLETT  
Secretary

GREGORY C. WATSON  
Commissioner

November 12, 2014

Artisan Beverage Cooperative  
Garth Shaneyfelt  
324 Wells Street  
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 Wayland Winter Farmers' Market, on Saturdays from January 10<sup>th</sup> 2015 to March 14<sup>th</sup> 2015, 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 that reads "Gregory C. Watson". The signature is written in a cursive, flowing style.

Gregory C. Watson, 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



Application for Certification of an Agricultural Event for the Sale of Wine  
Pursuant to M.G.L. c. 138, Section 15F

\*To be completed by the licensed farm-winery and returned to the  
Agricultural Event Certification Program, 251 Causeway Street, Suite 500, Boston, MA 02114

1. Applicant Information:

Name of Licensed Farm-Winery		Arden Beverage Cooperative			
Farm-Winery License Number		FW-97	State of Issue		MA
Contact Person		Garth Shaveyfelt			
Address		324 Wells St			
City	Greenfield	State	MA	Zip	01301
Phone Number	413-773-9700	Email		info@artbau.coop	
Name of Agricultural Event (Please attach Approval Letter from event management as required by M.G.L. c. 138, Section 15F)		Wayland Winter Farmers' Market			

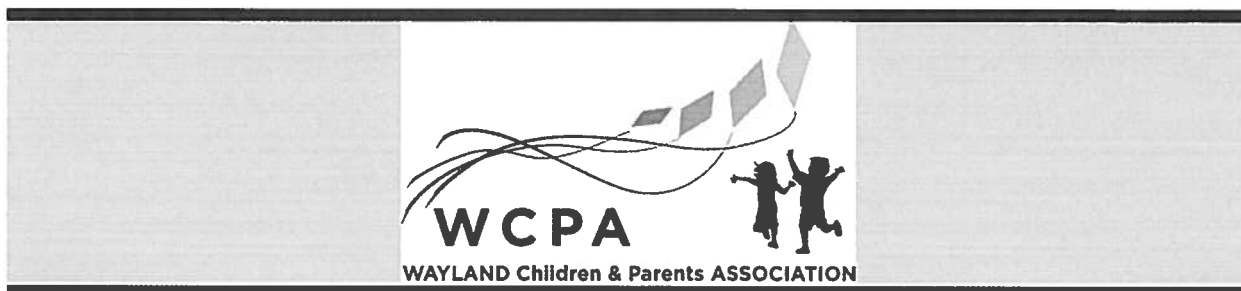
2. Event Information:

Type of Event	<input type="checkbox"/> Agricultural Fair (as defined by MDAR policy) <input checked="" type="checkbox"/> Farmers Market (as defined by MDAR policy) <input type="checkbox"/> Other Agricultural Event				
Name of Event	Wayland Winter Farmers' Market				
Event Address	397 Boston Post Road				
City	Wayland	State	MA	Zip	01778
Event Phone Number	508-358-2283	Event Website	<a href="http://www.russellsgardencenter.com/html/winterFarmersMarket.html">http://www.russellsgardencenter.com/html/winterFarmersMarket.html</a>		
Primary Contact for Event		Peg Mallett			
Contact Address		397 Boston Post Road			
City	Wayland	State	MA	Zip	01778
Phone Number	508-358-2283 ext.336	Email		mallettpeg@gmail.com	



3. Event Description	
What are the date(s) and time(s) of the event?	January 10 - March 14, 2015, 10AM-2PM
Is this an annual event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
How does this event promote local agriculture?	The Market provides a venue for farmers to sell vegetables, fruit, meat, honey, dairy products, animal fiber and wine.
Are all or some of the products at the event grown and produced in Massachusetts?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
How many exhibitors have products that are grown or produced in Massachusetts?	85+
What is the total number of exhibitors at event?	45 - 60 vendors per week <i>RD 11/12/2014</i>
Does the event include Massachusetts farmers selling their own goods? (If yes, please attach a list of vendors with brief descriptions)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the event include competitive agriculture?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
Does the event have operational guidelines or rules? (If yes, please attach a copy)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Has the event been inspected by the Department in the last two years? If yes, what was the date of the inspection(s)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
Is the event sponsored or run by an agricultural/horticultural society, grange, agricultural commission or association whose primary purpose is the promotion of agriculture and its allied industries?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please identify: _____

4. Event Management	
Name of Event Manager	Peg Mallett
Manager Address	397 Boston Post Road
City	Wayland
State	MA
Zip	01778
Is this person the on-site manager?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If no, please identify on-site manager (include contact information): _____	
If there are multiple managers please list (include contact information):	



December 28, 2014

Via Email ([mdinapoli@wayland.ma.us](mailto:mdinapoli@wayland.ma.us))

Ms. MaryAnn DiNapoli  
Town of Wayland  
41 Cochituate Road  
Wayland, MA 01778

**Re: Signboard Request**

Dear Ms. DiNapoli:

The Wayland Children and Parents Association is hosting parent enrichment speaker Dr. Amy Lyon. Her presentation is called 'Got Grit? Developing Passion and Perseverance in Kids' at the Wayland Middle School Auditorium on January 8<sup>th</sup>.

We are requesting permission to post our sandwich boards to promote this event starting January 1<sup>st</sup>, 2015 at the following locations:

- "Five Corners" of Rt. 126 and Route 27
- Cochituate Fire Station
- Corner of Route 20 and Route 27
- Coach Grill

Thank you for your consideration and we look forward to hearing from the Selectmen regarding our request.

