



NAN BALMER
TOWN ADMINISTRATOR
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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, March 23, 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.) Enter into Executive Session pursuant to: (i) Massachusetts General Laws (MGL) Chapter 30A, Section 21A(6) to Consider the Purchase Exchange, Lease or Value of Real Property Relative to the Septage Facility; and (ii) MGL Chapter 30A, Section 21A(6) to Consider the Purchase Exchange, Lease or Value of Real Property Relative to the Town Center Municipal Parcel; and (iii) MGL Section 21A(3), to Discuss Strategy with Respect to Pending Litigation regarding the case of Twenty Wayland LLC and the Town of Wayland and the Wastewater Management District Commission and Potential Litigation by a Group of Wastewater System Users and to Discuss Strategy with Respect to Pending Litigation between Moss and Borner v. Lingleys and the Town of Wayland regarding "Crown Path;" and (iv) MGL Chapter 30A, Section 21A(3) to Discuss Strategy with Respect to Collective Bargaining in regard to Contract Negotiations with the Library Union and the Teamsters; and (v) to Review and Consider for Approval and Potential Release the Following Executive Session Minutes Relative to the Said Subjects:
- June 9, 2014
 - July 21, 2014
 - September 23, 2014
 - September 29, 2014
 - October 27, 2015
 - November 3, 2014
 - November 17, 2014
 - November 24, 2014
 - December 1, 2014
 - January 5, 2015
 - March 16, 2015
- 7:00 pm 2.) Call to Order by Chair
- Announcements; Review Agenda for the Public
- 7:02 pm 3.) Public Comment
- 7:10 pm 4.) Potential Vote to Release Executive Session Minutes

**BOARD OF SELECTMEN
Monday, March 23, 2015
Wayland Town Building
Selectmen's Meeting Room**

Proposed Agenda Page Two

- | | | |
|---------|------|---|
| 7:15 pm | 5.) | Discuss and Potential Vote on Warrant Article to Fund Design of a Multi-Use Playing Field at Oxbow Meadows (Community Preservation Funds) |
| 7:30 pm | 6.) | Discussion and Potential Vote on Warrant Article to Acquire Property for Conservation at 246 Stonebridge Road |
| 7:45 pm | 7.) | Discussion and Potential Vote to Approve Amended Charge for Audit Committee |
| 7:55 pm | 8.) | Discussion and Potential Vote to Support Use of Gift Money for Bike Path |
| 8:05 pm | 9.) | Discussion and Potential Vote to Support FY16 Omnibus Budget Warrant Article |
| 8:35 pm | 10.) | Review and Approve Consent Calendar (See Separate Sheet) |
| 8:40 pm | 11.) | Review Correspondence (See Separate Index Sheet) |
| 8:45 pm | 12.) | Report of the Town Administrator |
| 9:00 pm | 13.) | Selectmen's Reports and Concerns |
| 9:05 pm | 14.) | Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any |
| 9:10 pm | 15.) | Adjourn |

DATE: MARCH 23, 2015

TO: BOARD OF SELECTMEN

FROM: NAN BALMER, TOWN ADMINISTRATOR

RE: AUDIT COMMITTEE CHARGE - REVISION

REQUESTED ACTION: VOTE TO APPROVE AMENDED AUDIT COMMITTEE CHARGE

BACKGROUND:

Last fall the Audit Committee asked the Board of Selectmen to consider an amended charge to allow the Committee to provide support and assistance with external audits in addition to the annual independent audit. The Audit Committee reviewed and approved the attached amended charge. The key change to the Audit Committee charge is the addition of the following responsibility:

- *Additionally, with approval of the Board of Selectmen, provide assistance in support of the process for other external audits or reviews, which may include providing input on the scope, reviewing and ranking respondents to RFPs, acting as a point of coordination and support for the auditor conducting the work, and, if requested, provide advice to the requestor on reading and interpreting the report.*

AUDIT COMMITTEE CHARGE

On Monday, January 9, 2012, the Board of Selectmen voted to establish an Audit Committee. On September 10, 2012 and March 23, 2014, the Board of Selectmen revised the charge. The charge is as follows:

RESOLVED, that the Board of Selectmen establish an Audit Committee to advise the Board of Selectmen, Finance Committee and town management including the Town Administrator, Finance Director/Town Accountant and Town Treasurer with respect to the town's internal auditing, financial systems and internal controls, and independent annual audit.

Duties and Responsibilities

For the annual independent audit, duties shall include:

- Make recommendations to the Board of Selectmen on the selection of the auditor and the scope of the audit
- Make recommendations to the Board of Selectmen for areas where extra focus or expanded attention may be appropriate
- Review annual financial statement and management reports prepared by the auditors and provide interpretation with respect to said review, and
- Review and report to the Board of Selectmen at least annually on the status of management recommendations made by the independent auditor and corrective action taken by management.
- Additionally, with approval of the Board of Selectmen, provide assistance in support of the process for other external audits or reviews, which may include providing input on the scope, reviewing and ranking respondents to RFPs, acting as a point of coordination and support for the auditor conducting the work, and, if requested, provide advice to the requestor on reading and interpreting the report.

Appointment

The committee shall be comprised of five (5) voting members serving for terms of three (3) years to be designated by the following committees and appointed by the Board of Selectmen, with preference given to individuals with professional expertise in accounting, financial management, law, or business or not-for-profit organization management. No officer of the town or member of any board, committee or commission, whether elected or appointed, and no past or current town or school employee shall be a member of the Audit Committee:

- One (1) member to be designated by the School Committee;
- One (1) member to be designated by the Finance Committee;
- Three (3) members to be appointed by the Board of Selectmen.
- The Finance Director and Town Administrator shall serve *ex officio* without the right to vote and his/her presence shall not be counted in determining a quorum.

Initially, one (1) member designated by the School Committee and one (1) member appointed by the Board of Selectmen shall be appointed for one (1) year, one (1) member appointed by the Board of Selectmen and one (1) member designated by the Finance Committee shall be appointed for two (2) years, and one (1) member appointed by the Board of Selectmen shall be appointed for three (3) years to establish staggered, three-year (3) terms.

March 18th, 2015

Board of Selectman
Wayland Town Building
41 Cochituate Road
Wayland, Ma 01778

RECEIVED

MAR 19 2015

Board of Selectmen
Town of Wayland

RE: Developer Bike Trail Gift

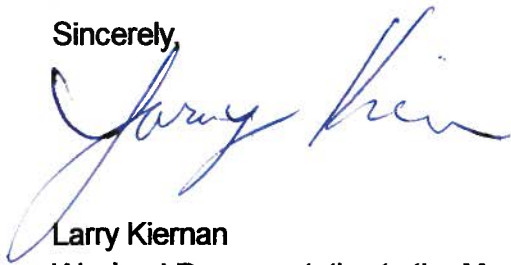
Dear Board of Selectmen:

We in Wayland are as close as we have ever been to building a bike trail. With the developer gift, we can be shovel ready by this spring. The availability of the town center developer gift of \$250,000 is a critical component of the bike trail project plan submitted to the CPC. We anticipated the gift money for this spring to build the town center section. But if restrictions are lifted and we can apply the gift to the entire 3 mile trail, completion in 2015 becomes a real possibility. Funds are needed now to initiate design and conservation permits for the majority of the trail outside town center.

The \$250,000 developer gift was allocated for the rail trail in the cost estimate provided to the CPC. Without that gift, we will be short the necessary funds to build the three miles in Wayland. It was published that all restrictions regarding the use of the gift have been lifted. If the plan is not to use it for the bike trail, not only does this deplete that immediate resource, but it will also have negative impact on the town meeting vote for CPA funds.

Can the Board of Selectmen confirm that the entire gift of \$250,000 is committed to the bike trail?

Sincerely,

A handwritten signature in blue ink that reads "Larry Kiernan". The signature is fluid and cursive, with the first name "Larry" being more prominent than the last name "Kiernan".

Larry Kiernan
Wayland Representative to the Mass Central Rail Trail Committee

c.c.

Nan Balmer
Planning Board

Town of Wayland Fiscal 2016 Budget		December-14			
Department	Final Budget	Draft Budget	\$ Variance Final / Draft	Reason for change	
Selectmen	30,000.00	30,000.00	-		
Town Office	516,500.00	516,500.00	-		
Personnel BD	15,000.00	15,000.00	-		
Finance	370,001.00	370,001.00	-		
Assessors	297,310.00	297,310.00	-		
Treasury	314,900.00	314,900.00	-		
Town Counsel	175,000.00	190,000.00	(15,000.00)	\$ 175,000 is consistant with prior year actual	
Information Tech	322,032.00	322,032.00	-		
Town Clerk	137,627.00	137,627.00	-		
Elections	34,238.00	34,238.00	-		
Registrar	4,325.00	4,325.00	-		
Conservation	206,857.00	181,857.00	25,000.00	Additional new employee	
Planning	109,500.00	109,500.00	-		
Surveyor	187,728.00	187,728.00	-		
Facilities	1,111,672.00	1,101,122.00	10,550.00	Increase in building repair line	
Misc Committees	47,275.00	49,775.00	(2,500.00)	375th line item removed	
Police	2,551,634.00	2,551,634.00	-		
Joint Communcations	502,500.00	502,500.00	-		
Emergency Mg	23,000.00	23,000.00	-		
Dog Officer	21,500.00	21,500.00	-		
Fire	2,558,457.00	2,558,457.00	-		
Building & Zone	308,268.00	308,268.00	-		
School	36,719,239.00	37,010,979.00	(291,740.00)	School reduced budget in February 2015	
Voc Tech	110,045.00	199,833.00	(89,788.00)	Reduction related to less enrollment	
DPW	2,125,979.00	1,975,286.00	150,693.00	Increase from Recreation and purchase services	
Snow and Ice	450,000.00	450,000.00	-		
Board of Health	811,867.00	819,367.00	(7,500.00)	Reduction in contingency line	
Veterans	44,600.00	44,600.00	-		
Council on Aging	251,276.00	224,276.00	27,000.00	Additional new employee	
Youth Services	209,128.00	164,928.00	44,200.00	Includes Wayland Cares funding	
Library	1,031,000.00	1,059,500.00	(28,500.00)	Reduction in expenditures	
Recreation	160,500.00	245,500.00	(85,000.00)	Expenses changed to Park Department	
Debt	7,751,620.00	7,666,319.00	85,301.00	Reflects increase in Feb 2015 borrowings	
Retirement	3,971,988.00	3,967,019.00	4,969.00	Increase related to final assessment	
Health Insurance	6,925,218.00	6,750,000.00	175,218.00	Increase related to annual premium increase	
Property Insurance	615,000.00	615,000.00	-		
Medicare	570,000.00	570,000.00	-		
Unemployment	75,000.00	75,000.00	-		
Non Contributory	18,000.00	18,000.00	-		
Police / Fire Dis	15,000.00	15,000.00	-		
Occ Health	8,000.00	8,000.00	-		
Sick Leave Buyback	40,000.00	40,000.00	-		
Resv Salary Adj	374,000.00	300,000.00	74,000.00	Increase do to expected salary settlements	
Town Meeting	90,000.00	90,000.00	-		
Street Lighting	130,000.00	130,000.00	-		
Reserve Fund	300,000.00	325,000.00	(25,000.00)	Reduction due to prior year actual	
	<u>72,642,784.00</u>	<u>72,590,881.00</u>	<u>51,903.00</u>		

TOWN ADMINISTRATOR'S REPORT
FOR THE WEEK ENDING MARCH 20, 2015

1. MEETINGS THROUGH TOWN MEETING

Monday March 30th : Selectmen's Warrant Article Hearing

Other Key Dates:

March 24 Moderator's Forum

March 31 Town Election

April 6: First Day of Town Meeting

2. MUNICIPAL SPACE STRATEGIC PLANNING COMMITTEE

My apologies for the delay in addressing this important matter. Attached please find a revised draft charge and the original proposed charge from the Working Group. By next week, I will convene a meeting of the key players involved in capital planning to recommend any changes so that the Board can get this Committee up and running immediately after Town Meeting. I would appreciate any comments at the 3/23 BOS meeting.

