



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

NAN BALMER  
TOWN ADMINISTRATOR  
TEL. (508) 358-7755  
[www.wayland.ma.us](http://www.wayland.ma.us)

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

**BOARD OF SELECTMEN**  
**Monday, April 13, 2015**  
**Wayland High School**  
**Field House**

**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.*

- |         |  |
|---------|--|
| 6:45 pm | 1.) Call to Order by Chair <ul style="list-style-type: none"><li>• Announcements; Review Agenda for the Public</li></ul> |
| 6:47 pm | 2.) Public Comment   |
| 6:55 pm | 3.) Consent Calendar   |
| 7:00 pm | 4.) Correspondence   |
| 7:05 pm | 5.) Discussion and Potential Vote on Positions on Articles and Discussion of Issues Relative to 2015 Annual Town Meeting |
| 7:10 pm | 6.) Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any                            |
| 7:15 pm | 7.) Adjourn and Reconvene to Join 2015 Annual Town Meeting   |



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## **BOARD OF SELECTMEN**

**Monday, April 13, 2015**  
**Wayland High School**  
**Field House**

### **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 Wayland Weston Youth Football Registration 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 April 14-21, 2015
3. Vote the Question of Approving the Request from Ben Keefe, Public Buildings Director, to Declare as Surplus for the Electronics Disposal Date of April 22, 2015:
  - 1 Hitachi Projection Screen Television
  - 5 LCD Dell Monitors
  - 6 Keyboards
  - 1 UPS Battery Backup
  - 1 HP Laser Jet 5L Printer

## DiNapoli, MaryAnn

---

**From:** Ted Harding <ted.harding@gmail.com>  
**Sent:** Thursday, April 09, 2015 2:31 PM  
**To:** DiNapoli, MaryAnn  
**Subject:** Re: Sign Request

That would be great.

Thanks.

Ted

On Thu, Apr 9, 2015 at 9:11 AM, DiNapoli, MaryAnn <[MDiNapoli@wayland.ma.us](mailto:MDiNapoli@wayland.ma.us)> wrote:

Ted, the next meeting of the Board is April 13. Do you want me to request April 14-21? Will that work for you? MaryAnn

---

**From:** Ted Harding [mailto:[ted.harding@gmail.com](mailto:ted.harding@gmail.com)]  
**Sent:** Tuesday, April 07, 2015 8:10 PM  
**To:** DiNapoli, MaryAnn  
**Cc:** Brodie, Jessica  
**Subject:** Re: Sign Request

Hi Mary,

Thank you. I would like to post the signs in all four locations as soon as possible. They are to let parents and children know that registration is open for Wayland Weston Youth Football.

Best Regards,

Ted

Sent from my iPhone - please excuse spelling errors

On Apr 7, 2015, at 10:15 AM, DiNapoli, MaryAnn <[MDiNapoli@wayland.ma.us](mailto:MDiNapoli@wayland.ma.us)> wrote:

Hi Mr. Harding –

Jessica Brodie sent your email to me. The Board of Selectmen approves the placement of sandwich board signs in four locations: Below the permanent signs at Station Two in Cochituate, the intersection of Old Connecticut Path and Cochituate Road (Five Paths), Route 20/Old Connecticut Path by the Coach Grill, and Town Center (corner of Routes 20 and 27). The signs may be placed in any, or all of these locations for one week only.

If this is something you would like to pursue, just email me back and let me know what the signs will be promoting, and the dates you would like to post the signs. I will bring it to the next Board of Selectmen meeting for approval.

As for the schools, you need to contact them directly about placing signs on their property.

Thank you,

MaryAnn DiNapoli

*Executive Assistant*

*Board of Selectmen*

(508) 358-3621



Kenneth Keefe  
PUBLIC BUILDINGS DIRECTOR  
TEL. (508) 358-3786  
www.wayland.ma.us

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## MEMORANDUM

To: Nan Balmer, Town Administrator  
From: Ben Keefe, Public Buildings Director  
cc: Patrick Morris, Facilities Manager  
Date: April 9, 2015  
Subject: Surplus Declaration

I am requesting that the Selectmen declare the following items as surplus equipment:

- 1 Hitachi Projection Screen Television (formerly in Council on Aging)
- 5 LCD Dell Monitors
- 6 Keyboards
- 1 UPS Battery Backup
- 1 HP Laser Jet 5L Printer

We want to take advantage of the Council on Aging scheduled electronics disposal date scheduled for April 22, 2015. Thank you.

RECEIVED

APR - 9 2015

Board of Selectmen  
Town of Wayland



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**BOARD OF SELECTMEN**  
**Monday, April 13, 2015**  
**Wayland High School**  
**Field House**

## REVISED CORRESPONDENCE

### Selectmen

1. Public Comment, 4/8/15, from John Dyer to Board of Selectmen re: Article 25, Acquire Community Center Parcel
2. Email of 4/9/15 from Linda Segal to Nan Balmer, Town Administrator, re: AUL Letter of June 27, 2005, Former Raytheon Facility, 430 Boston Post Road
3. Email of 4/9/15 from Ben Keefe, Public Buildings Director, to Nan Balmer, Town Administrator, re: Article 27, Annual Town Meeting Scheduling
4. Director of Public Health Report, April 1, 2015
5. Monthly Report, Fire Department, March 2015

### Conservation Commission

6. Letter of 4/8/15 from Sherre Greenbaum, Chair, Conservation Commission, to Thomas Wray Falwell, re: Lincoln Road Conservation Restriction

### Minutes

7. Finance Committee, June 18, 2014, September 10, 2014, November 12, 2014, and March 9, 2015

MR Dyer's Comments  
to Board.

4/8/15 ATM

**ARTICLE 25. ACQUIRE COMMUNITY CENTER PARCEL**

**Request for Information or Status**

- 1.) Do the existing structure, proposed "river trail", and concept plan conform to the Wetlands Protection by-law?
- 2.) Are there any known environmental liabilities and what plans exist to indemnify the Town or to hold it harmless?
- 3.) Where is the nearest point for discharge of wastewater, how far away is that, and will it require pumps for any height difference?
- 4.) Can the wastewater hook-up and capacity be covered using the capacity available for the current Town Building agreement?
- 5.) Will DPW be allowed to service (e.g. trash pickup, lawn and plowing) the Community Center?
- 6.) Will Wayland Police have authority to cover activities and other police duties at the Community Center?
- 7.) Will there be any membership, administrative or service fees for the Community Center as an occupant of the Town Center?

## DiNapoli, MaryAnn

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**From:** Balmer, Nan  
**Sent:** Thursday, April 09, 2015 2:56 PM  
**To:** DiNapoli, MaryAnn  
**Subject:** FW: AUL 'Deed Restriction' and the municipal pad site  
**Attachments:** AUL Letter 6-27-05.pdf

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**From:** Linda Segal [mailto:lmsegal@comcast.net]  
**Sent:** Wednesday, April 08, 2015 2:02 PM  
**To:** Balmer, Nan  
**Cc:** Linda L. Segal  
**Subject:** FW: AUL 'Deed Restriction' and the municipal pad site

Here's the 2005 letter.

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**From:** Linda Segal [mailto:lmsegal@comcast.net]  
**Sent:** Wednesday, April 08, 2015 1:31 PM  
**To:** Linda L. Segal  
**Cc:** Linda L. Segal  
**Subject:** FW: AUL 'Deed Restriction' and the municipal pad site

---

**From:** Ben Gould [mailto:BGould@CMGenv.com]  
**Sent:** Wednesday, April 08, 2015 1:22 PM  
**To:** Bill@SterlingArchitects.com; CCKarlson@Comcast.net  
**Cc:** SSarkisian@Wayland.MA.US; NBalmer@Wayland.MA.US; Linda Segal  
**Subject:** AUL 'Deed Restriction' and the municipal pad site

Hello Bill,

In response to your question regarding the 'Deed Restriction' at the Wayland Town Center property: I am providing a .pdf copy of the information letter I wrote to the Board of Selectmen back in June 2005 regarding the Deed Restriction, along with a copy of the actual recorded document (Middlesex South District Registry of Deeds Book 27793, Page 141).

Obviously much has changed since then including six recorded 'partial releases' of the Deed Restriction:

- Book 60534, Page 225 (11/20/12) for 21, 23, 25 & 27 River Rock Way
- Book 60670, Page 378 (12/7/12) for 5 River Rock Way
- Book 61006, Page 516 (1/18/13) for Building 11 [on River Rock Way] Units 37-C, 38-B, and 39-A
- Book 61349, Page 298 (3/7/13) for 17 River Rock Way Unit 40-C and 19 River Rock Way Unit 41-A
- Book 62040, Page 154 (6/18/13) for 1,735 square feet of Map 23, Lot 52D
- Book 62200, Page 357 (7/9/13) for 14 River Rock Way Unit 48A, 16 River Rock Way Unit 47B, and 18 River Rock Way Unit 46C

The River Rock Way properties are in the Wayland Commons residential subdevelopment parcel (Map 23, Lot 52D) that is located northeast of the main Wayland Town Center property (Map 23, Lot 52). Thus as far as I can tell, none of the partial releases of the 1997 Deed Restriction recorded to date directly affect the Wayland Town Center property, which means the Deed Restriction remains in effect on the 'Municipal Pad' portion.