Sincerely,  
Laura Jacques & Danielle Meade  
WCPA External Marketing/Public Relations

RECEIVED

DEC 26 2014

Board of Selectmen  
Town of Wayland

**KOPELMAN AND PAIGE, P.C.**

101 ARCH STREET  
BOSTON, MA 02110

(617) 556-0007

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STATEMENT NO. 102710

BOARD OF SELECTMEN  
WAYLAND TOWN HALL  
41 COCHITUATE ROAD  
WAYLAND, MA 01778

IN REFERENCE TO: PROFESSIONAL SERVICES THROUGH NOVEMBER 30, 2014  
DECEMBER 23, 2014

TOTAL FEES: 1,926.00

TOTAL COSTS: 66.76

BALANCE DUE: 1,992.76

# ANDERSON

# KREIGER

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

December 8, 2014

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

Reference # 111073 / 5415-001

In Reference To: River's Edge Special Counsel

Professional Services			<u>Hours</u>	<u>Amount</u>
11/21/2014	SDA	Email to J Heller re Preparation for Rivers Edge Advisory Committee's meeting. Email to APK and DLW re same.	0.30	96.00
11/25/2014	SDA	Draft Outline for Ad Comm meeting. Emails from and to R Stanizzi re Fair Housing Act question (x2). Review Wayland documents to prepare for meeting. Emails to and from N Chan re Fair housing Act restrictions of dual housing project. Conference with APK and DLW re Preparation for meeting. Attend River's Edge Advisory Committee Meeting. Travel re same. (.5 Not Charged).	7.80	2,496.00
11/25/2014	NC	Confer with SDA re research on obtaining approval by Secretary of HUD for senior exemption in rental housing. Research statutes and regulations re same. Summarize results of research for SDA. Confer with SDA re same.	2.30	621.00
11/25/2014	APK	Conferences with SDA, DLW re: meeting, preparation [.2]. Prepare for meeting (documents on Town's website) [.5]. Attend Advisory Committee meeting [3.5].	4.20	1,344.00
11/25/2014	DLW	Conference with SDA and APK re: meeting preparation. Prepare for meeting with client. Travel to and from and attend meeting.	3.50	1,120.00
11/29/2014	SDA	Review RFP, LDA, CR Notice, and other transactional documents for applicability to Rivers Edge project.	0.50	160.00

## Balmer, Nan

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**From:** heller.j@comcast.net  
**Sent:** Tuesday, December 23, 2014 9:20 AM  
**To:** Balmer, Nan  
**Cc:** Stanizzi, Rebecca; Senchyshyn, John; DiNapoli, MaryAnn  
**Subject:** Re: Wayland/River's Edge Billing Invoice for Services in November 2014 - Message is from an unknown sender

Nan:  
We reviewed the A&K bill and found it in order for payment. Thanks.  
Jerry

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**From:** "Nan Balmer" <nbalmer@wayland.ma.us>  
**To:** rstanizzi@comcast.net, "heller j" <heller.j@comcast.net>  
**Cc:** "John Senchyshyn" <JSenchyshyn@wayland.ma.us>, "MaryAnn DiNapoli" <MDiNapoli@wayland.ma.us>  
**Sent:** Tuesday, December 23, 2014 6:04:40 AM  
**Subject:** Fwd: Wayland/River's Edge Billing Invoice for Services in November 2014 - Message is from an unknown sender

Jerry and Becky  
If you could review and recommend to REAC for payment, I will get it on the Board's 1/12 agenda for payment

Nan Balmer  
(508) 237-1330

Begin forwarded message:

From: "Loretta A. Bradley" <lbradley@AndersonKreiger.com<mailto:lbradley@AndersonKreiger.com>>  
Date: December 19, 2014 at 2:25:31 PM EST  
To: "Balmer, Nan" <nbalmer@wayland.ma.us<mailto:nbalmer@wayland.ma.us>>  
Cc: "heller.j@comcast.net<mailto:heller.j@comcast.net>" <heller.j@comcast.net<mailto:heller.j@comcast.net>>, "Stanizzi, Rebecca" <rstanizzi@comcast.net<mailto:rstanizzi@comcast.net>>, "mjlanza@comcast.net<mailto:mjlanza@comcast.net>" <mjlanza@comcast.net<mailto:mjlanza@comcast.net>>, "Stephen D. Anderson" <SAnderson@AndersonKreiger.com<mailto:SAnderson@AndersonKreiger.com>>  
Subject: Wayland/River's Edge Billing Invoice for Services in November 2014 - Message is from an unknown sender

Dear Ms. Balmer:

11/30/2014	SDA	Draft RFP for Disposition of River's Edge Property.	3.40	1,088.00
			Sub-total:	22.00
				<u>6,925.00</u>

Sub-total Fees: 6,925.00

**Attorney/Paralegal Summary**

Name	Hours	Rate	Amount
Stephen D. Anderson	12.00	320.00	3,840.00
Naree Chan	2.30	270.00	621.00
Arthur P. Krelger	4.20	320.00	1,344.00
David Wiener	3.50	320.00	1,120.00

**Additional Charges**

		Amount
11/25/2014	Mileage	Stephen D. Anderson
		<u>27.44</u>
		Sub-total Expenses: <u>27.44</u>

Total Current Billing: 6,952.44  
 Previous Balance Due: 0.00  
**Total Now Due: 6,952.44**

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