3. PERMANENT MUNICIPAL BUILDING COMMITTEE CHARGE

The Assistant Town Administrator sent the attached revised draft charge to the PMBC and there have been no additional comments. It will come before you at the next meeting. Since this charge has been looked at several times, it could be adopted on the consent calendar if you agree.

4. TREASURER'S OFFICE

The Treasurer has submitted his resignation and we are proceeding to advertise for a new Treasurer.

5. INFORMATION TECHNOLOGY

On March 30th, with the Board's consent, I would like to request the Finance Committee to fund a 3 month school / town project as follows. I hope to have estimates for the project by 3/23.

1. Provide technical support to IT staff during the 5 week period that the IT Director will be in China.
2. Review security recommendations from the IT security firm, recommend immediate actions and supervise the installation of security measures on the town IT system.
3. Recommend IT security policy,
4. Train all employees in IT security and provide training to IT staff in ongoing maintenance of IT security.
5. Prioritize a 3 month plan of tactical tasks and activities that have high impact, low cost toward ongoing IT maintenance and security.

The project is intended as an interim step that will be followed by a school / town project to assess and inventory the IT system, create a 3 year capital plan, and establish an appropriate school / town management and staffing.

Municipal Space Strategic Planning Committee

On February xx, 2015, the Board of Selectmen created the Municipal Space Strategic Planning Committee (MSPC) to develop a strategic long-range plan to help the Town make informed decisions regarding major capital projects (defined as \$500,000 and above) related to future uses of municipal land and buildings.

The Committee serves in an advisory capacity first to the Board of Selectmen, and then to the Finance Committee, School Committee and other boards, commissions and committees that hold responsibility for and are stewards of municipal property as well as the community as a whole. Because of the collaborative nature of this work and the many entities involved, the Committee will report through the Board of Selectmen quarterly and at the conclusion of its work.

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

It is anticipated that the strategic long-range plan will include:

1. an accurate GIS inventory of all Town-owned parcels identifying custodial entity, size, deed and/or land restrictions, current uses and other critical information;
2. a catalog of identified capital facilities' needs, including a needs assessment supported by empirical data and created with the Public Buildings Director and primary capital project proponent;
3. a summary of recommended capital planning processes, Town policies, and the Town's debt load;
4. research and analyses of the planning processes of all Town boards, commissions and committees seeking a major land or building capital expenditure;
5. a recommended scoring criteria to establish projects' priorities and sequencing; and
6. recommendations of the MSPC as to sequencing of projects, use of land and buildings.

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

The Committee shall be composed of seven (7) voting members – two to be appointed by the Planning Board, one to be appointed by the Finance Committee, two by the Board of Selectmen and two to be appointed by the Town Moderator. The Town Administrator, Public Buildings Director, Finance Director and Town Planner shall serve as ex officio members without the right to vote. The Committee shall not champion any specific capital investment project. Each member's term will expire with the creation of the strategic long-range plan.

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

Initial List of Tools

Land Information:

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

Facilities information:

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

Community Information and Reports:

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

Considerations

Land

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

Other

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

ORIGINAL
Town Land and Buildings Capital Planning Committee

To determine whether the Board of Selectmen will vote the following:

Whereas the Town has boards, commissions and committees with disparate plans, many of which call for various levels of land use and capital investment in their long-range and master plans;

Whereas the Town could benefit from a process for planning for future uses of town land and buildings and capital investments, and residents could benefit from information to assist in making informed decisions regarding use of town land and buildings and capital investments;

Now, therefore, be it resolved that the Board of Selectmen supports the formation of a Town Land and Buildings Capital Planning Committee whose role is to define and implement a process for making informed decisions regarding major capital projects.

The Town Land and Buildings Capital Planning Committee (TLBCPC) shall operate under the following guidelines:

1. **Mission:** The mission of the TLBCPC is to help the Town make informed investment decisions regarding municipal uses of land and buildings through development of a strategic long-range plan to be published and reported annually to the Board of Selectmen, Finance Committee, Planning Board and residents through public forums, educational materials and the Annual Town Reports. The TLBCPC shall not champion any specific capital investment project.

2. **Charge:** The TLBCPC serves in an advisory capacity to the community as a whole, Town Meeting, Board of Selectmen, Finance Committee, Planning Board, and other boards, commissions and committees that hold responsibility for and are stewards of municipal property. With input from the aforementioned, the TLBCPC shall develop a long-range plan recommending the most appropriate uses for town-owned land and buildings to meet evolving needs, as well as connect identified projects with suitable locations and parcels. In addition, the strategic long-range plan should consider whether there are key privately-owned properties that the town might want to consider purchasing in the future, should they be more optimally suited to certain needs.

It is anticipated that the strategic long-range plan will include:

- a. a summary of well-managed capital planning processes, Town policies, and the Town's debt load;
- b. an accurate GIS listing of all Town-owned parcels identifying custodial entity, size, deed and/or land restrictions, current uses and other critical information;
- c. research and analyses of the planning processes of all Town boards, commissions and committees;
- d. a catalog of identified capital facilities needs, including a needs assessment;
- e. the scoring criteria used to establish projects' priorities and sequencing; and
- f. recommendations of the TLBCPC.

Attached, is an initial list of tools and some considerations to be applied in development of the long-range plan.

3. **Composition:** The TLBCPC shall be composed of five voting members – two to be appointed by the Planning Board, one to be appointed by the Finance Committee, and two to be appointed by the Town Moderator. The Town Administrator, Public Buildings Director, Finance Director and Town Planner shall serve as non-voting members. In order to maintain neutrality, members shall not serve on any other boards, commissions or committees that control, or seek to control, parcels of town-owned land nor those that could propose major capital projects.

ATTACHMENT

Town Land and Buildings Capital Planning Committee

Initial List of Tools & Some Considerations for Use In Strategic Long-Range Plan

Initial List of Tools (evolving list):

- Up-to-date land list including information such as owner/responsible town entity, location, acreage, zoning, etc.
- GIS with ability to create elements within that will be useful to this planning process;
- Aggregation potential
- Utilities – water, sewerage, electricity
- Facilities list with year of construction, additions, renovations
- Prior land use studies
- Conditions reports (should be on a cycle administered by facilities' staff)
- Census information – growth
- Town of Wayland Master Plan and individual boards', commissions' and committees' master plans
- Environmental reports
- State GIS with information such as groundwater data
- Historical Commission sensitivity map
- Community input including surveys, forums, charrettes, etc.

Considerations (evolving list):

- Environmental factors – wetlands, wellheads, flood plain, riverfront, known groundwater levels, topography, endangered plants and species, areas of contamination, etc.
- Ownership and responsibility
- Deed restrictions
- Conservation restrictions
- Availability of utilities
- Needs evaluation – e.g., Town water supply
- Access availability – roadways, topography, etc.
- External funds available – federal, state or private grants
- Existing uses of a property
- Confluence of town goals and possibility of combined uses
- Proximity to user base

- Existing distribution of similar facilities/services
- Community/neighborhood considerations
- Traffic generation
- Public perception of the needs
- Recent costs of completed projects

Note: The listed tools and considerations are not meant to be and should not be thought to be an exhaustive list.



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BOARD OF SELECTMEN

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BOARD OF SELECTMEN
Monday, March 23, 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 Placement of Temporary Signs for the Boston Parent Council and Wayland METCO Program Annual Florence Adler Walk Run at the Weston Border on Route 20/Old Connecticut Path, the Intersection of Route 20 and Route 27, the Intersection of Old Connecticut Path and Route 27, and in Front of the Cochituate Fire Station, from May 1-9, 2015
3. Vote the Question of Approving the Executive Session Minutes, with Redactions, of June 2, 2014, June 16, 2014, June 30, 2014, July 15, 2014, September 8, 2014, September 15, 2014, October 20, 2014, and December 8, 2014
4. Vote the Question of Approving the Executive Session Minutes of March 5, 2015

Memo

RECEIVED

MAR 17 2015

Board of Selectmen
Town of Wayland

To: Selectmen's Office
From: Rena Santillo, Admin. Assistant x3755
Cc: MaryAnn Borkowski
Date: March 16, 2015
Re: Signs

To: The Board of Selectmen:

The Boston Parent Council and Wayland METCO Program will be holding its annual Florence Adler Walk/Run on Saturday, May 9, 2015. We would like permission to put up signs advertising the race at each location where the sign boards are placed.

Please let me know if this is possible and when we may use the boards.

Thank you for your consideration.



TOWN OF WAYLAND

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WAYLAND, MASSACHUSETTS 01778

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BOARD OF SELECTMEN
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Board of Selectmen Meeting Minutes Executive Session June 2, 2014

Attendance: Mary M. Antes, Tony V. Boschetto, Edward J. Collins, Cherry C. Karlson, Joseph F. Nolan
Also Present: Interim Town Administrator Robert Mercier, Acting Town Administrator/Human Resources Director John Senchyshyn, Wastewater Management District Commission members Fred Knight, Sam Potter, and Rick Greene, Wastewater Management District Commission Special Counsel Damon Seligson, Town Counsel Mark Lanza, Assistant Cindy Cincotta and Executive Assistant MaryAnn DiNapoli

Purpose: The session was called at 6:32 p.m. in the Selectmen's Meeting Room, Wayland Town Building, by unanimous roll call vote (YEA: M. Antes, T. Boschetto, E. Collins, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0) of the Board of Selectmen in open session as permitted by Massachusetts General Laws Chapter 30A, Section 21(a)(3) for the purpose of discussing strategy with respect to pending litigation regarding the case of Twenty Wayland, LLC and the Town of Wayland and the Wastewater Management District Commission, and potential litigation by a group of Wastewater Management district users, as threatened by their lawyer, as a discussion of these matters in an open meeting may have a detrimental effect on the bargaining or litigating position of the Town.

Discussion:

[REDACTED]

J. Nolan said the Board needs to decide how to proceed. T. Boschetto noted that if the negotiations continue beyond the Wastewater Management District Commission hearing date of August 12 for betterments, that issue will be off the table. [REDACTED]

[REDACTED] Participants discussed the value of betterments versus surcharges; C. Karlson said betterments provide more security for the town. S. Potter said the users group wants the payment of the judgment to be made with the gift money [REDACTED]

[REDACTED] The Board discussed the potential of having the town pay a pro rata share on its property in place of a betterment. J. Nolan said the Board could encumber a portion of the gift fund to pay its pro rata share; he said it must become an article at town meeting, and therefore the town would decide. The Board asked M. Lanza to contact Twenty Wayland LLC and tell them the Board agrees on the betterment issue, and would like to continue to discuss the payment of the judgment. T. Boschetto suggested that the Board offer to allow the wastewater users to become part of the mediation if a majority of the users prove by signature that they will abide by any agreement that comes of it. The Wastewater Management District Commission agreed to review the draft inter-board agreement at the next meeting. The Board asked M. Lanza to arrange for mediation on June 13, 2014.

By motion of T. Boschetto, seconded by E. Collins, by roll call vote, it was unanimously voted to exit executive session at 8:12 p.m. YEA: M. Antes, T. Boschetto, E. Collins, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Items Distributed for Information and Use by the Board of Selectmen at the June 2, 2014 Executive Session Meeting

1. Draft Inter-Board Agreement between the Board of Selectmen and the Wastewater Management District Commission



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Board of Selectmen Meeting Minutes Executive Session June 16, 2014

Attendance: Mary M. Antes, Tony V. Boschetto, Edward J. Collins, Cherry C. Karlson, Joseph F. Nolan
Also Present: Interim Town Administrator Robert Mercier, Acting Town Administrator/Human Resources Director John Senchyshyn, Wastewater Management District Commission members Fred Knight, Sam Potter, and Rick Greene, Wastewater Management District Commission Special Counsel Damon Seligson, Town Counsel Mark Lanza, Assistant Cindy Cincotta and Executive Assistant MaryAnn DiNapoli

Purpose: The session was called at 6:30 p.m. in the Selectmen's Meeting Room, Wayland Town Building, by unanimous roll call vote (YEA: M. Antes, T. Boschetto, E. Collins, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0) of the Board of Selectmen in open session as permitted by Massachusetts General Laws Chapter 30A, Section 21(a)(3) for the purpose of discussing strategy with respect to pending litigation regarding the case of Twenty Wayland, LLC and the Town of Wayland and the Wastewater Management District Commission, and potential litigation by a group of Wastewater Management district users, as threatened by their lawyer, as a discussion of these matters in an open meeting may have a detrimental effect on the bargaining or litigating position of the Town.