In the interest of keeping everyone informed, also copying this email to Sarkis Sarkision and Nam Balmer on behalf of the Town and Linda Segal on behalf of the Public Involvement Plan group for the former Raytheon site.



Thanks,  
Benson R. Gould, LSP, LEP  
Principal  
CMG Environmental, Inc.  
67 Hall Road  
Sturbridge, MA 01566  
Phone 774-241-0901  
Fax 774-241-0906  
Cell 508-320-0421  
Reply to: [BGould@CMGenv.com](mailto:BGould@CMGenv.com)

# CMG ENVIRONMENTAL, INC.

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June 27, 2005

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

**Re: Activity & Use Limitations (AULs)  
Former Raytheon Facility  
430 Boston Post Road, Wayland MA  
CMG ID 2002-003**

Dear Selectmen:

As you know, the Town of Wayland retained CMG Environmental, Inc. (CMG) to provide independent technical review, public commentary, and specific advice to the Town regarding environmental matters at the former Raytheon facility located at 430 Boston Post Road (the Site). In light of recent interest in development of the Site, we thought it appropriate to explain the AULs recorded on the Site parcel in case you were not fully aware of them.

The purpose of this letter is to emphasize:

- The deed restrictions summarized herein are legally binding on the large majority of developable land at the Site (77 of the total 86 acres);
- Among the restrictions are prohibitions against residential use, children's daycare, public access, and recreational use; and
- The restrictions imposed by the Site owner on October 21, 1997 are unusual in that only the LSP-of-Record is authorized to amend or terminate them. This person is currently Mr. John Drobinski, P.G. of Environmental Resources Management, Inc., which is Raytheon's primary environmental subcontractor for the Site.

Therefore, it follows that any future development of this property must accommodate Raytheon's easement rights to limit Site activities or uses that might interfere with ongoing assessment and remediation of contamination identified at the property.

Development which includes residential uses is not allowed by the current deed restrictions, except as approved by the LSP-of-Record; it is possible to amend these restrictions to allow additional uses of the Site, but such amendment could prove to be a lengthy process.

## BACKGROUND

An AUL is a form of deed restriction established by the Massachusetts Department of Environmental Protection (DEP) as an institutional control restricting certain activities or uses of a property (or a portion thereof), to limit human exposure at an area of known soil contamination. The property owner may impose an AUL on a property it owns as a way to expedite regulatory closure of a release of oil and/or hazardous materials with DEP. The process involves recording the Notice of Activity and Use Limitation with the appropriate Registry of Deeds district within

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600 CHARLTON STREET, SOUTHBRIDGE MA 01550  
PHONE (508) 765-8510  
FAX (508) 765-8515

the Commonwealth (or, in the case of registered land, by filing with the appropriate district Land Court). The AUL and its restrictions remain in force even if the owner subsequently transfers ownership of the property. An AUL may be amended or terminated by subsequent Registry of Deeds (or Land Court, if appropriate) filings.

On October 21, 1997, Site owner Wayland Meadows Limited Partnership recorded a "Notice of Activity and Use Limitation" with the South Middlesex District Registry of Deeds in Book 27793, beginning on Page 141. Despite its title, this document is not an AUL as defined by DEP regulations, although it is worded much the same. For clarity, CMG will follow the practice of Raytheon and refer to this document simply as a "Deed Restriction." Raytheon and Wayland Meadows Limited Partnership also filed an "Easement and Restriction Agreement" with the South Middlesex District Registry of Deeds on October 21, 1997, in Book 27793, beginning on Page 167. Wayland Meadows Limited Partnership and Raytheon recorded these two documents on their own initiative and volition, to facilitate Raytheon's transition out of the property they had leased since the mid-1950s.

Subsequent Site owner Wayland Business Center, LLC registered a "Notice of Activity and Use Limitation" on a portion of the property with the South Middlesex Land Court on April 13, 1999, as Certificate 0210249 of Land Court Case No. 17983A (recorded in Book 1191, Page 99). The Site owner used this AUL as a mechanism to expedite regulatory closure of a fuel oil release encompassing a very limited portion of the Site.

#### DEED RESTRICTION (1997)

The Deed Restriction limits certain activities and uses on approximately 77 acres of the Site (see attached Figure 4 of the Phase II Comprehensive Site Assessment Report for the Site; CMG added a notation highlighting two minor errors in the legend). The key points of this restriction are detailed as permitted activities & uses, inconsistent activities & uses, and obligations & conditions.

#### Permitted activities & uses include:

- Commercial or industrial activities and uses such as office space, wholesale, retail, manufacturing, storage or warehousing, and assembly of goods; or
- Vertical expansion or remodeling of existing Site buildings, so long as this does not, in the opinion of the LSP-of-Record, limit performance of Comprehensive Response Actions.

#### Inconsistent activities & uses include:

- Residential, childcare, daycare, recreational, agricultural, horticultural, gardening, or public access uses (unless previously approved by the LSP-of-Record);
- Use of groundwater for irrigation or drinking water supply;
- Excavation, construction (or reconstruction) below grade, or underground utility maintenance that could expose subsurface contamination, unless approved by the LSP-of-Record; or
- Any activities or uses that would, in the opinion of the LSP-of-Record, hamper Comprehensive Response Actions.

Obligations & conditions include:

- Written certification of the LSP-of-Record is necessary for approval of any activities or uses listed as 'inconsistent' (such as residential use);
- Written certification of the LSP-of-Record is necessary for approval of land development, or changes to surface conditions (such as topography, surface cover, and paving);
- The LSP-of-Record must approve written procedures for response actions pertaining to monitoring, notification, management, or disposal of contaminated media (such as soil, groundwater, or sediment), waste, or debris;
- Raytheon and its representatives shall have unrestricted access to conduct response actions (assessment, containment, or remediation); and
- The property owner must maintain building foundations and pavement in a condition sufficient to prevent direct access to contamination.

(Note: This is not a direct quote of the Deed Restriction language; CMG has paraphrased wording for clarity.)

EASEMENT & RESTRICTION AGREEMENT (1997)

This document grants a perpetual easement to Raytheon allowing access for the purposes of environmental investigation and remediation, and requires Raytheon to restore the Site to substantially the same condition upon completion of these activities. Wording in this document indicates that the LSP-of-Record (and he only) has the ability to revise the area subject to the Deed Restriction (initially 77 acres) if he provides an official Revised LSP Opinion explaining why this is warranted. This easement is legally binding on all subsequent Site owners.

NOTICE OF AUL (1999)

The 1999 AUL limits activities and uses on approximately 36,630 square feet (about 0.8 acres) of the Site (see attached Figure 4). This small portion of the property is located within the Site building footprint (Building #16 and a portion of Building #3) and an adjoining, semi-enclosed courtyard. A 20,000-gallon underground storage tank formerly located here released No. 6 fuel oil to subsurface soil and groundwater. Raytheon had the tank removed in 1998, along with contaminated soil and groundwater. However, excavation ceased at 15 feet below grade, and some residual oil-contaminated soil remains at more than 15 feet below grade at this small portion of the Site. By prohibiting disturbance of residual contaminated soil, the AUL allowed this contamination to remain in place, while limiting the potential for human exposure to contaminated soil. The use of an AUL allowed Wayland Business Center, LLC to achieve regulatory closure with the DEP on the specific and limited matter of the No. 6 fuel oil release at the Site.

As with the Deed Restriction, there are permitted activities & uses, inconsistent activities & uses (called "Prohibited or Limited Activities and Uses" in this document), and obligations & conditions associated with this AUL. One difference between the two documents is that, as an official DEP AUL, the 1999 document may be amended or terminated by any currently-licensed LSP (provided there is sufficient evidence to support an LSP Opinion that this would be acceptable), whereas the 1997 Deed Restriction contains the unusual stipulation that only the LSP-of-Record may amend or terminate those restrictions. Please note that amendment or

termination of the 1999 AUL would not change any limitations imposed by the 1997 Deed Restriction, which encompasses a much larger and overlapping area.

Permitted activities & uses include:

- Commercial and industrial activities or excavation that will not disturb soil located more than six feet below grade; and
- Deeper excavation for construction or utility work, if conducted in accordance with a Soil Management Plan and a Health & Safety Plan developed by an LSP.

Prohibited or limited activities & uses include:

- Residential, childcare, daycare, recreational, agricultural, horticultural, or gardening uses (unless evaluated and approved by an LSP);
- Excavation or relocation of petroleum-impacted soil greater than six feet below grade, unless evaluated and approved by an LSP; and
- Installation of groundwater wells, except as necessary for assessment or remediation in compliance with DEP regulations.

In brief, the recorded obligations and conditions reiterate that an LSP must evaluate and approve any activities that would disturb soil located greater than six feet below grade, and if warranted prepare a Soil Management Plan and/or a Health & Safety Plan to address potential risk situations arising from potential contact with petroleum-contaminated subsurface soil.

(Note: CMG also paraphrased the above wording for clarity, so it is not a direct quote of the AUL language.)

✍

It is my hope that this letter clearly explains what issues may arise at the Site due to the recorded Deed Restriction, Easement & Restriction Agreement, and AUL. I realize that these are technically complex and detailed issues. Please feel free to call me if you have any questions or if CMG can be of further assistance to you.

Sincerely,  
CMG ENVIRONMENTAL, INC.



Benson R. Gould, LSP, LEP  
Principal

Attachment: (Modified) Figure 4 from ERM Phase II Report

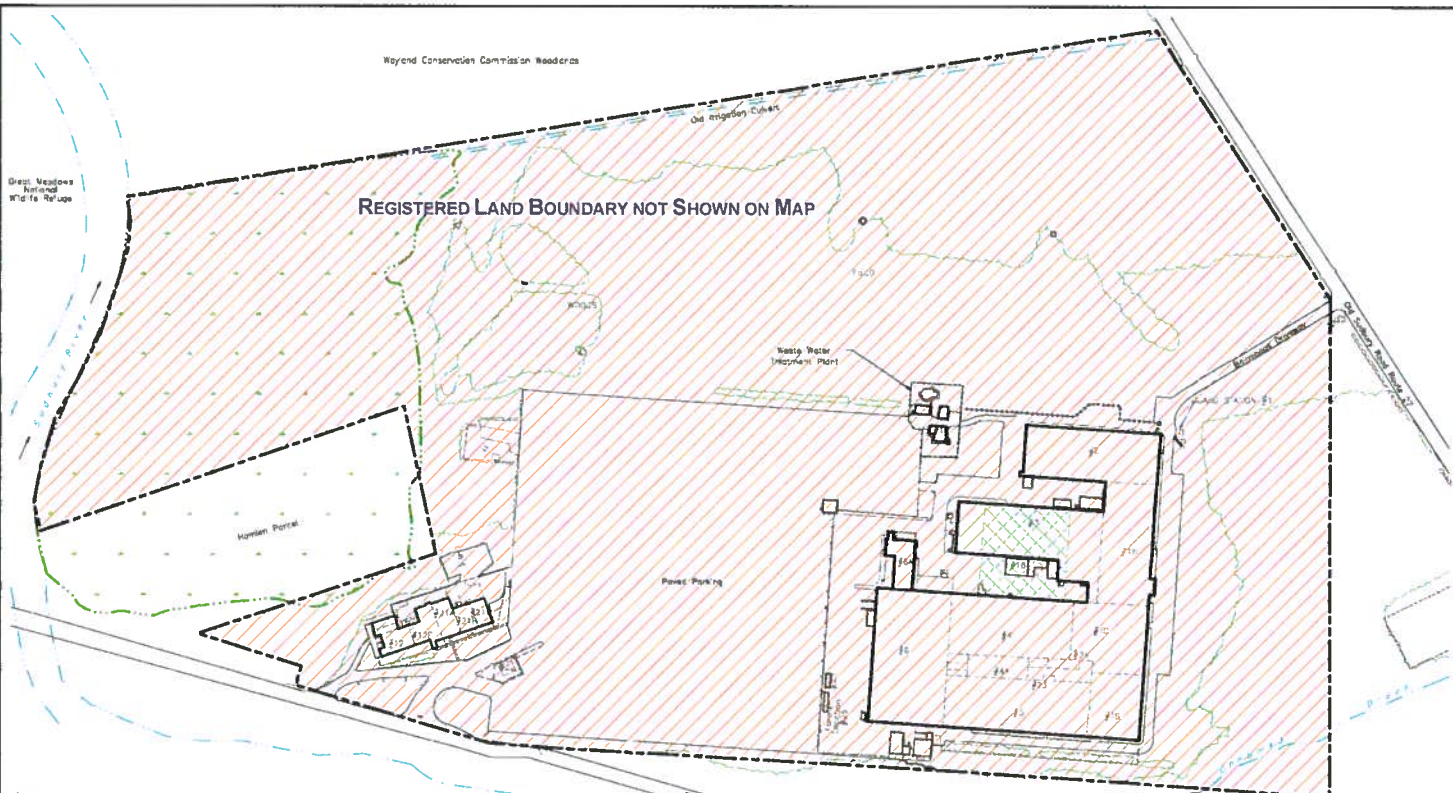
cc: Mr. Edwin Madera, Raytheon Corporation

2002-003\Correspondance\AUL Letter 6-27-05.doc

Wayden Conservancy Commission Headwaters

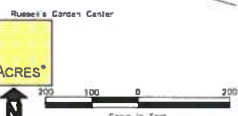
Old irrigation ditches

REGISTERED LAND BOUNDARY NOT SHOWN ON MAP



- Legend
- FORMER RAYNEON PROPERTY BOUNDARY
  - ▭ EXISTING BUILDING
  - TREE LINE
  - REGISTERED LAND BOUNDARY
  - LIMIT OF BORDERING VEGETATED WETLAND
  - BUILDING NUMBER
  - FORMER STRUCTURES
  - A.U.L. 13 APRIL 1999, ~0.8 ACRES
  - A.U.L. 21 OCTOBER 1997, ~77 ACRES

NOTE: THESE SHOULD READ  
 "A.U.L. 13 APRIL 1999, ~0.8 ACRES" AND  
 "DEED RESTRICTION 21 OCTOBER 1997, ~77 ACRES"



	Rayneon Company		Designed by:	Site Areas Subject to	
	Rayneon Company		Drawn by:	Notices of AULs	
Revised:	Scale:	Approved:	Checked by:	Scale:	Date:
1/1/00	1" = 200'	[Signature]	[Signature]	1" = 200'	3/28/01/01.12.01
Project:	Client:	Author:	Scale:	Drawing No.:	Sheet No.:
11/13/00	Rayneon Company	[Signature]	1" = 200'	004303	4
11/13/00	Rayneon Company	[Signature]	1" = 200'	004303	4

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> From: Balmer, Nan  
> Sent: Thursday, April 09, 2015 2:30 PM  
> To: Keefe, Ben  
> Cc: Karlson, Cherry; Joe Nolan (jnolan@citypointpartners.com) (jnolan@citypointpartners.com); Antes, Mary; Boschetto, Anthony V.; Collins, Edward J.; DiNapoli, MaryAnn  
> Subject: RE: 2015 ATM Article 27: ATM scheduling

>  
> Thanks Ben – I will forward your concerns to the Board.

>  
> From: Keefe, Ben  
> Sent: Thursday, April 09, 2015 2:16 PM  
> To: Balmer, Nan  
> Subject: 2015 ATM Article 27: ATM scheduling

>  
> NAN

> The referenced article intends to set future dates for Annual Town Meeting no earlier than the 3rd Thursday in April. If this criteria had been in place for this year ATM would probably be completed on the 4th or 5th of May. Shortening the window between approval at ATM and the summer construction season (AKA last day of school).

>  
> If ATM is completed on the first week in May that leaves approximately 8 weeks to issue RFPs for design, select design professionals, complete design and bid documents, bid the projects, evaluate, and award the projects before the last week in June. Even meeting this schedule all material required would have to be readily available with no long term delivery issues. This year there is approximately 11 weeks between ATM and the last day of school. It will be very challenging to get all the projects in place this summer. I will do my best but realistically I suspect some projects will need to be postponed until the summer of 2016.

>  
> Moving ATM to later in the calendar year will have a detrimental effect on accomplishing capital projects approved by ATM. It may become necessary to push everything off an additional year, this could increase costs due to escalation. That being said, this is the situation with this year's Claypit Elementary Window and Doors Project and I am hopeful that the fall bidding window may actually reduce costs on that project. The later schedule may also create a de-facto 1 year moratorium on major facility improvement projects, which may be a desirable outcome. Another possibility would be to split the capital and operating budgets and approve capital budgets at a Special Town Meeting in the fall, allowing 6 months or more for the project development process.

>  
> I offer these brief observations not to be negative but to illuminate that the scheduling of ATM has a real impact on Facilities Department workload and project pricing, not just school vacation and sporting events.

>  
> BEN

> Kenneth "Ben" Keefe  
> Town of Wayland  
> Public Building Director  
> P: 508 358 3786  
> F: 508 358 3627(Attn. Maggie Meehan)  
> C: 508 745 9775  
> [bkeefe@wayland.ma.us](mailto:bkeefe@wayland.ma.us)<mailto:bkeefe@wayland.ma.us>



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

BOS

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

## Wayland Board of Health Director's Report April 1, 2015

Septic work and building approvals- Things are gearing up for septic system installations, soil testing and field work have started to pick up. We have started to receive many building approval applications and requests for inspection. There are some emergency septic repairs and we continue to have a push on the backlog of septic and building plan reviews (with the help of consultants).