Discussion:

[REDACTED]
[REDACTED] J. Nolan asked what the next step will be; M. Lanza said he has asked the mediator for available dates.

[REDACTED] The Board considered whether this provided Twenty Wayland LLC with an incentive to mediate. M. Lanza said he filed a motion to extend the deadline for the appeal, and it was granted. The Board discussed the obligation of Brendan Homes in regard to the payment of the gift money and the creation of affordable housing. J. Nolan said the Board needs a timeline and a new negotiating scenario.

[REDACTED] J. Nolan noted that the Wastewater Management District Commission hearing scheduled for last week was cancelled. S. Potter said there was no feedback. The Board and the members of the Wastewater Management District Commission discussed the impact of the timing of the payments in the Memorandum of Agreement.

By motion of E. Collins, seconded by M. Antes, by roll call vote, it was unanimously voted to exit executive session at 7:20 p.m. YEA: M. Antes, T. Boschetto, E. Collins, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Items Distributed for Information and Use by the Board of Selectmen at the June 16, 2014 Executive Session Meeting

1. None



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**Board of Selectmen
Meeting Minutes
Executive Session
June 30, 2014**

Attendance: Mary M. Antes, Tony V. Boschetto, Edward J. Collins, Cherry C. Karlson, (via remote participation), Joseph F. Nolan

Also Present: Interim Town Administrator Robert Mercier, Barb Fletcher, Chair, School Committee, Brad Crozier, Assistant Superintendent of Schools, members of the Wastewater Management District Commission (Fred Knight, Sam Potter, and Rick Greene), Administrative Assistant to the Wastewater Management District Commission Cindy Cincotta, Town Counsel Mark Lanza, and Executive Assistant MaryAnn DiNapoli

Purpose: The session was called at 6:43 p.m. in the Selectmen's Meeting Room, Wayland Town Building, by unanimous roll call vote (YEA: M. Antes, T. Boschetto, E. Collins, C. Karlson via remote participation, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0) of the Board of Selectmen in open session as permitted by Massachusetts General Laws Chapter 30A, Section 21a(3) to (1) discuss collective bargaining strategy pertaining to contract negotiations with the school custodians; and (2) with the Wastewater Management District Commission, to discuss strategy in respect to pending litigation regarding the case of Twenty Wayland, LLC and the Town of Wayland and the Wastewater Management District Commission, and potential litigation by a group of Wastewater Management District users, as threatened by their lawyer, as a discussion of these matters in an open meeting may have a detrimental effect on the bargaining or litigating position of the Town.

Chair J. Nolan announced that member Cherry Karlson will be participating remotely due to geographic distance, and that a quorum of the Board of Selectmen is physically present at the meeting, all persons are audible to one another, and all votes will be roll call votes. C. Karlson stated that no other person is present and/or able to hear the discussion at the remote location.

Discussion: The Board was joined by Barb Fletcher, Chair, School Committee, and Brad Crozier, Assistant Superintendent of Schools, to discuss the contract with the school custodians. B. Crozier said the Memorandum of Agreement was delayed due to advice from labor counsel. B. Fletcher noted it is a two-year contract, with one year already past. She said the COLAs (Cost of Living Adjustments) are the same as Wayland Teachers contract, and in line with the Finance Committee guidelines. She noted minor changes in the uniform allowance and the callbacks, and asked for Board approval of the contract. M. Antes moved, seconded by E. Collins, to approve the two-year contract for School Custodians. Roll call vote: YEA: M. Antes, E. Collins, C. Karlson via remote participation, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: T. Boschetto. Vote: 4-0-1.

B. Crozier and B. Fletcher left the meeting at 6:52 p.m.

The Board was joined by the members of the Wastewater Management District Commission, C. Cincotta, and Town Counsel Mark Lanza at 6:52 p.m.



J. Nolan reported on his conversation with A. DeLuca earlier in the day. He said he felt the A. DeLuca was willing to consider a settlement and was looking for specifics. M. Lanza noted that the town has filed an appeal and has received an extension to July 15, 2014. J. Nolan asked M. Lanza to have Attorney John Mirick review the brief before submittal. Participants discussed strategies for moving forward, and considered whether to stand firm and force the issue through the court, or continue negotiations for a settlement. T. Boschetto said the Board should draft a position statement. The Board reviewed its leverage points, and its relationship with Wayland users. [REDACTED]

It was the consensus of the participants to continue with the court appeal, while also scheduling a mediation date. The Board requested that Mark Lanza prepare a position statement for Board review, and provide a list of potential mediation dates for the Board and A. Deluca to consider.

By motion of J. Nolan, seconded by E. Collins, by roll call vote, it was unanimously voted to exit executive session at 8:05 p.m. YEA: M. Antes, T. Boschetto, E. Collins, C. Karlson via remote participation, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Items Distributed for Information and Use by the Board of Selectmen at the June 30, 2014, Meeting

1. Contract between the Town of Wayland and the School Custodians



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Board of Selectmen Meeting Minutes Executive Session July 15, 2014

Attendance: Mary M. Antes, Tony V. Boschetto, Edward J. Collins, Cherry C. Karlson, Joseph F. Nolan
Also Present: Acting Town Administrator/Human Resources Director John Senchyshyn, members of the Wastewater Management District Commission (Fred Knight, Sam Potter, and Rick Greene), Administrative Assistant to the Wastewater Management District Commission Cindy Cincotta, Town Counsel Mark Lanza, Special Counsel Damon Seligson, and Executive Assistant MaryAnn DiNapoli

Purpose: The session was called at 6:39 p.m. in the Selectmen's Meeting Room, Wayland Town Building, by unanimous roll call vote (YEA: M. Antes, T. Boschetto, E. Collins, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0) of the Board of Selectmen in open session as permitted by Massachusetts General Laws Chapter 30A, Section 21(a)(3) with the Wastewater Management District Commission for the purpose of discussing strategy with respect to pending litigation regarding the case of Twenty Wayland, LLC and the Town of Wayland and the Wastewater Management District Commission, and potential litigation by a group of Wastewater Management district users, as threatened by their lawyer, as a discussion of these matters in an open meeting may have a detrimental effect on the bargaining or litigating position of the Town.

Discussion: Town Counsel Mark Lanza told the Board that the appeal was filed in court on Monday, July 14, 2014, and included all the issues in the post-trial motions, including the validity of the contract. [REDACTED] J. Nolan distributed a draft outline of his meeting on July 10, along with C. Karlson, with Anthony DeLuca and Frank Dougherty of Twenty Wayland LLC. He said the discussion concerned the potential agreement to go to mediation. He said A. DeLuca does not want to include the users in the mediation. He said they are amendable to settling outstanding issues and reducing the settlement. J. Nolan said the options before the Board are to allow the litigation to continue through the court system, or to continue negotiating towards a settlement. The Board discussed the best way to include all the participants in the negotiation; whether to form a subcommittee of members, or prepare an offer for the Chair to present. T. Boschetto said he favored mediation, as he expects it will get a better result. The Board discussed negotiating issues, such as allocation of gift funds, parking lot construction, post-judgment interest, and utility connections to the municipal pad. C. Karlson said that A. DeLuca agreed to correcting the calculation errors. [REDACTED]

[REDACTED] The Board discussed the ramifications of the project being sold to another developer; [REDACTED] The Board agreed the biggest issue is the gift money. [REDACTED]

J. Nolan said the accounting needs to be settled with the Planning Board. M. Lanza said the Conservation Commission is working on a conservation restriction and a trail easement. S. Potter said the Wastewater Management District Commission will move ahead with betterments. J. Nolan asked M. Lanza to prepare a

final list of negotiating points for the Board by the next meeting. The Board agreed to continue negotiations, but to schedule a possible mediation session as well. The Board discussed issuing a public statement. M. Antes moved, seconded by C. Karlson, to endorse a public statement as follows: "Over the past few months, the Board of Selectmen and the Wastewater Management District Commission have worked hard to resolve outstanding issues related to the cost of building and operating the Town's new wastewater treatment plant. The Selectmen remain committed to a solution that addresses the interests of all taxpayers - residential users, commercial users and non-users alike. The Wayland Wastewater Management District Commission is likewise committed to fair treatment of all residential and commercial users of its system. Unfortunately, there is no simple solution and we ask for your forbearance as we continue to work toward a resolution." Roll call vote: YEA: M. Antes, T. Boschetto, E. Collins, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

By motion of T. Boschetto, seconded by M. Antes, by roll call vote, it was unanimously voted to exit executive session at 8:39 p.m. YEA: M. Antes, T. Boschetto, E. Collins, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Items Distributed for Information and Use by the Board of Selectmen at the July 15, 2014, Meeting

1. Draft Outline prepared by J. Nolan of the Meeting on July 10, 2014, with Anthony DeLuca and Frank Dougherty of Twenty Wayland LLC, and C. Karlson.



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Board of Selectmen Meeting Minutes Executive Session September 8, 2014

Attendance: Mary M. Antes, Tony V. Boschetto, Edward J. Collins, Cherry C. Karlson, Joseph F. Nolan
Also Present: Town Administrator Nan Balmer, Acting Town Administrator/Human Resources Director John Senchyshyn, Town Counsel Mark Lanza, Wastewater Management District Commission members Fred Knight, Sam Potter and Rick Greene, and Executive Assistant MaryAnn DiNapoli

Purpose: The session was called at 6:41 p.m. in the Selectmen's Meeting Room, Wayland Town Building, by unanimous roll call vote (YEA: M. Antes, T. Boschetto, E. Collins, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0) of the Board of Selectmen in open session as permitted by Massachusetts General Laws Chapter 30A, Section 21(a)(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 to discuss strategy with respect to a pending action regarding the Glezen Lane judgment, because a public discussion of these matters in an open session may have a detrimental effect on the bargaining or litigating position of the Town.

Discussion: The Board discussed ongoing attempts to negotiate with Twenty Wayland, LLC. J. Nolan advised the Board that he had been contacted by Anthony DeLuca, Twenty Wayland, and A. DeLuca said the parties were too far apart to negotiate any further. C. Karlson distributed three documents to the Board: the previous settlement proposal from Twenty Wayland, an email document from J. Senchyshyn based on the last discussion, and a draft proposal from Twenty Wayland dated September 4, 2014. J. Nolan said there is a value in continuing to pursue a settlement; it eliminates pending legal actions, settles the unknowns, and closes the loopholes. He said he spoke to Frank Dougherty, Twenty Wayland, who sent him a framework of Twenty Wayland's position.

[REDACTED] R. Greene asked if the town was filing a rebuttal to the brief submitted by Twenty Wayland. M. Lanza said yes, on narrow issues. He said the town has an extension to September 19. The Board discussed the gift money per unit. [REDACTED]

[REDACTED] C. Karlson said they offered to pay the gift money for the rental units. The Board discussed the likelihood of the success of the town's appeal. T. Boschetto said he felt the town should walk away from negotiations and charge the expense to Twenty Wayland through wastewater charges. S. Potter suggested the town was giving Twenty Wayland the right to build without process; J. Nolan said the zoning is not within the purview of the Board. [REDACTED]

[REDACTED] J. Nolan expressed concern about increasing litigation costs. C. Karlson said she felt the agreement from Twenty Wayland to pay \$40,000 for rental units is a reasonable compromise. R. Greene asked if the town could get a ruling on post-judgment interest. [REDACTED]

[REDACTED] J. Nolan polled the participants on the option of abandoning negotiations. T. Boschetto said he felt the exposure to the town by walking away was only \$125,000. E. Collins agreed there was merit to walking away. [REDACTED]

The Board discussed the possible outcome of the appeal; [REDACTED]
[REDACTED] E. Collins said he did not agree; he said that Twenty Wayland did not answer the appeal in a serious manner and the judge will take that into consideration. The Board discussed possible financial incentives to bring Twenty Wayland back into negotiations. S. Potter said the Wastewater Management District Commission is getting pressure from the users, and he asked that the Board of Selectmen make the Inter-Board Agreement public. T. Boschetto asked about the cost of bringing the utilities to the municipal pad. J. Senchyshyn said he would work with the Planning Board and the Board of Public Works to determine that figure.

Wastewater Management District Commission members Fred Knight, Sam Potter and Rick Greene left the meeting at 7:53 p.m.

The Board discussed the Notice of Default received by David Bernstein regarding the Bernstein et al v Wayland Planning Board et al judgment. M. Lanza said he will attend the open forum on the Glezen Lane issue on September 15. [REDACTED]

By motion of M. Antes, seconded by E. Collins, by roll call vote, it was unanimously voted to exit executive session at 8:00 p.m. YEA: M. Antes, T. Boschetto, E. Collins, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Items Distributed for Information and Use by the Board of Selectmen at the September 8, 2014, Executive Session Meeting

1. Notice of Default, 8/27/14, from David Bernstein, re: Judgment on Count II of Plaintiffs' Amended Complaint in Bernstein et al v. Wayland Planning Board, et al
2. Previous settlement proposal from Twenty Wayland LLC to the Board of Selectmen
3. Email from J. Senchyshyn based on previous discussions
4. Draft proposal from Twenty Wayland to the Board of Selectmen dated September 4, 2014



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Board of Selectmen Meeting Minutes Executive Session September 15, 2014

Attendance: Mary M. Antes, Tony V. Boschetto, Edward J. Collins, Cherry C. Karlson, Joseph F. Nolan
Also Present: Town Administrator Nan Balmer, Wastewater Management District Commission members Fred Knight, Sam Potter and Rick Greene, Town Counsel Mark Lanza, and Executive Assistant MaryAnn DiNapoli

Purpose: The session was called at 6:41 p.m. in the Selectmen's Meeting Room, Wayland Town Building, by unanimous roll call vote (YEA: M. Antes, T. Boschetto, E. Collins, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0) of the Board of Selectmen in open session as permitted by Massachusetts General Laws Chapter 30A, Section 21(a)(3) for the purpose of discussing strategy with respect to pending litigation regarding the case of Twenty Wayland, LLC and the Town of Wayland, as a discussion of these matters in an open meeting may have a detrimental effect on the bargaining or litigating position of the Town.

Discussion: J. Nolan reported to the Board on a conversation the previous week with Anthony DeLuca of Twenty Wayland LLC regarding the continuing negotiations [REDACTED]. C. Karlson said he has requested an official settlement offer. [REDACTED] Participants discussed how to structure the payments, the need for a guarantee, and a possible time limit. [REDACTED]. C. Karlson asked the members of the Wastewater Management District Commission and M. Lanza to review the language of the offer from Twenty Wayland LLC, and she asked N. Balmer to assess the cost of running utilities to the municipal pad. The Board agreed to discuss the matter again at the next meeting.

By motion of T. Boschetto, seconded by C. Karlson, by roll call vote, it was unanimously voted to exit executive session at 7:06 p.m. YEA: M. Antes, T. Boschetto, E. Collins, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Items Distributed for Information and Use by the Board of Selectmen at the September 15, 2014, Executive Session Meeting

1. Settlement proposal from Twenty Wayland LLC to the Board of Selectmen



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Board of Selectmen Meeting Minutes Executive Session October 20, 2014

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

Also Present: Town Administrator Nan Balmer, Town Counsel Mark Lanza, Wastewater Management District Commission members Fred Knight, Sam Potter, and Rick Greene, and Executive Assistant MaryAnn DiNapoli

Purpose: The session was called at 9:18 p.m. in the Selectmen's Meeting Room, Wayland Town Building, by unanimous roll call vote (YEA: M. Antes, E. Collins, C. Karlson, J. Nolan. NAY: none. ABSENT: T. Boschetto. ABSTAIN: none. Adopted 4-0) of the Board of Selectmen in open session as permitted by 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 to discuss strategy with respect to a pending action regarding the Glezen Lane judgment; and to discuss strategy with respect to pending litigation and collective bargaining, and pursuant to Massachusetts General Laws Chapter 30A, Section 21a(2) to discuss strategy with respect to contract negotiations with nonunion personnel, and to review and consider for approval and potential release the following executive session minutes relative to the said subjects: September 14, 2011, November 28, 2011, March 5, 2012, March 28, 2012, August 20, 2012, November 5, 2012, January 7, 2013, and May 6, 2013 because a public discussion of pending litigation and collective bargaining, and the review and consideration for approval and potential release of executive session minutes, will have a detrimental effect on the bargaining or litigating position of the Town.

Discussion: J. Nolan reviewed the settlement proposal from Twenty Wayland LLC. The Board considered requiring payments before Planning Board approvals. C. Karlson said the only payment is for the bike trail for a period of time, until they build out the fourteen units and pay the \$40,000 per unit. C. Karlson asked the Wastewater Management District Commission if they could defer the \$175,000 payment. E. Collins said he was opposed to taking action without all the members of the Board present, and the Board agreed to meet on Monday, October 27, 2014. [REDACTED] E. Collins asked if the post-judgment interest is waived [REDACTED] J. Nolan suggested that they add an easement for the utilities to the municipal pad at no charge. E. Collins discussed quantifying the value of the settlement. J. Nolan said the next step, if the Board approves the settlement, will be to turn the language over to the attorneys to put in final form.

Rick Greene, Fred Knight, and Sam Potter left the meeting at 10:06 p.m.

M. Lanza updated the Board on the Glezen Lane issue. [REDACTED]

[REDACTED] J. Nolan asked how to proceed. The Board asked N. Balmer to contact the principals and organize a working group, and to get a cost estimate for a traffic study.

C. Karlson moved, seconded by M. Antes, to approve and hold the executive session minutes of September 14, 2011, November 28, 2011, March 5, 2012, March 28, 2012, November 5, 2012, January 7, 2013, and May 6, 2013, as amended. YEA: M. Antes, E. Collins, C. Karlson, J. Nolan. NAY: none. ABSENT: T. Boschetto. ABSTAIN: none. Adopted 4-0.

C. Karlson moved, seconded by M. Antes, to approve and release the executive session minutes of August 20, 2012. YEA: M. Antes, E. Collins, C. Karlson, J. Nolan. NAY: none. ABSENT: T. Boschetto. ABSTAIN: none. Adopted 4-0.

M. Antes moved, seconded by C. Karlson, to exit executive session at 10:29 p.m. YEA: M. Antes, E. Collins, C. Karlson, J. Nolan. NAY: none. ABSENT: T. Boschetto. ABSTAIN: none. Adopted 4-0

Items Distributed for Information and Use by the Board of Selectmen at the October 20, 2014, Meeting

1. Draft Executive Session Minutes of September 14, 2011, November 28, 2011, March 5, 2012, March 28, 2012, August 20, 2012, November 5, 2012, January 7, 2013, and May 6, 2013



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Board of Selectmen Meeting Minutes Executive Session December 8, 2014

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

Also Present: Town Administrator Nan Balmer, Town Counsel Mark Lanza, Wastewater Management District Commission members Sam Potter and Rick Greene, and Executive Assistant MaryAnn DiNapoli

Purpose: The session was called at 6:37 p.m. in the Selectmen's Meeting Room, Wayland Town Building, by unanimous roll call vote of the Board (YEA: M. Antes, T. Boschetto, C. Karlson, J. Nolan. NAY: none. ABSENT: E. Collins. ABSTAIN: none. Adopted 4-0) in open session as permitted by Massachusetts General Laws Chapter 30A, Section 21a(6), 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 because a public discussion of pending litigation will have a detrimental effect on the bargaining or litigating position of the Town.

Discussion: The Board reviewed the changes since the last meeting to the proposed settlement agreement between Twenty Wayland LLC and the Town of Wayland and the Wayland Wastewater Management District Commission. It was noted that the changes were in the payment of \$40,000 per unit sold, which will look first to the owner of the residential parcel before pursuing collection remedies against other parties, and the addition of the language, "The Town will assign Twenty Wayland the nonexclusive right to collect the \$40,000 payments." T. Boschetto asked to add to the end of the sentence, "on behalf of the town," and the Board agreed. J. Nolan said the changes have been sent to Twenty Wayland but they have not responded yet.

[REDACTED]

In regard to the Inter-Board Agreement, S. Potter offered the following negotiating point: that the Wastewater Management District Commission will hold available capacity for the use of the library in the event that the library septic system fails. Participants agreed that F. Knight and C. Karlson would continue to negotiate the Inter-Board Agreement.

E. Collins moved, seconded by M. Antes, to exit executive session at 7:05 p.m. Roll call vote: YEA: M. Antes, T. Boschetto, E. Collins, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Items Distributed for Information and Use by the Board of Selectmen at the December 8, 2014, Meeting

1. Draft Settlement between Twenty Wayland LLC and the Town of Wayland and the Wayland Wastewater Management District Commission



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Board of Selectmen Meeting Minutes Executive Session March 5, 2015

Attendance: Mary M. Antes, Edward J. Collins, Cherry C. Karlson
Also Present: Town Administrator Nan Balmer, Town Counsel Mark Lanza

Purpose: The session was called at 3:10 p.m. in the Selectmen's Meeting Room, Wayland Town Building, by unanimous roll call vote of the Board (YEA: M. Antes, E. Collins, C. Karlson. NAY: none. ABSENT: T. Boschetto, J. Nolan. ABSTAIN: none. Adopted 3-0) in open session as permitted by Massachusetts General Laws Chapter 30A, Section 21a(3), to discuss strategy with respect to pending litigation regarding the case of Twenty Wayland, LLC and the Town of Wayland, and potential litigation by a group of Wastewater district users, as threatened by their lawyer, and the matter of the appeal of the groundwater discharge permit issued by the Massachusetts Department of Environmental Protection for the Town Building Site; and pending litigation regarding the case of Moss and Bonner vs. Lingleys; and (ii) Massachusetts General Laws Chapter 30A, Section 21a(1) to discuss the Open Meeting Law complaint filed against the Board of Selectmen on September 3, 2013, and September 18, 2013; and (iii) Massachusetts General Laws Chapter 30A, Section 21a(3), to discuss strategy with respect to collective bargaining with the unions; and (iv) MGL Chapter 30A, Section 21a(2) to discuss strategy with respect to contract negotiations with nonunion personnel (new Town Administrator Nan Balmer); and, (v) Massachusetts General Laws Chapter 30A, Section 21a(6) to consider the purchase, exchange, lease or value of real property (septage meeting with sudbury re: value of real estate/disposition); and to review and consider for approval and potential release the following executive session minutes relative to the said subjects: November 28, 2011, March 28, 2012, January 7, 2013, June 13, 2013, June 17, 2013, July 8, 2013, July 16, 2013, July 23, 2013, August 12, 2013, August 26, 2013, September 9, 2013, September 16, 2013, September 23, 2013, October 21, 2013, December 9, 2013, January 6, 2014, February 24, 2014, April 28, 2014, May 5, 2014, May 12, 2014, May 19, 2014, May 27, 2014, August 11, 2014, and August 18, 2014, because a public discussion will have a detrimental effect on the bargaining, litigating or negotiating position of the Town.

Discussion: The Board reviewed executive session minutes. E. Collins moved, seconded by M. Antes, to approve and release with redactions the executive session minutes of November 28, 2011, March 28, 2012, January 7, 2013, June 13, 2013, July 8, 2013, July 16, 2013, July 23, 2013, August 26, 2013, September 9, 2013, September 16, 2013, September 23, 2013, October 21, 2013, December 9, 2013, January 6, 2014, February 24, 2014, April 28, 2014, May 5, 2014, May 12, 2014, May 19, 2014, May 27, 2014, August 11, 2014, and August 18, 2014. YEA: M. Antes, E. Collins, C. Karlson. NAY: none. ABSENT: T. Boschetto, J. Nolan. ABSTAIN: none. Adopted 3-0.