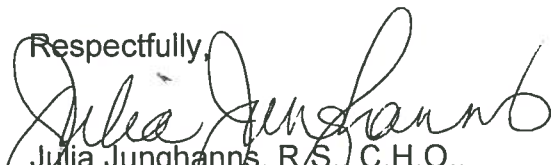
Tobacco Compliance checks-The Wayland Police Department conducted compliance checks on all tobacco establishments in town. None of the establishments sold tobacco to an individual under 21.

125 Dudley Road – I have been working closely with the new buyers of this property and the Treasurer's office regarding the history of property lien's that were recorded as generated from pumping a failed cesspool that has since been repaired with a new septic system. The outstanding lien's from pumping are expected to be paid during the closing that is planned for next week.

Chicken keeping compliant-We received a telephone call complaint regarding an existing Animal Keeping Permit to keep chickens. We have been in contact with the resident and the owner of the chickens, an investigation is being conducted however we have not received anything in writing yet.

Refuse Hauler's tickets-I am currently preparing to issue 2 tickets to Orifice Refuse Hauling for outstanding permit fees due for the past 2 years, however they continue to do business in town without a permit. The Police Department has agreed to deliver the tickets.

Respectfully,

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

RECEIVED

APR -2 2015

Board of Selectmen  
Town of Wayland

4





# HOUGHTY'S HEROES



*Monthly News from the Wayland Fire Department*

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Volume one

March 2015

As the new Fire Chief I am pleased to write and publish the first edition of "*Houghtys Heroes*". Although my intent is to allow people to read and be informed on what has happened in the Wayland Fire Department during the past month, I have found that as the new guy, it is going to be challenging to be as good, informative and fun to read as the past two chiefs.... a challenge I am willing to take on.

**It Is All In The Name:** I asked several of the clever people I work with for help on a name. Well as one can only imagine firefighters had a blast coming up with names that I could not print... clever yes... funny yes.. but nothing that I was able to print. The name *Houghtys Heroes* is one that stuck out and I will use from this version on. The first part is a nick name given to me by one of my partners a long time ago, (thanks Brian), who just shortened my last name and yes he had a little tune he sung to go with it. The heroes' part says it all. The people that I work with are heroes. Maybe not like the ones we see on TV or in the movies, but are the heroes to many of the people that we encounter as part of the job. We may not have the big rescues from the towering infernos, thanks to our fire prevention and education efforts, but they do a great job at all the things that people ask for help. These tasks may seem small to the firefighters but it means a lot to the person that called for help.

**The First Month:** The first month has flown by. I have quickly learned a lot of new things and have been taught the way things are done and when they really need to be done by. I would be totally lost if it was not for all the guidance and help that Lorraine DiMuzio, our part time administrative assistant gives me daily. She truly is the backbone of the department and the reason why the administration side of things works within the department work so well. This is one person that as a new Chief I am extremely fortunate to have working with me. As the new Chief, but not new to the department, I wanted to change some things up. First was the office. Being a lefty in an office set up for rightys was just not going to work. So with the help of my old duty shift, the furniture was taken apart moved and reassembled to a much nicer layout. Because I am the type of person that likes to sit at a table with people to discuss things and not sit across a big desk, we have put a conference table in the office that so far has provided a much more workable environment to meet with people.

**The Swearing in:** On the evening of March 16<sup>th</sup> in front of many family members, fire chiefs, town employees, fellow fire fighters and friends, several fire department members were promoted and sworn into their new positons by Beth Klein our Town Clerk. As Fire Chief I was told that this would be one of the many proud moments I would have in my new role, and looking back now I would say that is without question true. That evening I took the oath as the Fire Chief and was pleased to announce the promotions of Andy Holland as the new Deputy Chief, Jim Gemelli as a Captain and Doug Williams as a Lieutenant. With all of the promotions we had, the position of Firefighter Mechanic was open and I am proud that Dean Casali has stepped up to work in this tremendously important role within the department. I wish them all well in their new roles and look forward to the support they will be giving me and for what they do for the town.

**The Roof Fell In:** My first full day being Chief started off with a call of a building collapse on Loker Street. On arrival the first engine crew quickly reported there were no injuries and no one inside the structure. The roof on about 25% of a large barn had fallen in due to the heavy snow load. The power company responded to cut the power and the Building Commissioner was requested, and was on site quickly. The Building Commissioner deemed the building structurally unsafe and the area was posted as such. The owner will be working to permit the demolition of the structure.

The same day, in the early evening, a second barn had a roof collapse. This barn was on Plain Road and after, once again, consulting with the Building Commissioner, the building was deemed unsafe and the area secured and posted. Arrangements are being made for demolition of this structure.

**Tragedy At State Road Auto Body:** The same day as the roof collapses, the on duty shift was called to State Road Auto Body on Route 20 for a male that had fallen through a roof while clearing snow and was injured. The ambulance crew was on scene in less than two minutes and the two Paramedics on the ambulance found a male patient with serious injuries that would require immediate transport to a Trauma Center. The shift officer called for a Medical Helicopter and quickly located a landing area, as the snow in all of our normal landing zones was too deep making the medivac not possible. The patient was brought to Wayland Country Club parking lot and then transported to Mass General Hospital for further care. The effort and skills our firefighter paramedics had that day were nothing less than impressive. The attending physician called that evening and spoke of the quality of care that was given to the patient and that it was "text book perfect". Even though the patient had excellent care he succumbed to his injuries four days later. The family has been in and spoke to the on duty crew (something we don't often see) and expressed their appreciation for the efforts given that day.

**EMS Numbers Are Up:** The month of March has been busy with medical emergency calls. We have seen our mutual aid towns providing us with ambulances 10 times. Many of these are due to the fact that we had two and sometimes three calls at the same time. We did have the opportunity to staff our second ambulance with off duty firefighters a couple times. For the month of March we had 82 medical calls that we responded to. That is up from 70 calls for the same period in 2014. It is important to note that not all of these have resulted in transports to the hospital. In a future edition of this report, I will include a more in depth look at our EMS incident trends.

**ISO Visits:** The insurance services organization was in to do the evaluation of the Wayland Fire Department and the Water Department. The result of this visit will be a rating on how all of the elements they grade will have a direct impact on the cost of insurance to the property owners in Town. The rating schedule goes from 1 to 10 with one being the best. There are very few communities that obtain a rating of 1 and Wayland currently has a rating of 4. Some of the components they review include apparatus and equipment, staffing, water supply, training, test records and certifications for vehicles and staff, response times, fire alarm systems as well as our dispatch center. Once I receive the final report and rating I will review it to see what if anything can be reasonably done to get our rating lowered to a 3.

**New Hire:** With the retirement of Chief Smith and all the promotions being made, the next item to address was to find a new Firefighter Paramedic to hire to fill the roster. We had several applications for the job and after narrowing them down to five, John Senchyshyn, Deputy Chief Holland and I conducted interviews. Once the candidates were done meeting with us, they met with Firefighter Will Tyree, our EMS Coordinator, who put them through an ALS (Paramedic) treatment and protocol test and evaluation. At the end of the day we had three candidates that stood out with the top two scoring very close to each other. We have completed the background check on the top candidate and he is moving on to take a physical and then a required physical agility test. Once he has passed all of that I will be able to announce his appointment to the department. I anticipate the first week of May he will be joining the department and will spend his first two weeks working days and getting familiar with how we operate as well as with the help of all of the staff, being taught and tested on firefighting skills. After this training time he will be joining Captain Gemelli and C group. It is anticipated that he will be attending the nine week recruit program at the Fire Academy in the summer.

**Cold Ice and Snow:** The historical winter created more than just tough driving and ice dams on roofs. During the month we had multiple calls for carbon monoxide alarm activations, and odors of natural gas from both inside and outside homes. The most significant carbon monoxide alarm came from the condos on Wadsworth Place. The automatic fire alarm system in the structure sent a signal to the fire department indicating a high CO level. On arrival company's found high levels of CO in the hallways but no levels within the living units. In a precautionary mode any resident in the building was asked to remain outside until the levels had dropped. The source of the CO is believed to come from a car running in the garage to warm it up with the garage door open. While on site it was noted that the exit doors from the building as well as the gas meters were all blocked. The management company was notified and cooperated fully with the code enforcement. Some other safety concerns were noted and passed along to the Building Department to follow up on. After the heavy snow fall the Department in cooperation with the Building Department, visited many commercial and residential building to be sure that all exits were operable and that items such as connections to fire sprinkler systems, gas meters, and electrical disconnects were clear of ice and snow. The findings were not as good as we hoped however all of the life safety concerns were addressed in a reasonable time frame. Natural Gas meters became a huge concern for responders. We responded to many calls for an odor of natural gas in structures. The crews investigating these incidents found a wide range of dangerous problems that were both natural and manmade. Several gas meters or piping leading to meters were found to be broken by ice and allowing raw natural gas to escape. In working with the gas company flows were stopped and all structures were checked to be sure that all gas was below the explosive range before they left the scene.