E. Collins moved, seconded by M. Antes, to approve and release the executive session minutes of June 17, 2013 and August 12, 2013. YEA: M. Antes, E. Collins, C. Karlson. NAY: none. ABSENT: T. Boschetto, J. Nolan. ABSTAIN: none. Adopted 3-0.

E. Collins moved, seconded by M. Antes, to exit executive session at 3:57 p.m. Roll call vote: YEA: M. Antes, E. Collins, C. Karlson. NAY: none. ABSENT: T. Boschetto, E. Collins. ABSTAIN: none. Adopted 3-0.

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

1. Draft Executive Session Minutes: November 28, 2011, March 28, 2012, January 7, 2013, June 13, 2013, June 17, 2013, July 8, 2013, July 16, 2013, July 23, 2013, August 12, 2013, August 26, 2013, September 9, 2013, September 16, 2013, September 23, 2013, October 21, 2013, December 9, 2013, January 6, 2014, February 24, 2014, April 28, 2014, May 5, 2014, May 12, 2014, May 19, 2014, May 27, 2014, August 11, 2014, and August 18, 2014



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**REVISED LIST OF PUBLIC DOCUMENTS PROVIDED TO THE
BOARD OF SELECTMEN FROM MARCH 13 2015, THROUGH
AND INCLUDING MARCH 23, 2015, OTHERWISE NOT LISTED
AND INCLUDED IN THE CORRESPONDENCE PACKET FOR
MARCH 23, 2015**

Items Distributed To the Board of Selectmen – March 13-19, 2015

1. None

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of March 16, 2015

1. Montage of Photographs from Michael Lowery, 120 Lakeshore Drive, of Farmers Market Signs posted by Russell's Garden Center
2. Wayland Solar Project: Frequently Asked Questions
3. Wayland Solar Project: Sensitivity Analysis
4. Real Estate Portfolio and Background Information on Sheryl Simon

Items Included as Part of Agenda Packet for Discussion During the March 23, 2015 Board of Selectmen's Meeting

1. Memorandum of 3/23/15 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Audit Committee Charge Revision
2. Letter of 3/18/15 from Larry Kiernan, Representative to the Mass Central Rail Trail Committee, to the Board of Selectmen, re: Developer Bike Trail Gift
3. Town of Wayland FY2016 Budget
4. Report of the Town Administrator for the Week Ending 3/20/2015



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

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

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

BOARD OF SELECTMEN
Monday, March 23, 2015
Wayland Town Building
Selectmen's Meeting Room

CORRESPONDENCE

Selectmen

1. Letter of 3/4/15 from EverSource Energy and NSTAR Gas to Board of Selectmen
re: Gas Distribution Rates
2. Clerk's Notice, 3/6/15, from Middlesex Superior Court to Attorney Mark J. Lanza
re: Twenty Wayland LLC vs. Town of Wayland et al
3. Memorandum of 3/12/15 from Rachel Bratt, Chair, Wayland Housing Partnership, to
Planning Board and Housing Committees, re: Moving the Affordable Housing Agenda
Forward: Working Groups

Minutes

4. Finance Committee, January 20, 2015, February 17, 2015, February 23, 2015
5. Board of Library Trustees, February 18, 2015



RECEIVED

MAR 13 2015

Board of Selectmen
Town of Wayland

March 4, 2015

Mr. Joseph Nolan
Board of Selectmen Chair
Town of Wayland
41 Cochituate Road
Wayland, MA 01778

Dear Mr. Nolan:

I am writing to inform you that NSTAR Gas Company d/b/a Eversource has filed a request with the Massachusetts Department of Public Utilities (“MDPU”) to increase gas distribution rates. Eversource is requesting to recover approximately \$46 million of additional revenues to cover investments being made to improve the safety and reliability of gas distribution infrastructure. If approved, the proposed revenue change would represent an increase of approximately 8.6 percent on average across all customers on a total-bill basis.

It is important to note that Eversource has not increased rates since 1991. By the time the new rates would take effect in 2016 as a result of this rate case, Eversource customers will be the beneficiaries of a 24-year period without a change in base distribution rates, representing unparalleled rate stability for natural gas customers.

The monthly bill for a typical residential heating customer is estimated to increase \$11.95 per month, and will remain below the current average residential bill for Massachusetts natural gas companies.

Attached is an updated schedule for the upcoming public hearings scheduled in Boston and Worcester. The public hearings will be followed by a thorough review of the rate request by the MDPU, and new rates would not take effect until January 1, 2016.

Thank you for your interest in this issue. Please call your Community Relations Specialist JoAnne O’Leary at 508-305-6898 with any questions or if you would like additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Will Van Dam".

William A. Van Dam

Attachment



The Commonwealth of Massachusetts

DEPARTMENT OF PUBLIC UTILITIES

NOTICE OF FILING AND RESCHEDULED PUBLIC HEARINGS

D.P.U. 14-150

February 17, 2015

Petition of NSTAR Gas Company, pursuant to G.L. c. 164, § 94 and 220 C.M.R. § 5.00 et seq., for Approval of a General Increase in Gas Rates and a Revenue Decoupling Mechanism.

On December 17, 2014, NSTAR Gas Company ("NSTAR Gas" or "Company") filed a petition with the Department of Public Utilities ("Department") seeking additional revenues through an increase in rates. The Company's last base distribution rate proceeding was in 2005. Boston Edison Company, Cambridge Electric Light Company, Commonwealth Electric Company, NSTAR Gas Company, D.T.E. 05-85 (2005).

The Department has docketed this matter as D.P.U. 14-150 and has suspended the effective date of the proposed rate increase until November 1, 2015, to investigate the propriety of the Company's request. Pursuant to a settlement approved by the Department in 2012, any new rates approved in the instant proceeding will not take effect until January 1, 2016. See Northeast Utilities/NSTAR Merger, D.P.U. 10-170-B (2012).

In the filing, NSTAR Gas seeks to increase rates to generate \$45.9 million in additional revenues, an 8.6 percent increase over current total operating revenues. The requested rate increase is designed to recover: (1) \$33.9 million in additional revenues through base distribution rates (i.e., a 22.5 percent increase in current distribution revenues); and (2) \$12.0 million in additional revenues through reconciling rate recovery mechanisms.

The Company's requested rate increase includes the recovery of merger-related costs and exogenous costs associated with the Department's Order in NSTAR/Northeast Utilities Merger, D.P.U. 10-170 (2012). The requested rate increase also includes an increase in costs associated with the Company's purchase of liquefied natural gas services from an affiliate, Hopkinton LNG Corp.

Further, as part of the filing, NSTAR Gas sets forth proposals associated with the sale of the Company's appliance business and changes to the operation of its Home Heating Protection Plan business. In addition, the Company proposes, pursuant to Investigation into Rate Structures that will Promote Efficient Deployment of Demand Resources, D.P.U. 07-50-A (2008), to

implement a rate mechanism to decouple its gas revenues from its sales. Additional information regarding NSTAR Gas' proposals can be found in the Company's filing.

The Company's filing provides that if the petition is approved as requested, the proposed rate increase, which would take effect on January 1, 2016, will have the following effects:

- A residential heating customer using 160 therms of gas per month during the Winter season will experience a monthly bill increase of \$25.90 (a 13.1 percent increase in the customer's bill);
- A residential heating customer using 31 therms of gas per month during the Summer season will experience a monthly bill increase of \$8.38 (a 19.6 percent increase in the customer's bill);
- A residential non-heating customer using 14 therms of gas per month during the year will experience a monthly bill increase of \$1.81 (a 6.9 percent increase in the customer's bill);
- A residential low-income heating customer using 159 therms of gas per month during the Winter season will experience a monthly bill increase of \$7.02 (a 4.4 percent increase in the customer's bill);
- A residential low-income heating customer using 33 therms of gas per month during the Summer season will experience a monthly bill increase of \$0.44 (a 1.2 percent increase in the customer's bill); and
- A residential low-income non-heating customer using 14 therms of gas per month during the year will experience a monthly bill decrease of \$0.26 (a 1.2 percent decrease in the customer's bill).

Bill impacts for commercial and industrial customers will vary depending upon their rate classification and level of usage. For specific impacts, please contact the Company as indicated below.

On December 22, 2014, the Department issued a Notice of Filing and Public Hearing and scheduled public hearings in this proceeding in Worcester, Massachusetts for January 28, 2015, and in Boston, Massachusetts for February 9, 2015. These public hearings subsequently were postponed due to inclement weather. In order to receive comment on the Company's filing, the Department has rescheduled these public hearings as follows:

April 7, 2015
Department of Public Utilities
One South Station, 5th Floor
Boston, Massachusetts 02110
Time: 7:00 p.m.

April 9, 2015
Worcester Technical High School
1 Skyline Drive
Worcester, Massachusetts 01605
Time: 7:00 p.m.


Persons interested in commenting on the Company's filing may appear at the public hearings or may file written comments by the close of business (5:00 p.m.) on April 30, 2015. Written comments should be addressed to: Mark D. Marini, Secretary, Department of Public Utilities, One South Station, 5th Floor, Boston, Massachusetts 02110. Receipt by the Department, not mailing, constitutes filing.

In addition to the above filing requirement, one (1) copy of all materials filed with the Department should be sent to Marc J. Tassone, Hearing Officer, Department of Public Utilities, One South Station, 5th Floor, Boston, Massachusetts 02110; and one (1) copy of these documents should be sent to the Company's counsel, Cheryl M. Kimball, Keegan Werlin LLP, 265 Franklin Street, Boston, Massachusetts 02110.

Further, in addition to paper filings with the Department, all documents also must be submitted to the Department in electronic format using one of the following methods: (1) by e-mail attachment to dpu.efiling@state.ma.us and the Hearing Officer, Marc.Tassone@state.ma.us; or (2) on a CD-ROM. The text of the e-mail or CD-ROM must specify: (1) the docket number of the proceeding (D.P.U. 14-150); (2) the name of the person or company submitting the filing; and (3) a brief descriptive title of the document. The electronic filing should also include the name, title, and telephone number of a person to contact in the event of questions about the filing. All documents submitted in electronic format will be posted on the Department's website: <http://www.mass.gov/dpu>.

A copy of the Company's filing is available for inspection during regular business hours at the following locations: (1) the Company's offices, One NSTAR Way, Westwood, Massachusetts 02090; (2) the Cambridge Public Library, 449 Broadway, Cambridge, Massachusetts 02138; (3) the Dedham Public Library, 43 Church Street, Dedham, Massachusetts 02026; (4) the New Bedford Free Public Library, 613 Pleasant Street, New Bedford, Massachusetts 02740; (5) the Plymouth Public Library, 132 South Street, Plymouth, Massachusetts 02360; (6) the Worcester Public Library, 3 Salem Street, Worcester, Massachusetts 01608; and (7) the Department's offices, One South Station, 5th Floor, Boston, Massachusetts 02110. These filings also are available on the Department's website, <http://www.mass.gov/dpu>.

Any person desiring further information regarding the Company's petition should contact the Company's counsel, Cheryl M. Kimball, Esq. at (617) 951-1400. Any person desiring further information regarding this notice should contact Marc J. Tassone, Hearing Officer, Department of Public Utilities, at (617) 305-3500.

CLERK'S NOTICE	DOCKET NUMBER 1181CV04095	Trial Court of Massachusetts The Superior Court 
CASE NAME: Twenty Wayland, LLC vs. Town Of Wayland et al		Michael A. Sullivan, Clerk of Court Middlesex County
TO: Mark J Lanza, Esq. 9 Damonmill Square Suite 4A4 Concord, MA 01742		COURT NAME & ADDRESS Middlesex Superior (Woburn) 200 Trade Center Woburn, MA 01801
<p style="text-align: center;">You are hereby notified that on 03/05/2015 the following entry was made on the above referenced docket:</p> <p>Order:</p> <p>AMENDED TO THE JUDGMENT: The parties having reached a post-judgment settlement, have requested that the Court's Final Judgment dated June 23, 2013. Dated: March 5, 2015</p> <div style="text-align: right; margin-top: 200px;"> <p>RECEIVED</p> <p>MAR 13 2015</p> <p>Board of Selectmen Town of Wayland</p> </div>		
DATE ISSUED 03/06/2015	ASSOCIATE JUSTICE/ ASSISTANT CLERK Hon. Joshua Wall	SESSION PHONE# (781)939-2748

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COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, ss

SUPERIOR COURT DEPARTMENT
OF THE TRIAL COURT

TWENTY WAYLAND, LLC

Plaintiff,

v.

TOWN OF WAYLAND and WAYLAND
WASTEWATER MANAGEMENT DISTRICT
COMMISSION,

Defendants.

CIVIL ACTION NO. 11-04095-F

~~PROPOSED~~ AMENDMENT TO THE JUDGMENT

The parties having reached a post-judgment settlement, have requested that the Court's Final Judgment dated June 23, 2013, be amended as follows:

1. Contractual Damages: Paragraph A shall be amended to state that "Defendants shall pay to Twenty Wayland \$895,000 in contractual damages."
2. Other Monetary Damages: Paragraphs B and C shall be amended so that Defendants are not obligated to pay Twenty Wayland the pre-judgment interest of \$234,298.45 and the statutory costs of \$3,413.04.

In all other respects the Judgment is reaffirmed and remains in effect.

So ordered.

Entered this 5th day of ^{March} ~~February~~, 2015, as an amendment to the June 23, 2013 Final

Judgment of this Court by:

Joshua I. Wall
Associate Justice of the Superior Court

MEMO

TO: Members of Planning Board, Housing Authority, Housing Partnership, Housing Trust, Sarkis Sarkissian, Brian Boggia, Katherine Provost
FROM: Rachel Bratt, chair, Wayland Housing Partnership
RE: Moving the Affordable Housing Agenda Forward: Working Groups
DATE: March 12, 2015

At our joint meeting on January 20, we had agreed to form three working groups to explore various aspects of how we can move the affordable housing agenda forward. It is anticipated that each of these groups will meet about 3 times and write a short summation of their thoughts and recommendations. The first two groups should meet as soon as possible. I anticipate that, while the third group will hold an initial meeting, it will not be able to conclude its work until after the first group has produced its report.

Thanks to all the boards and committees for providing names of members who have volunteered to work with each of the groups. Working group members and the people who have agreed to serve as chairs are noted below. It will be the task of the chairs to convene all meetings and to provide the brief summary report.

Thank you everyone for your agreeing to work on this effort. Please let me know if you have any questions.

Suggested timeline:

For groups 1 and 2:

March – groups hold meeting

April – second and third meetings

May 1 – completion of report (1-3 pages)

Group 3:

March – group meets

May – second and third meeting

June 1 – completion of report (1-3 pages)

Rachel will compile all three reports for discussion at a joint meeting on **June 9, 2015 –all working groups and committee members**

1) Defining a shared vision and priorities for affordable housing

Participants:

Planning Board – Colleen Sheehan

Housing Authority – Jackie Ducharme and Kevin Goodwin

Housing Partnership – Betty Salzberg

Housing Trust – Susan Weinstein

Housing Authority – Katherine Provost, chair

This group will help guide decisions (recommendations for future housing initiatives should prioritize the various options, including, but not limited to:

- preference for rental vs. homeownership;
- senior vs. family housing;
- for family housing, optimal number of bedrooms desired;
- need for additional group homes;
- need for housing for households with incomes about 80% of area median income;
- preference for new construction vs. re-use of existing homes for affordable housing.

2) Monitoring and preserving existing affordable housing.

Participants:

Planning Board – Dan Hill

Housing Partnership – Marty Nichols

Housing Trust – Mary Antes

Housing Authority- Brian Boggia, chair

The tasks will include but not limited to:

- identification of major issues involved with monitoring the non-public housing stock;
- going forward, how to assure that monitoring agents will be locally-based;
- identify affordable units where residents are currently over-income and
- better understand implications and options;
- assess future capital needs of public housing stock and develop plan for funding.

3) Assessing whether there is a need for new zoning or overlay districts, as outlined in Master Plan, and defining which of the options presented in the Master Plan, or other alternatives, are the most desirable.

Participants:

Planning Board – Kevin Murphy

Housing Authority – Russ Ashton

Housing Partnership – Kathy Boundy

Housing Trust – Brian O’Herlihy

Town Planner –Sarkis Sarkissian, chair

The tasks will include, but not be limited to:

- Assessing whether there is a need for new zoning or overlay districts, as outlined in Master Plan and defining which of the options presented in the Master Plan, or other alternatives, are the most desirable.
- The above should include recommendations about: mixed use zoning for 1-2-3-4 family conservation cluster developments; Planned Development Districts; senior and family Housing Overlay Districts; permit housing on the upper floors of buildings in the Business A/B Districts; and accessory dwelling units in single family neighborhoods.



Town of Wayland Massachusetts

Finance Committee

Tom Abdella
Carol Martin

Nancy Funkhouser (Vice Chair)
Bill Steinberg

Tom Greenaway (Chair)
David Watkins

Gil Wolin

Finance Committee Meeting Minutes, January 20, 2015

Attendance: T. Abdella (7:05 PM), N. Funkhouser, T. Greenaway, C. Martin, B. Steinberg, D. Watkins, G. Wolin and Finance Director Brian Keveny.

I. Call to Order

The meeting was called to order at 7:00 PM in the Senior Center of the Wayland Town building. Notification was given that the meeting was being audio and video taped.

II. Public Comment (I)

Gail Shapiro, W.Plain St. – make budget cuts at Dept Level. Email attached
Michael Patterson, Claypit Hill Rd. – budget should be level funding or reductions.
Molly Upton, Bayfield, Rd. – Assessor’s Office is receiving heartbreaking calls from property owners.
Ahmet Atamir, Glezen Ln. – stated my taxes went up 25% in two years, written comments attached.
Connie Shlauerbeck, Valley View Rd. – would like a Sr. Center & Library but I am on fixed income – why not level funding instead of level services.
George Bernard, E.Plain St. – keep taxes down, many people have reached breaking point.
Alice Boelter, Lakeshore Dr. – budget is unsustainable – will submit written comments (attached).

III. FY16 Operating Budget – School Department Presentation

FinCom relocated to the School Committee (SC) Meeting at 7:19pm to hear further discussion on the proposed FY16 Budget. A handout was presented with 4 slides (attached). Chair of the SC Ellen Grieco and Superintendent Paul Stein discussed the “maximum” budget option, which is recommended by three (majority) of the SC (with one recommending a higher budget, and one recommending a lower budget). A breakdown of FY16 over FY15 increases, and potential budget adjustments were presented.

Additional items discussed included the FY16 percent increases requested by peer towns; understanding the impact of benefits as direct labor costs are adjusted; revolving funds; existing fees; integration of town and school budget five year model; impacts from adopting a 3.5% FY16 increase; enhancement of services / program effectiveness; Comparison of Wayland re: SPED budgets (costs below peers & below state average); level funding vs level services philosophy. FinCom departed SC at 7: 53pm.

IV. Energy Committee Update

At 7:56pm the Committee met with Ellen Tohn; Tom Sciacca; John Harper; Mike Staiti and Jim Walker of AMERESCO to discussed proposed solar photovoltaic build/construct/operate 20 yr contract. A handout was provided (attached). Four locations have been identified: New DPW Facility; Middle School; High School; Town Bldg. Discussion on potential benefit of \$200k-\$250k each year for 20 yrs; longevity of system; fixed vs floating rates; tax and net metering credits.

V. FY16 Operating Budget – Library

Aida Gennis Chair, Board of Trustees & Ann Knight, Library Director

Discussion on operating budget detail; note that books & materials must be a minimum of 16% to maintain library certification. Would like to expand hours to include Thurs. 6-9pm and Fri 5-6pm.

Personnel Board did not approve request for additional staffing. Discussion on use of volunteer time, weekly hours of Director, previous cuts to library budget, possible use of contract labor, status of Youth Librarian position, programming.

VI. FY16 Operating Budget – Wayland Youth & Family Services / Wayland Cares

Lynn Dowd, Betsy Meindl, Joe Karbowski (handouts attached)

Discussion on operating budget detail and relationship of Wayland Cares Budget to WYFS budget; discussion on uncertainty of hiring decisions; discuss history of town and grant funding; discuss intent of ATM 2014 warrant article and future funding (capacity building); funding of benefits and OPEB costs. There was a consensus of the FinComm to move budget from Wayland Cares to be placed under WYFS.

VII. Public Comment (II)

- a. Linda Segal, Aqueduct Rd. – FY07 Ad Hoc Budget Advisory Committee (handout attached). Questions on plans for Bond Premium. Requested clarity on unclassified budget town vs school. Level services vs level funding discussion. Question on 4 yr School Committee negotiated contract and increases for FY17 (1.5% 1st half + 1.5% 2nd half COLA).
- b. Rick Green, Pequot Rd. – living within budget, search for genuine savings.
- c. Margo Melnicove, Lakeshore Dr. – SC Budget: need info on true costs over time, omissions on discussions / viability of fee based services (food services, TCW)
- d. Responses by T.Greenaway re: fee based current year transfer commitments required by MA DoR and timing of reimbursements. Discussion on FY11-14 annual levy reductions and desire to re-establish a more sustainable level of services. Discussion by B.Steinberg re: ave tax increase over last 5 years is just over 2%/yr. Further discussion on assessments and tax rate calculations.
- e. Email Submissions from S.Glovsky, D.Bouchard, A.Atamar, J.McNamara, F&M Simone, C&O Bean (all attached)

VIII. Report of the Finance Director

Brian Keveny, Finance Director (handout attached)

Discussion on Unclassified Budget line items. Other budget items - Facilities not yet completed; FY15 Turnback discussion; Payroll processing discussion; discussion on Moody's / Eastern Bank bond premium results should be available next week. Discussion on Recreation Commission funding models and current issues with revolving fund. T.Greenaway requests Finance Director and Recreation Director recommendation on a new finance model.

IX. Chair's Update

- a. Budget Deliberations planned for next meeting
- b. Reminder on Completing Capital Worksheets
- c. Public Records Request by Linda Segal – confirmed closed by Ms. Segal

X. Members Reports and Concerns

- a. Carol Martin – Any further questions for School Committee on FY16 budget?
- b. Dave Watkins - provided a detailed presentation on School Department Information Technology costs (handout attached).

XI. Minutes (deferred)

XII. Adjourn

Voted unanimously to adjourn.

Respectfully submitted,
/s/ Tom Abdella

Documents:

1. Email – G.Shapiro
2. Email – A.Atamir
3. Email – A.Boelter
4. Handout – School Committee
5. Handout – Wayland Energy Initiatives Committee
6. Handout – Wayland Youth & Family Services / Wayland Cares
7. Email – L.Segal
8. Email – S.Glovsky
9. Email – D.Bouchard
10. Email – J.McNamara
11. Email – F&M Simone
12. Email – C&O Bean
13. Handout – Finance Director – Unclassified Budget
14. Handout – D.Watkins – Analysis of IT Activity



Town of Wayland Massachusetts

Finance Committee

Tom Abdella
Nancy Funkhouser (Vice Chair)
Thomas Greenaway (Chair)
Carol Martin
Bill Steinberg
Dave Watkins
Gil Wolin

Finance Committee Meeting Minutes, February 17, 2015

Attendance: T. Greenaway (Chair), C. Martin, B. Steinberg (arrived late), G. Wolin, T. Abdella (arrived late), N. Funkhouser, Dave Watkins (remote participation), and Finance Director Brian Keveny.

1. Call to Order

The meeting was called to order at 7:06 pm by Chair Tom Greenaway in the Senior Center of the Wayland Town Building. The meeting was recorded by WayCam.

2. Public Comment and Committee's Response to Public Comment

Cliff Lewis, Claypit Hill Road, speaking as a member of the OPEB Advisory Committee stated that the recommended contributions have been determined, and the OPEB committee is ready to vote on final numbers. The Committee will be prepared to make a formal presentation at the February 23 meeting.