**Shift Officers Meet:** Now that all of the promotions have been made and people are settling into their new roles, I felt it was important to sit down with all eight of them to go over a list of forty items that I had on an agenda. It was important for all of us to have a clear understanding of how as a department, we would be moving forward. Each of the shift officers have since gone back and reviewed with their shifts the items we discussed and I have been given some great feedback to consider for the future.



**Alert Attendant:** On March 11<sup>th</sup> at 5:30 AM an alert worker at the transfer station called to report a very strange problem and possible fire. The on duty shift responded and was met by Donny Gladu who said that when he arrived to work he noticed a sign board that was missing as well as a small plastic storage cabinet that housed shovels. Investigation found that both had burned up overnight. It appears that there had been an electrical fire in or around a power disconnect switch for one of the compactors. The damage was confined to one disconnect switch, related wires, the cabinet and sign board. Because of the alertness (even at 5:30 in the morning) the damage was limited and no interruption of the transfer station operations occurred.



**The Switch assembly**



**Site of former storage bin and sign**

**The Last Word:** The one thing that has really been rewarding the first month was the amount of cards, texts, phone calls, emails and visitors wishing me well in the next chapter in my fire service career. I would be remised if I did not say how overwhelming the support from so many people have been. At last count the number is over 300. I am truly humbled and want to thank everyone. I know it has been said before but is not often heard, and that is the simple statement, that we do work in a great community. The support shown to me and to all of the firefighters the night of the swearing in and beyond is really appreciated and is one of the reasons we do what we do.

**The Statistics:** Each month the previous chiefs have produced the statistics for the previous month and I feel it is important to continue this. Each month I will publish the incident statistics that reflect the work that the staff has done during the month. During the month of March there was a total of 284 incidents the department responded to. The type of incidents is broken down so you can have a better understanding of what we do. It is important to note that not all of the work that is performed is reflected in the statistics. Examples of other tasks that are performed include, equipment and vehicle maintenance, facility maintenance including daily "house chores", interacting with the public who come in for a variety of reason including getting copies of reports, permits, plan reviews for construction from minor additions to new structures or general questions.

## Fire

- 1 Building fire
- 1 Fire (Box Received)
- 1 Special outside fire, other

### 3 Sub-Total, Fire

## Rescue & Emergency Medical Service

- 75 EMS call (excluding MVA)
- 6 Mutual Aid - Amb., NON-MVA
- 7 Vehicle accident with injuries
- 2 Lock-in (not lock-out)

### 90 Sub-Total, Rescue & Emergency Medical Service

**Hazardous Conditions(No Fire)**

- 5 CO incident (includes CO alarm investigation)
- 13 Wire(s) down, arcing, etc.
  - 1 Arcing, shorted electrical equipment
- 14 Hazardous condition, other
  
- 33 Sub-Total, Hazardous Conditions(No Fire)

**Service Calls**

- 13 Lock-out (not lock-in)
  - 2 Water or steam leak
  - 2 Assist police or other governmental agency
  - 5 Assist invalid
  - 2 Mutual Aid - Eng/Lad, Cover Station
- 16 Service Call, other
- 40 Sub-Total, Service Calls

**Good Intent Calls**

- 3 Dispatched & canceled en route
- 1 Authorized Controlled Burning
- 4 Sub-Total, Good Intent Calls

**False Alarms & False Calls**

- 1 Municipal alarm system, malicious false alarm
- 1 Smoke detector activation due to malfunction
- 2 Alarm system sounded due to malfunction
- 1 Sprinkler activation, no fire - unintentional
- 2 Smoke detector activation, no fire - unintentional
- 2 Detector activation, no fire - unintentional
- 2 Alarm system sounded, no fire - unintentional
  
- 11 Sub-Total, False Alarms & False Calls

**Other Type of Incidents**

- 1 Citizen complaint**
- 9 Fire Alarm Work by Dispatcher**
- 1 Car Seat Installation**
- 3 Error (or training incident)**
- 3 Fire Alarm Maintenance (Supt. Work)**
- 30 Fire Alarm System Work**
- 24 Inspection (26F)**
- 3 Inspection (Occupancy)**
- 1 Inspection (Oil Burner)**
- 8 Inspection (Site)**
- 2 Mechanical Work**
- 1 Mutual Aid - Eng/Lad, Other, Not Fire**
- 1 Mutual Aid - Fire Investigation**
- 9 Public Education**
- 1 Smoke Detector Installation**
- 2 Special type of incident, other**
- 4 Training**
  
- 103 Sub-Total, Other Type of Incidents**
  
  
- 284 Total Number of Incident Types**

**Total Count of Unique Incident Numbers for this Period: 284**



TOWN OF WAYLAND  
MASSACHUSETTS  
01778  
**CONSERVATION COMMISSION**

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

April 8, 2015

Thomas Wray Falwell, Trustee of Lincoln Road Trust  
9 Damonmill Square  
Suite 4D  
Concord, MA 01742

**RECEIVED**

**APR - 9 2015**

Board of Selectmen  
Town of Wayland

Re: Lincoln Road Conservation Restriction

Dear Mr. Falwell:

By letter dated February 17, 2015 (copy enclosed), we gave notice of our intention to conduct a bird walk on the Premises on Saturday May 9, 2015, from 8:00-10:00 am, with a rain date of Saturday May 16, 2015, from 8:00-10:00 am. To date we have not received a response from you.

This letter is to confirm that we intend to conduct the bird walk as planned.

Thank you for your attention to this matter.

Sincerely,

Sherre Greenbaum, Chair

Enc.

cc: Conservation Commissioners  
Nan Balmer, Town Administrator

6





TOWN OF WAYLAND  
MASSACHUSETTS  
01778  
**CONSERVATION COMMISSION**

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

February 17, 2015

Thomas Wray Falwell, Trustee of Lincoln Road Trust  
9 Damonmill Square  
Suite 4D  
Concord, MA 01742

Re: Lincoln Road Conservation Restriction

Dear Mr. Falwell:

Pursuant to Section VI of the Conservation Restriction, we hereby give notice of our intention to conduct an educational event, a bird walk, outside designated trails on the Premises.

The event is planned for Saturday May 9, 2015, from 8:00-10:00 am, for the purpose of observing the spring bird migration. The rain date for the event is Saturday May 16, 2015, from 8:00-10:00 am.

We look forward to your response to this notice and approval of the event.

Thank you.

Sincerely,

Sherre Greenbaum, Chair

cc: Conservation Commissioners  
Nan Balmer, Town Administrator



# Town of Wayland Massachusetts

## Finance Committee

- Nancy Funkhouser
- Carol Martin
- Thomas Greenaway (Chair)
- Bill Steinberg
- David J. Gutschenritter
- Gil Wolin

### MINUTES

Wednesday, June 18, 2014, 6:30 P.M.  
Wayland Town Hall

At 6:34 PM, Mr. Greenaway called the meeting to order in the Senior Center of the Town Building. All committee members attended the meeting, with Mr. Gutschenritter arriving at about 7:00.

#### **Public comment & committee members' responses to public comment**

Kent George asked the Committee to pull the School Committee into the long-range planning process, to analyze things deeply, and to consider zero-based budgeting. Molly Upton thanked the Committee for meeting on a Wednesday. Linda Segal asked the Committee to make the website more user-friendly and inquired into the FY16 capital planning process.

Mr. Greenaway agreed with Ms. Segal with respect to the website, and briefly outlined the capital planning process for FY16. He noted that the long-range planning process must be open and involve a broad range of the community, and he responded to Ms. Upton's comment. Mr. Wolin echoed Mr. George's call for zero-based budgeting.

#### **Consider & vote reappointment of Audit Committee representative Gordon Cliff**

After a brief discussion, a motion, and a second, the Committee voted to reappoint Mr. Cliff to the Audit Committee. 5-0.

7

## **Finance Director's Report**

Report from the audit committee – Not discussed.

FY14 YTD revenue and expenses & year-end turnback projections – Mr. Keveny walked the committee through the Finance Director's report, which he had distributed to the Committee. The committee discussed the likelihood that Wastewater will likely contract for personnel services and vendors in excess of the budget appropriation, which will lead to vendor receivables staying open until Town Meeting approves prior year bills. The Committee also discussed the buildup in the Recreation revolving fund, and a consensus emerged that future Recreation capital requests should be funded, at least in part, from the revolving fund.

### **Reserve fund transfer requests**

School committee: Claypit PA system & 2012 ATM Article 28 Forensic Auditor – No action taken. School department anticipates under-running the FY14 expense budget in an amount greater than required for the \$200,000 planned SPED prepay for FY15.

Treasurer: After a motion and a second, the Committee voted to transfer \$7,492 from the Reserve Fund to the Treasurer to cover unanticipated bank fees. 6-0.

Miscellaneous payroll items. After a motion and a second, the Committee voted to transfer \$2,300 from the Reserve Fund to cover the final payroll run for the following departments: Recreation, Assessor, Surveyor, IT, Town Clerk, and Youth Services. 6-0.