3. Capital and Operating Budgets Review and Discussion

Regarding capital budget, N. Funkhouser asked that members review and offer substantive comments by next meeting. Chair Greenaway asked that this discussion be postponed until more committee members arrive. One discussion point is to borrow more and use less free cash.

Discussion of Phone Installation at Loker School to comply with ALICE followed. Committee is going to hear back from Chief Irving.

Bill Steinberg arrived at approximately 7:10 PM

Operating budget discussion now shows 9.88% debt service. Discussion followed.

4. Vote to accept Dave Watkins' remote participation

At 7:17 pm, Chair Greenaway moved that the Committee approve Dave Watkins' remote participation. Nancy Funkhouser seconded the motion. Vote: 5-0.

5. Discussion of Response to OML Violation Complaint

Chair Greenaway brought up the OML Complaint filed by George Harris on January 9. He reviewed the addition he made to the draft circulated earlier to the Committee. Chair Greenaway moves that the Committee support his response that the complaint was without merit. Motion was made and seconded by N Funkhouser. Vote: 5-0-1 0 in favor.

6. Return to discussion of Capital and Operating Budgets.

The funding question on the table from last week was whether to shift any more from free cash to borrowing, specifically \$300,000 from capital to operating for DPW.

Brian Keveny presented changes which include part-time personnel for Conservation and revised School budget, as well as his recommendations on free cash use.

(Tom Abdella arrived at 7:58 PM).

Current year transfers: \$250k. Snow alone already is \$250k. Need to add another \$150k for snow for the rest of the year.

There will be a \$12,000 transfer to cover past issues in River's Edge, closed out early.

There is a revenue surplus, free cash for bond premium of \$462,000. This is unbudgeted revenue. Local receipts are coming in on target.

Expense turn-back is now up from \$1 million to \$1.2 million from \$1.0 million, due to more departments reporting on purchase orders (POs). Unused appropriated POs will become free cash in the FY2016 budget.

B. Keveny recommended using \$3.11 million of free cash to reduce Operating and Capital Budgets. That will hold free cash at 7.11% of the budget, as projected in next year's budget. If we use \$2.5 million of free cash, the 1.5% levy will rise to 1.78%. Anything more is likely unsustainable. A larger capital budget would require borrowing.

This use of Free Cash will call taxation to spike in FY17 because:

- No major turn-backs are expected.
- Not much more will be coming from closed out capital projects (less than \$100k is expected)
- No more encumbrances

T. Abdella observed that tax rate oscillations disturb voters. B. Steinberg followed saying that those oscillations in 2011 caused Special Town Meeting residents voted to use free cash to smooth tax rates. B. Keveny indicated these were not material to bond ratings.

The town's five year projections are getting better, but accuracy is still difficult to achieve.

T. Greenaway moved to vote on Operating Budget. N. Funkhouser seconds. Vote: 7-0.

Capital Budget

T. Abdella indicated that Loker phones and wiring are in budget to comply with ALICE requirements. All schools need some, work though Happy Hollow and Claypit have basic wiring in place.

B. Keveny said a \$12,500 transfer was required to meet treasury needs, as cash is needed to pay for consultant needed to reconcile cash, for the use of QuickBooks, and to pay motor vehicle bills.

N. Balmer said that the IT servers are vulnerable to viruses and hackers, a services contractor is needed to scan and repair at a cost of \$10,000.

N. Funkhouser moved to accept the capital budget of \$4,028,100 for FY16. T. Greenaway seconds. Vote: 7-0

7. Discussion of OPEB

Cliff Lewis, Chairman of OPEB, with David Guttenricher discussed parity accounts contributions. Annual contribution is down from \$1,320 per year per person to \$384 per year per person. Food Service saved enough on annual budget to afford parity contribution. It made 7% per year last couple of years for fund contribution, putting the fund currently at \$12,305,040.

The warrant article should show a \$237,883 contribution. The re-worked schedule, will be 7% - 10% higher, will be \$250—260,000 higher. GASB 45 overstates liabilities. We have an RFQ in place to see if we need a real trust fund. Commonwealth questions are unanswered at this time.

Discussion followed.

B. Steinberg move to accept the article as presented. N. Funkhouser seconded. Voted was 7-0 to approve.

8. Review and Vote Warrant Articles for Annual Town Meeting

Article 27: Construct Rail Trail in Wayland. B. Steinberg said that the Rail Trail article has been under consideration for several years, currently estimated to cost \$445,000. The length of the right-of-way has been extended. Discussion followed, including the possibility that the State might provide some funding in the future, which would provide for trail improvement. Steinberg moves to vote in favor, N. Funkhouser seconds.. Vote: 7-0.

The Recreation Committee budget came up at this time. It has requested more money, including a larger capital budget. B. Keveny indicated that it should be an Enterprise Fund for 2016, which would force budget discipline, and more appropriate budgeting. N. Balmer said the money is needed now, to avoid vendor issues, and that the town could move to enterprise funding in FY17. She asked for the Finance Committee's support, which Chair Greenaway stated was appropriate. B. Steinberg moves to adjust budget up to \$594,000. Abdella seconded. Vote 7-0.

Article 12: Set Aside Community Preservation Funds for for Later Spending – B. Steinberg moved to accept, N. Funkhouser seconded. Roll call vote was 7-0.

Article 37: Appropriate Funds to Stabilize Two Arches of Stone's Bridge. This article will be held until the next meeting as per T. Abdella. It is uncertain whether the Town actually owns the Stonebridge property. N. Funkhouser moved to pass over until Town Attorney Mark Lanza confirms that Wayland owns the bridge.

Article 14: Transfer Community Housing Funds to Wayland Municipal. This is an annual event to fund the trust that was approved during the 2014 Annual Town Meeting. G. Schuler indicated this was part of the Town's Affordable Housing Plan, and this is Community Conservations contribution to this consolidated fund. The amount contributed will be \$419,202.

Article 36: Acquire Land and House at 246 Stonebridge Road. N. Funkhouser stated this was a request to appropriate \$342,000 to acquire an empty house adjacent CPC community land. G. Schuler indicated that the town cannot pay more than the appraised value, and the town is waiting the Assessor's official appraisal. This is near Stone's Bridge. N. Funkhouser moved to recommend to approve,. T. Greenaway seconded. Approve as amended. 6-0-1, with Abdella abstained.

Article 24: Transfer Dudley Woods Parcels for Passive Recreation. C. Martin stated that the Conservation and Recreation Committees have voted to approve this article. Dudley Area Advisory Committee (DAAC) endorses this. C. Martin moved to approve, B. Steinberg seconded. Vote 7-0.

Article 25: Design and Construct Trails and Signage at Dudley Woods. C. Martin stated that the CPC said it could come in at a lower cost than the original CIP, down from \$129,000 to \$85,000 which will come from uncommitted Conservation Commission funds. Wastewater condition must be met to complete this project. Chair Greenaway indicated a technical correction is required in the article. Discussion followed. C. Martin moved to approve allocating the \$85,000 requested.. B. Steinberg seconded. Vote: 6-1.

Vote 6-1.

Selectman C. Karlson joined the meeting. She said that the Selectmen withdrew some articles during their meeting, including Article 19, Minuteman Agreement amendment, Article 23, Wastewater Fund Payment.

Article 28: Acquire Municipal Parcel in Town Center and Convey Access Easement in Town Center. C. Karlson said that conveying the easement is non-binding; it simply gives the Town greater planning flexibility regarding wastewater. 4.8 acres are under negotiation, some will be become a retention basin. B. Steinberg moves to approve. T. Abdella seconds. Vote 7-0

Article 10: Resolution Regarding ESCO Project Changes. B. Steinberg stated that this was to redirect funds previously approved to improve energy efficiency in the Town Building: boilers, HVAC controllers, etc. The vendor's performance guarantees in reduced energy costs would pay for the work. As there is some question if the Town Building would continue in its present capacity, the Selectmen want to redirect \$2,250,878 of the approved \$2,813,920 to accomplish the energy improvements in various school buildings, leaving \$63,042. This is estimated to save more than \$80,000 in future annual energy costs. Discussion and text edits followed. Vote 7-0 to approve.

Article 29: Appropriate Funds for Due Diligence and Feasibility Design for a Proposed Council on Aging/Community Center at Wayland Town Center. T. Greenaway described the order of magnitude of the proposed project. Discussion followed. Discussion followed regarding what the total cost might be for this project, and were all options for the building being reviewed COA has moved to support. C. Martin moved to approve. B. Steinberg seconded. Vote 7-0.

Article 23: Fund Payment in Lieu of Sewer Betterment Assessment for Town Owned Buildings. This was deleted as a budget review is required.

Article 26: Acquire Open Space Parcel in Sage Hill Subdivision., 2, and 30.

Article 7: Compensation for Town Clerk. A standard annual article – Chair Greenaway moved to approve, N. Funkhauser seconded. Vote 6-0-1.

A review of the status of all remaining articles followed. All remaining articles will be completed in the February 24 meeting.

9. Members Reports and Concerns

The Committee held a brief discussion of George Harris and the OML Violation Complaint. Chair Tom Greenaway stated that it was OK to email documents, providing no opinion is expressed or exchanged. Subjects like administrative tasks are OK. This will help guard against irrational complaints.

Discussion of schedule for future Finance Committee meetings followed.

10. Chair's Report

Next planned FinCom meetings: February 23 and February 26.

11. Adjournment: At 11:15 pm Chair Greenaway moved to adjourn the meeting and B. Steinberg seconded the motion. The motion was approved unanimously (7-0).

Respectfully submitted,

Gil Wolin

Documents:



Town of Wayland Massachusetts

Finance Committee

Tom Abdella
Carol Martin

Nancy Funkhouser (Vice Chair)
Bill Steinberg

Tom Greenaway (Chair)
David Watkins

Gil Wolin

Finance Committee Meeting Minutes, February 23, 2015

Attendance: T. Abdella, N. Funkhouser, T. Greenaway, C. Martin, D. Watkins, G. Wolin
and Finance Director Brian Keveny.

I. Call to Order

The meeting was called to order at 7:00 PM in the Senior Center of the Wayland Town building. Notification was given that the meeting was being audio and video taped.

II. Public Comment (I)

- Anette Lewis, Claypit Hill Rd – could not find FY2015 budget on the Town website. FinCom should have advertised the Budget Hearing to a greater extent.
- Sam Potter, Timber Ln, Wastewater District Management Commission – (handout) discussion on budget issues for FY2015; estimate that expense budget will need to be increased by \$45,000 to reflect current projected expenses of \$30k and \$15k for anticipated legal costs from abatements and potential law suit. To be handled as a current year transfer; WWDMC must vote to request prior to ATM in April.
- Duane Galbi, Stonebridge Rd – Mr Galbi asked who wrote FinCom report on article related to speed limits. T. Greenaway responded that he did and could further review outside the meeting.

III. Introduction of the “FY16 Omnibus Budget Proposal: Operating and Capital Budget” Document

T.G. provided a handout (37 pages) to be formally reviewed during the public hearing. After a cursory review of the slides, B.K. noted that the FinCom would need to revote the FY16 budget as an additional \$85k was to be added to cover the new DPW Facility debt for FY16.

IV. Report of the Finance Director (Part 1)

B.K. presented a request for transfer from the Reserve Fund for the Treasurer for \$12,576. The original budget intended for mailing of excise and real estate bills, and for auditing expenses, was instead expended to pay costs for an outside consultant to perform a reconciliation of cash accounts through September 2014. In order to proceed with the mailing and auditing activities additional funds are needed. B.K. recommends approval. T.G. moved that \$12,576 be moved from the Reserve Fund to the Treasurers Account, N.F. seconded, approved by a vote of 6-0-0.