### **Report from Planning Board & Planning Department on Town Center**

No discussion

### **Long-range planning project**

The Committee discussed the 2016-2020 long range plan. Mr. Greenaway suggested a timeline that would be geared towards finalizing and presenting the long-range plan in November or December of 2014.

After discussion, a consensus emerged that as many participants as possible should be drawn into the process. While the invitation to be part of the process will go out to all boards and committees, as well as to the public, the Committee thought active involvement from the following boards and committees would be critical to the success of the project:

- Planning
- Selectmen
- Conservation
- Library
- Council on Aging
- Recreation
- Board of Public Works
- Schools
- OPEB

The Committee discussed which topics the long-range plan should cover. After discussion, the Committee came up with the following draft topics:

- Recap and evaluation of 2009 long-range planning goals
- Peer towns and Wayland demographics update
- Town-owned property
- Development mix
- Schools
- Health care
- Seniors
- Zoning Bylaw
- Driving Efficiencies in Town Government
- Financial Policies

Ms. Funkhouser suggested that each working group handling each topic should be allowed to set their own process to best allow for consensus. A consensus emerged that periodic working group meetings throughout the fall would be the best way to ensure the process was working. Mr. Greenaway plans to send out a memorandum outlining the process and timeline, and expected deliverables, with a kickoff meeting date sometime in the third week of July.

### **Capital Improvement Plan**

The Committee briefly discussed the capital improvement plan memorandum that was issued May 30, 2014. The Schools are actively working to prepare their capital requests in a timely fashion. Ms. Martin updated the committee on the capital project closeout efforts.

## **Report of the Chair**

Mr. Greenaway noted that Ms. Funkhouser had been reappointed to the Committee at the most recent Selectmen's meeting, and that the Selectmen planned to interview four candidates—Tom Abdulla, Don Bustin, Anette Lewis, and David Watkins—for the two open positions June 23.

Mr. Greenaway noted that he had circulated the GASB OPEB discussion drafts to the chair of the OPEB committee as well as the Finance Committee. The OPEB Committee may submit comments to GASB in July.

## **Members' Reports and Concerns**

Mr. Gutschenritter reported on the activities of the Town Administrator search committee, which hopes to interview candidates and make a recommendation to the Selectmen by early July.

Mr. Steinberg explained that he had been asked to assist in the search for a new DPW Director. The search has narrowed to three candidates, and the Acting Town Administrator (or his replacement) should be offered a recommendation by the search committee in early July.

Ms. Martin explained the process the School Committee undertook with respect to the recent hiring of a replacement School Business Administrator. She served on the search committee. The School Committee has offered the position to a candidate.

Mr. Gutschenritter reported that the OPEB Committee plans to focus on cost reduction and investment management issues this year, including the question of whether the enabling legislation is sufficient with respect to the OPEB trust fund.

## **Minutes**

After a motion, a second, and an amendment, the Committee approved the minutes of May 19, 2014. 5-0-1.

Mr. Wolin noted that he planned to finalize the minutes for January 27, 2014.

## **Executive Session**

Mr. Greenaway sought a motion to enter executive session, to be joined by Brian Keveny, Finance Director, for the purpose of discussing strategies with respect to

collective bargaining between the Town of Wayland and the following representing unions: Food Service Workers Association, Police, Teamsters (DPW), AFSCME (department heads and professional employees), SEIU (administrative and clerical), and Library, as well as nonunion employees as permitted by M.G.L. Chapter 30A, Section 21 (a)(3) as such discussion in open meeting may have a detrimental effect on the bargaining position of the Town. In addition, to approve minutes from prior executive sessions, as permitted by M.G.L. Chapter 30A Section 22, for the following meeting: May 19, 2014.

After a motion by Ms. Funkouser and a second from Mr. Steinberg, the Committee voted by roll call in favor of the motion, as follows:

Funkouser: Yes  
Gutschenritter: Yes  
Steinberg: Yes  
Greenaway: Yes  
Martin: Yes  
Wolin: Yes

Mr. Greenaway noted that the Committee would reconvene after executive session only to adjourn.

After the executive session, the meeting adjourned at 8:55 pm.

Documents distributed:

- Finance Director's Report
- 2009 Long-Range Plan
- May 30, 2014 Capital Improvement Plan memorandum

Respectfully submitted,

Thomas Greenaway  
*Chair*



# 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, September 10, 2014**

Attendance: T. Greenaway (Chair), C. Martin, B. Steinberg, G. Wolin, D. Watkins, N. Funkhouser, T. Abdella (7:22)

### **1. Call to Order**

The meeting was called to order at 7:02 PM in the Senior Center of the Wayland Town building. The meeting is being recorded by WayCam.

### **2. Introduction**

Chairman Tom Greenaway described long-range planning process. There was one very well attended forum mid-summer. FinCom has very limited mandate, with jurisdiction only to make recommendations to ATM. It has have no jurisdictional or operational authority. No political authority – or authority is limited to power to persuade. It's not our job to decide what Town should be doing – we are serving as a clearinghouse for concerns expressed by the public.

Bill Steinberg added that it helps the FinCom to hear from the various committees, it helps them to inform FinCom recommendations.

Tom Greenaway termed this meeting to be a status check on the preliminary list of items assembled over the summer. He circulated and described the draft spreadsheet of items established in July, asking if there were any other items that are or should be on this list. The FinCom is scheduled to deliver the report by end of this calendar year.

### **3. Public Comment and Committee's Response to Public Comment – none**

### **4. Long-Range Planning Project Public Forum**

**Anne Heller** of Board of Library Trustees, spoke in place of Aida [Aida Gennis, Chair], who could not attend: The Board has begun a Committee to look at space and construction issues, hoping to seek a grant to build a new library. There will be a facility construction committee established in the fall, and they plan a town-wide survey about these issues, to be sent out in January 2015. They have met with the COA, and Aida has reached out to Barb Fletcher of the School Committee, and to Park & Rec. Bill Steinberg is liaison, and he intends to attend next meeting. Greenaway asked if any of their items were covered by the former long-range plan, and Heller stated the Trustees feel that current facility hampers their ability to deliver services the way the Town deserves.

**Jeannie Downs** of School Committee: As a result of this process, the School Committee announces a Summit to be held from 2:00-5:00 pm on 9/21 at WHS to discuss the future of schools in Wayland. There will be a general session, followed by five breakout sessions: Raising the Bar, Enhancing Curricula, Promoting Health and Wellness, Employing Technology and Exploring Early Childhood Education. These topics were informed by a process the Committee went through at the end of the last school year. The session is open to all educators and to the public. She invited everyone to attend.

**Bill Sterling**, Vice Chair, Council on Aging: COA met with the Recreation Commission, and both voted unanimously to work together to plan a new Senior/Recreation Center at the Town Center. They met with Board of Selectmen to request the formation of a study group, and submitted a capital request for \$5 million 2016 for ATM. The goal is aggressive, as they hope to ask for funds for study of the design at 2015 ATM. Frank Kraskin is Rec Com rep. COA also met with reps from Library trustees, who also expressed support. Tom Greenaway asked if there is a change from Senior Center to Community Center, and if Denise was still involved. COA/Rec. Library now going on their own for a different site, possibly the current DPW site. Sterling stated that next year (FY 2016) would be for design funding, FY 2017 for construction funding.

**Sherre Greenbaum**, Chair, Conservation Commission: In reviewing the 5-year Capital plan, other than shifting some items and adjusting costs and timetables, they are talking about renovation and restoration at four locations: Heard Farm, Cow Common, Greenways, and Sedge Meadow. They currently manage a total of 800 acres, and these parcels represent 300 acres of that. They plan to start with Heard Field, which is a one of the best bird habitats in MA. They also want to increase the grassland habitat and work on the haying. Brian Monahan, Conservation Administrator, is still working up costs. Mats Borgstedt and Nicky Patterson, volunteer Friends, have been studying the haying. Bales and quality of grass is decreasing. She closed saying that preserving open space is a worthy project.

7:22 pm **Tom Abdella** arrives

**Tony Boschetto**, Board of Selectmen, indicated that the Town has not yet engaged in efficiencies for the long term, and asked how is the FinCom tracking these. Tom Greenaway responded that the FinCom has pulled the capital budget process forward, making the CIP process integral to the planned long range planning sequence. Rather than focusing on any one project the focus is on the process. Nancy Funkhouser indicated that the FinCom is opening up the discussion, so all can participate in the process.

**Colleen Sheehan**, Chair Planning Board, said that they were tasked with process of evaluation the town properties, but more framework is needed. There are citizens who want to come, but there was some confusion. She felt that it is critically important that there be ONE place on the Town website that all hosts all the meetings and all the agendas in this process. Their working group is still in process. They agree that there was a master plan for long range capital committee, and her group endeavors to determine if that is the right format, and to define the charter of that committee and how it might work together with five year CIP and long range plans of different boards and committees. They are evaluating formats, to help put some structure on it. Tom Greenaway expressed concerns about OML compliance in such as process. Colleen Sheehan replied that the Town Clerk conferred with Town Counsel, who opined that the groups are not obligated to post because these are working groups, not committees. As it is a best practice, they will post all the meetings so residents can follow. Sheehan will provide an update on Master Plan a FinCom meeting. Some, are long range issues,, and others, like the Rail Trail, are not. The key point is to keep open communications among planning groups, committees and residents.