V. FY16 Operating & Capital Budget Hearing

At 7:32pm the Board of Selectmen and Town Administrator joined the FinCom meeting and the FY16 Budget Hearing was opened. A formal review of the FinCom handout commenced. Comments followed presentation of the 37 slides and included:

- Tony Bochetto, BoS – 1) Requested inclusion of a tax levy graph to illustrate progression of a Proposition 2 ½ growth curve as compared to the actual Wayland tax levy over time. 2) Queried as to how the long range planning efforts of the FinCom fit in to the budget process. T.G. replied that

FinCom has tried to maintain a 3 to 5 year look quantitative look ahead but for this year also looked at qualitative factors.

- Joe Nolan, BoS – 1) There is a need to be careful not to use too much free cash to pay for re-occurring costs; 2) Discussion on how property value assessments trail the budget by approximately 18 months; 3) How does our debt service compare to other peer communities?
- Tony Bochetto, BoS – 1) Can we forecast out the levy limit calculation? 2) Can FinCom provide a projection of out year exempt debt?
- Cherry Karlson, BoS – Query on capital budget funding sources and how are they applied to the FY16 capital items. N.F. responded with the projected funding source allocations for the FY16 items.
- Anette Lewis, Claypit Hill Rd – 1) ref page 23, how does the FY16 capital budget compare to the 5 yr budget projections? T.G. responded with a discussion on integration of the CIP forms into the 5 yr plan. 2) ref page 27, Surplus Bond Proceeds – what is the discipline going forward on determining the amount of money to borrow? T.G. replied that the Town Administrator and Treasurer control this activity; A.L. responded that the BoS should provide oversight. 3) ref page 30 – who owns the capital budget items? 4) ref page 31 – how much does Information Technology cost by department? 5) each department should show a fully loaded budget. 6) ref page 15 – same presentation as last year – what is in each line? A discussion ensued re: functional expense analysis vs by dept; building the budget from the bottom up; and discussion of variance in numbers of School Dept FTEs due to differing state and federal reporting requirements.

The FY16 Budget Hearing closed at 8:45pm. FinCom recess for 10 minutes.

VI. Public Comment (II)

Dennis Berry, Town Moderator queried FinCom on how we plan to present the budget at Town Meeting. T.G. – FinCom has a voice in the Warrant, we try not to take too much time at TM. N.F. – capital budget process has become muddled, need to insure accuracy of information presented. D.Berry commented on how the operating budget has less apparent opportunity to be altered and that the capital budget can be touched more readily – people need an opportunity to discuss. T.G. – we plan to spend 10 minutes each on the operating budget and the capital budget. The pre-TM budget process is intended to try and avoid surprises on TM floor. Further discussion on Q&A process & protocol, the number of capital items (35), should motions be restricted to certain “sets” of items, and motions & their allow ability by the Moderator.

VII. Reconsider & Revote Operating & Capital Budgets (if needed)

B.K. discusses need to add \$85k of debt service (operating debt) for the new DPW Facility; this will entail revising some revolving fund amounts.

- Motion and second to reconsider the FY16 budget, approved 6-0-0.
- Motion and second to recommend FY16 Omnibus Budget of \$76,754,992 consisting of general funds of \$72,637,814 and enterprise funds of \$4,117,178, and to recommend the following revolving fund amounts: Transfer Station fund at \$549,726, Recreation at \$595,315, and Council on Aging at \$50,000. Discussion followed on whether free cash could be used for operating debt service (no) and ability of Recreation to develop a budget and business model for FY16. The motion was approved 6-0-0.

There was further discussion on the capital budget and the 10% desired ceiling. B.K. replied that we need to reduce FY16 by at least \$50k to see this occur in FY17.

- Motion and second to reconsider the FY16 capital budget, approved 6-0-0.
- Motion and second to reclassify Item #9 DPW Light Trucks \$90,000 and Item #12 DPW Heavy Equipment \$80,000 from borrowing to free cash, approved 6-0-0.

Comments by C.Martin on Article 5: 1) Is a motion required under the Revolving Fund to provide for Recreation Department indirect costs? No – covered under Operating Budget motion per B.K.; 2) Is a

motion to provide for deaf & blind needs needed under the Operating Budget? B.K. will review and amend as necessary.

VIII. Discuss & Vote Article Recommendations

Article 21 Chap 193 Stormwater. Sherre Greenbaum, Chair ConCom discussed background and responded to questions on new permits and impacts on residents. No vote.

Article 13 Transfer \$2m for Open Space. Gretchen Schuler, Chair CPC, presented. Moved, seconded, approved 6-0-0.

Article 14 Move Funds CPC to Wayland Municipal Affordable Housing Trust Fund. Gretchen Schuler, Chair CPC, presented. Moved, seconded, approved 6-0-0.

Article 37 Stabilize Stone Bridge Gretchen Schuler, Chair CPC, presented. Discussion on ownership of the bridge, possible contribution by Town of Framingham. Moved, seconded, approved 6-0-0.

Article 38 Playing Field at Oxbow . Moved, seconded, approved 6-0-0

Article 15 Implement Solar Energy Wayland Energy Initiative with Ellen Tohn, Chair and others presented (handout). Much discussion on technical, financial, tariffs. No vote.

Article 35 Distribution of Phone Books Petitioner presents current status of article and is working to implement slight changes to wording. Motion to take no position, seconded, approved 6-0-0.

Article 9 Valor Act Discussion on wording. Moved, seconded, approved 6-0-0.

Article 11 Private Testing of Hydrants and Sprinklers Moved, seconded, approved 6-0-0.

Article 17 Rt 30/27 Easements Discussion on wording. Moved, seconded, approved 4-0-2.

Article 22 Alcoholic Beverages Moved, seconded, approved 5-0-1

Article 26 Sage Hill Parcel Acquisition Discussion on wording & recommended revisions. Moved, seconded, approved 6-0-0.

IX. Adjourn

The Committee moved, seconded and voted unanimously to adjourn at 11:29pm.

Respectfully submitted,
/s/ Tom Abdella

Documents:

1. Agenda
2. Handout – WWMDC FY2015 Budget
3. Handout - FY16 Omnibus Budget Proposal: Operating & Capital Budget
4. Handout – Request for Transfer from the Reserve Fund – Treasurer / Collector
5. Handout – Revised Omnibus Budget
6. Handout – Wayland Solar Projects: How Net Metering Works

**Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting February 18, 2015
Raytheon Room, Wayland Free Public Library**

RECEIVED

MAR 17 2015

Board of Selectmen
Town of Wayland

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

Call to Order: 8:07 a.m.

Visitors and Public Comment

Fred Knight, Chairman of the Wastewater Management District Commission; Ben Keefe, the Town's Public Buildings Director; and Bill Sterling, Vice Chairman of the Council on Aging joined the Trustees for a portion of the meeting. There were no other visitors or other public comment.

Minutes of Previous Meeting(s)

The minutes for the meeting of January 21, 2015 were amended and then approved unanimously.

Financial and Statistical Reports

Seven months into the fiscal year, expenditures are on track. Recently contracted costs for a community survey and a website redesign will be paid from the Draper Fund as there are no Town funds for this work and the Draper funds are unrestricted.

The January circulation report was unavailable for review due to a staff illness.

Wastewater Issues

Mr. Keefe and Mr. Knight came to the meeting at the Trustees' invitation to address concerns about the Library's future ability to connect to the wastewater system. They presented information indicating that there is currently more than enough reserved capacity for anticipated Town uses at the Public Safety Building and Town Building; moreover, that reserve appears sufficient to cover any new wastewater demands for a projected 30,000-square-foot municipal building at the Town Center *and* for current or expanded demand at 5 Concord Road. The current Library building, which is now operating on a 29-year-old septic system, can hook up to the wastewater system at any time; the required pipe is already in place.

Trustees indicated they were comfortable with this assessment and would not pursue actions to increase wastewater capacity at this time.

Library Building and Grounds

Light fixtures. Mr. Keefe reported that the light fixtures he had proposed and the Trustees had approved for the Main Level are too expensive for the budget set by Ameresco, the energy consulting firm that is implementing a town-wide energy efficiency upgrade. Mr. Keefe is considering alternative fixtures. Trustees asked whether the 12 fixtures currently hanging in the 1985 addition might be re-lamped with

5

more efficient bulbs, leaving room in the budget to purchase a smaller number of more historically appropriate fixtures for the older portion of the Library. Mr. Keefe agreed to re-lamp three of our current fixtures as a test and get back to us. He assured Trustees that the delay in implementing the Ameresco plan will not incur any penalties.

Furnace. Mr. Keefe reported that the new gas furnace will be installed at the end of March.

Flood concerns. Trustees expressed deep concern about the potential for flooding at the Library as this winter's historic snowfall melts. Mrs. Knight reviewed the causes of the 2010 flood, which closed the Library for five months of repairs, as well as the various efforts that failed to control the water incursions. Mr. Keefe said he would work with Mr. Moynihan, the Town's former Public Buildings Director, with Robert Irving, the Police Chief, and with the Department of Public Works to review all flooding-response protocols and would encourage the DPW to conduct drills with the pumping equipment purchased in the aftermath of the 2010 flooding.

Mrs. Knight inquired whether the Library might hire professional movers in the event books in the Children's Room must be moved again this year to protect them from water damage. Mr. Keefe said that expense would not be covered by his budget. Mrs. Knight will investigate the cost of professional moving, as well as the cost of raising vulnerable fixtures up off the floor of the Children's Room, and report back to Trustees. She reported that the Children's Room collection currently comprises 25,000-30,000 volumes valued at \$100,000 to \$200,000.

Library Planning Committee (LPC)

Mrs. Gennis reported on the Library Planning Committee's first meeting on January 29. The meeting was devoted to organizational matters and questions about the charge and the timeline. Going forward, minutes of the LPC's meetings will be made available to the Trustees and become part of the Board's monthly record.

The Trustees voted unanimously to approve the appointment of four more town residents to the Library Planning Committee: Christine Cipriani, Joanna Engelhardt, Jen Gorke, and Tera Kemp. These four women, who were approached by the Children's Librarian or through the board of the Wayland Children and Parents Association will help represent the interests of young families in the community; two attended the first LPC meeting as observers. Mrs. Knight and Mrs. Gennis will serve on the committee *ex officio*.

Community Survey Update

Trustees reviewed a draft of the 2015 Community Survey and asked that more attention be directed to the section set aside for open-ended comments at the end of the survey.

Website and Logo Update

Staff and selected Trustees are scheduled to see the first iteration of the new website and logo design at a meeting on February 19.

Wayland Reads

Mrs. Cartwright reported that plans for this winter's Wayland Reads program are on track, with its kick-off event scheduled for March 1.

Library Building Program

On a motion by Mrs. Jahnke, seconded by Mrs. Lipcon, the Trustees voted unanimously to accept the "Wayland Public Building Program" that Library Consultant Thomas Jewell presented at our last meeting, as amended to reflect several small corrections and edits from Trustees and staff. Mrs. Knight reported that the Building Program has been sent on to the Massachusetts Board of Library Commissioners, which commended the work.

Reclassification of the Assistant Children's Librarian Position

Mrs. Knight will meet with the Personnel Board on February 23 to discuss the reclassification of the Assistant Children's Librarian position from Level 3 to Level 4.

Late Topics Not Reasonably Anticipated by the Chair

Community Center Concept for Town Center

Mrs. Gennis welcomed Mr. Sterling, who was able to come at the last minute to present a project currently under discussion between the Council on Aging (COA) and the Recreation Department for a shared Community Center to be built at Town Center. In past years, the Library and the COA had explored a similar collaboration, but it was determined that the site could not support both programs.

The Meeting Was Adjourned at 11:23 a.m.

Documents for This Meeting

1. Agenda of Meeting 02/18/15
2. Minutes of Meeting January 21, 2015
3. Director's Report, February 2015
4. Financial Report, "Summary Reports as of 2015.02.17"
5. Annotated Map titled "Wayland Community Center Concept Plan," distributed by Mr. Sterling
6. Draft Community Survey titled "Wayland Free Public Library, Needs Assessment for Programming and Planning, Third Draft 02.12.15"

Next Meetings

- Monday, March 16, 8 a.m., room to be announced
- Wednesday, April 22, 8 a.m. Raytheon Room (tentative), Wayland Free Public Library

Respectfully submitted by Nan Jahnke, Trustee, Board Secretary