**Linda Segal**, Associate member of Zoning Board but speaking for herself, reported on the joint meeting of the Zoning and Planning Boards. She said they had purposeful communications, and more was needed. Sheehan echoed that, saying it was as much about establishing connections and good lines of communications, as well as an umbrella among all standing committees for long range planning as it was about building process and procedure, especially for town-owned properties. Segal then cited the 2004 allocation of \$30,000 to review town bylaws, which was spent on administration rather than substantive review as recommended by the Master Plan.



**Alice Bolter**, Historic District Commission, expressed a desire than everyone involved in the process be aware not only of the design and build costs of a project, but also the ongoing project maintenance costs. Each proposed project should be compared with others which may be more crucial to the Town. Discussion followed among the Fincom indicating agreement with Boelter's concerns regarding development and sustainability. Greenaway agreed and stated that the FinCom would keep the affected town committees informed of coming long range project review meetings.

General discussion among FinCom Committee members followed focused on the need for improved process efficiencies, with particular focus on IT and automation. Chm. Greenaway agreed that efficiency improvements and a broader conversation about automation should be included in long range planning.

Other long range planning topics will be divided up among FinCom members during the 10/22 meeting – “divide and conquer” to move forward more effectively.

General conversation followed about involving the new budget analyst in the FinCom's project review, analysis and evaluation. This is needed before projects are presented at Town Meeting for vote, as the Fincom often learns the details of such projects at that time, which leaves project prioritizing to the voter just before voting. Chm. Greenway said he would add the need for a Capital Review Board to discussion with other town committees.

5. **Open Meeting Law Complaint Review** This was regarding the May Meeting open meeting violation complaint about the FinCom discussing union negotiations in executive session. The complainant did reduce his original complaint as per the Attorney General's suggestion, but still held that, as the Fincom has no negotiating authority for school contracts, that it should not enter into executive session to discuss same.

Much discussion followed, wherein Tom Greenaway expressed concern that, despite assurances that the violation was inadvertent and would not be repeated, the complainant continued to press with the Attorney General, as though he was intent on obtaining a high-level public rebuke. It would be better if such concerns were resolved at the lowest level.

Tom Greenaway revised the FinCom's response letter to respond properly to the revised complaint. Carol Martin moved that the FinCom approved the letter as revised. Some discussion followed re: the complainant's repeated filings, even when errors were acknowledged, and their potential impact to distract a committee from its primary mission, and call the committee's competence into question in the minds of some town residents.

Town Counsel indicated that the violation claim is unfounded, but had not yet provided input on the response letter. Tom Greenaway agreed to obtain that input.

Nancy Funkhauser, Tom Abdella and Dave Watkins suggested revision to the response letter. Carol Martin restated her motion to approve the letter with these amendments.

6. **Report of the Chair: other topics not reasonably anticipated in advance.**

Nancy Funkhouser indicated that her position as a school crossing guard might present a conflict of interest with her role as FinCom liaison with the Police Department, and will explore trading department liaison assignments with other FinCom members. She also reported that the Fire Department was seeking reallocation of their turned-back budget funds to other projects, and they were meeting to discuss that on Sept. 11.

Tom Greenaway reported that the town facilities director had now fully retired. In light of that and the fact that Wayland has a new Town Administrator, the FinCom should be very cautious in recommending commencing new capital projects in the near term.

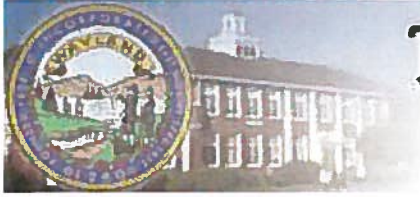
Carol Martin asked if, given those changes, we might be moving too fast with the accelerated budget schedule. Tom Greenaway responded that while there might be exceptions, we should stick to the 9/15 due date.

7. **Adjournment:** At 8:25 pm Tom Abdella moved to adjourn the meeting, seconded by Carol Martin. The motion was approved unanimously (6-0-0).

Respectfully submitted,

Gil Wolin

Documents:



# 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, November 12, 2014

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

### 1. Call to Order

The meeting was called to order at 7:00 pm by Vice Chair Nancy Funkhouser 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

Dorothy Dunlay, Sherman's Bridge Road: The FinCom should vote not to use to use Town funds to pay the School Committee fine. Residents shouldn't be punished for (SC members') misdeeds. The taxpayers should not have to pay the legal fees the SC used to fight the fine.

Molly Upton, Bayfield Road: Commended the FinCom for revisiting the long-range Planning, and cautioned not to go too fast. She also asked if there were a new a better way to approach long-range planning. She suggested that we look into Lexington's model of establishing a 501(c)(3) nonprofit organization to house the school's adjunct programs, such as BASE, food services, etc., which are supposed to be self-supporting.

Donna Bouchard, Concord Road: School Committee member, speaking as a private citizen, said in July 2013, the Attorney General levied a \$1000 fine on the SC. The AG warned the SC in December of '09 and again in February '11 of OML violations. This violation occurred in June 2013. The SC spent \$14,000 in payments to Town Counsel to fight this and other OML violation fines, and to negotiate this one down to \$500. The fine was levied due to lack of agenda specificity. There is no benefit to the public (Wayland residents) for the Town to pay the fine, so the Town should not pay it. SC members should pay the fine themselves. The fine is there to ensure the violation does not happen again. She also requested that – should the FinCom vote to transfer funds to reimburse the SC funds, from which the fine has been paid - that the transfer be \$400, not \$500, as she would personally pay her share of the fine.

Anette Lewis, Claypit Hill Road: She questioned from which MUNIS account the fine would be paid. Brian Keveny said it would be from the Legal Services account. Ms. Lewis said it was not appropriate to pay the fine from this account, as the fine is not a legal service. She added that she agrees with the previous residents that the fine should be paid personally by the SC members.

Margo Melnicove, Lakeshore Drive: This is her second comment to protest the SC's request that the Town pay the fine. She believes strongly that it is inappropriate and an affront to Town residents. The FinCom fund can be used only in case of extraordinary or unforeseen events, and this violation does not meet that test. She

added that in 2011, the Board of Selectmen personally paid their fine for an OML violation. This violation was neither unforeseen nor extraordinary, and she referred back to Ms. Bouchard's statement of prior warnings. She added: "Don't add insult to lying."

George Harris, Holiday Road: Said that the transfer is basically a "done deal," and found it interesting that Donna Bouchard was the only member here from the SC. He said that on October 6, at the SC's public meeting, Chairman Ellen Grieco reported on a telephone conversation she had earlier in the day with Chairman Tom Greenaway, who said that he was "comfortable with the transfer." That SC meeting is available for review on WayCam. Mr. Harris proceeded to counter the two arguments made in favor of the Town paying the fine. The first, that it would "chill" volunteers from running for public office, is a "bogus" argument, as evidenced by the fact that we had six candidates for the recent Board of Selectmen's seats, after it had paid an OML violation fine. The second, that having the SC pay the fine from their budget would "cheat the students out of educational funds" is wrong because that \$500 represents only 1/1000<sup>th</sup> of 1% of the school's annual budget. He stated the fine is a penalty to make the SC pay attention and comply with the law. Finally, having the fine paid via a transfer would set a bad precedent.

Rich Turner, Nob Hill Road: As a taxpayer, he felt the SC should pay their own fine. "They made the mistake; they should pay."

Alice Boelter, Lakeshore Drive: Spoke in support of all previous speakers. She said it is important to demonstrate transparency. Having the FinCom pay the fine sets a bad precedent. Making the SC pay their own fine will encourage more scrutiny.

Ms. Funkhouser reported that she had received "six or seven" emails supporting the SC's request, which will be attached to this meeting's minutes.

Ms. Martin asked Molly Upton for more detail on the 501(c)(3) concept. Molly said more research was needed. Mr. Abdella said that his experience indicated that it provides some tax benefits to those who contribute, but that downside was that if the program was ever halted, there was no way for any money remaining to be transferred to the General Fund; it must go to another [MA] 501(c)(3) [with a similar mission].

In response to Ms. Funkhouser's question, Ms. Bouchard said that yes, the SC personnel who were fined are the same SC members who had been warned about open meeting law violations twice before.

Mr. Watkins asked if there was now a process in place to prevent this from recurring, if the issue was agenda vagueness. Ms. Bouchard responded that the AG said it was the SC members' responsibility insure that they understood their agendas, and to request Chair clarification if needed to avoid such future OML violations. The SC now must make sure that it understands how deficient its agendas were. She added that the SC could resolve the issue locally by dealing directly with the complainant, as the complaint goes to the SC before it goes to the AG, and thus can prevent it from being filed with the AG.

Ms. Funkhouser asked what is the problem in listing more general topics on executive session agendas? Ms. Bouchard said that there are very specific approved reasons for entering into executive session, and one of those must be stated on the agenda. The AG held that the actual reason for the executive session did not qualify under the OML.

Mr. Wolin commented that community sentiments as expressed this afternoon in a *Wicked Local Wayland* online poll ran 97% in favor of the SC members paying their own fine, and that not one respondent said the Town should pay.

Mr. Watkins asked about any further appeals. Ms. Bouchard responded that, while some members of the SC felt that the fine could be overturned, it was not worth the estimated \$10,000 additional legal expense charged to the taxpayers

**3. School Committee CIP Review**

Ms. Bouchard introduced the Town’s new Facilities Manager, Ben Keefe. Also presenting were Susan Botta, School Business Administrator, and Leisha Simon, Director, Technology & Accountability.

Ms. Martin, FinCom liaison to the SC, spoke on behalf of SC member Barb Fletcher and stated that some CIP requests were for facilities assessment, and asked is the current configuration the best one for educating the Town’s children. Many CIPs may be place holders.

- The primary concern is that some buildings may be too old to invest in, as per John Moynihan.
- Therefore, the question is: can we get sufficient additional years (20?) out of those buildings to justify the cost of repairs and upgrades (doors, windows, tiles, etc.)? Mr. Keefe will assist here.
- We may need to work through some issues with the consultant to make a proper determination.

Ms. Martin and Ms. Botta reviewed current actual multiyear capital projects already underway as per a 10/6 email from SC member Barb Fletcher:

- Classroom furniture replacement: \$35,000 each for the elementary schools, and \$25,000 for the Middle School. Claypit and Happy Hollow.
- Claypit Hill and Middle School window and door replacement.
- Loker is in the 2<sup>nd</sup> of a 5 year plan; Middle School will run through 2019.

Discussion followed regarding the number of classrooms affected at each school and what kind of furniture. Ms. Botta indicated that the Town is using the same vendor as before, as all were happy with quality and price.

Ms. Bouchard said that the SC will be retuning \$10,000 in unspent furniture funds this year. Ms. Martin added that the SC is reviewing all current capital accounts, and that they are doing an excellent job of closing facilities accounts.

There is a question about additional capital funds needed for Claypit School for doors and windows, possibly as much as \$200,000. \$1.1 million was previously approved, but cost is now projected to be \$1.9 million. The Town should qualify for a 37% MSBA reimbursement, which lowers the out-of-pocket to \$1.25 million.

Discussion followed between Ms. Martin and Mr. Keefe regarding this increase. The Town will have to go back to the MSBA with the new amount. We may need a contingency vote at Town Meeting to approve the increased expenditure. Lead paint, asbestos removal and a 10% design fee are driving the cost increase, discovered during an environmental assessment. Mr. Keefe indicated that it could qualify for a 35.42% MSBA reimbursement. Further discussion may be required.

Chairman Greenaway arrived at approximately 8:50 PM.

Middle School windows are now estimated to cost \$250,000, added to last year’s \$250,000, now totaling \$500,000. The current windows were found not to be anchored to the structure during the assessment, much worse than originally thought. The additional \$250,000 is a place holder, as the cost could be significantly less. Mr. Steinberg asked how an estimate could virtually double – is the review and bid process broken? Mr. Keefe agreed that the process needed review, and that would be one of his first projects. Discussion followed on the need for precision in these CIP estimates, with two of the six CIPs still placeholders,

Placeholder CIPs have been filed:

- |   |  |
|---|--|
| • Tile replacement at Happy Hollow and Loker Schools                  | \$110,000                                  |
| • Renovation of cafeteria, art room & nurse’s station at Happy Hollow | Was \$85,000 + \$20,000<br>Now + \$195,000 |
| • Paving at Happy Hollow (top coat)                                   | \$52,000                                   |
| • Loker doors & windows (pulled forward from 2018, due to conditions) |  |
| • Phone upgrade at elementary and middle schools                      | \$120,000 in 2016<br>\$140,000 in 2017     |

These elementary school CIPs have been filed as placeholders, pending more detailed recommendations which might result from the facilities assessments. This also gives Mr. Keefe a chance to catch up with projects already planned and in process. Discussion followed, and FinCom recommended that more details be provided for the TM warrant. Chair Greenaway suggested Mr. Keefe not rush, and that a lighter capital budget for 2016 would be welcome

Ms. Simon explained that the telephone system upgrade was in response to the school's adopting A.L.I.C.E. safety protocol: (Alert, Lockdown, Inform, Counter, Evacuate), which requires a phone in every classroom to enable them to contact 911 directly. Currently only intercoms are available to contact the respective Administration offices. It will be done collaboratively with Facilities to control cost. Depending upon cost, it may be VOIP, the standard set by the new high school. This is being done because cell phones do not work well in schools.

Discussion followed regarding outsourcing and whether this is a "nice to have" or a "need to have." Ms. Bouchard stated that A.L.I.C.E. is supported by the Police Department for public safety and is addition to safety programs already in place.

Chair Greenaway cautioned regarding adding significant costs to the five-year plan. Ms. Simon indicated that cost increases are due to an upgrade to CAT6 network standards, applying the new network standards set by the new high school. Chair Greenaway stated that if future capital costs dictate network switches be replaced or upgraded every 6 to 7 years, they should be budgeted for. There will not be a "just in case" reserve or contingency fund for those.

Ms. Martin said that the SC would close out more projects this Friday.

Chair Greenaway said that the FinCom will vote on the draft budget on December 1. The FinCom may go back to the SC once, in February, but urged the SC to bring their capital budget as close to final as possible. Ms. Martin has told the SC they need to indicate which numbers are precise and which are place-holders.

Chair Greenaway introduced discussion regarding payment of the SC Open Meeting Law \$500 violation fine, asserting that is as a "town obligation." Mr. Wolin disagreed. Chm Greenaway indicated that there is federal law that protects volunteers in such circumstances. Mr. Abdella added that the Volunteer Protection Act of 1997 also provides protection except in cases of sexual harassment or terrorism.

Discussion followed. Ms. Funkhouser recommended that, as it was early in the fiscal year and the FinCom reserve fund was designated for emergencies, that the FinCom defer voting at this time, and turn it back to the SC. Chair Greenaway agreed; the SC had already paid the fine and that there was no rush for a FinCom decision. Mr. Wolin said that members of the Board of Selectmen personally paid their own fine for a similar violation, and having the Town pay the fine absolved members of any committee from personal responsibility for observing the OML. Mr. Abdella said that this is a larger issue, that OML issues like this are making it more difficult to find volunteers to serve on Town committees. Mr. Watkins said that it appears that the process needs to be reviewed to insure future compliance.

Mr. Steinberg agreed with that it was too early to look at a current year transfer, but that this was part of a broader issue regarding the time spent and often wasted on responding to OML violation, affecting the ability of volunteers to do their job.

Mr. Greenaway closed the discussion, saying that the AG's office indicated that repeated OML filings in a single community are usually indicative of some other conflict or problem within the town. That warrants a broader conversation for another time. Ms. Funkhouser moved that the FinCom table the request at this time. Ms. Martin seconded, and the motion passed 7-0.

#### **4. Finance Director Report**

Mr. Keveny said that the draft financial statements were in as well as a draft letter. He met Monday with the Audit Committee for review audit RFP responses from five firms, and they selected two finalists. They likely will meet with the BoS on Dec. 15 to select an audit firm for 2015-17. The firm selected also will be asked to produce a Comprehensive Annual Financial Report (CAFR) for the town for those three years. This type report will be about 3x the size of the Town's current annual report. The incremental cost for CAFR should run about \$15,000 more than the typical \$60,000 for a regular audit.

The Town received four critical notes to improve on the 2014 audit, three of which were new ones. This is down from seven or eight notes in recent years' audits. There are three levels of criticism, and these four fall into the least critical category. Chair Greenaway and others commended Mr. Keveny on the good work done by his department.

The Middle School had two appropriations for roof repairs in each of the past two fiscal years, one of which was MSBA reimbursable. The treasurer exercised his authority to borrow \$525,000 in February 2014 when the project was essentially complete. This was written up as a deficiency in the management letter. A new procedure requiring quarterly review reports was installed to avoid what happened with the high school project. These are now mandatory, Ms. Balmer supports them, and they will be scheduled now that Mr. Keefe is on board.

Mr. Keveny recommended that Eastern Ban transfer the \$525,000 on a twenty-year project from the Middle School project, we can vote to transfer it to the Claypit CIP for doors and windows. This would be a current year transfer with prepaid interest. Discussion followed, focused on the new procedure which would prevent this kind of unnecessary borrowing, with a need for improved communications among departments and committees.

#### **5. Liaison Reports**

Mr. Watkins stated that a \$50,000 CIP for renovations was coming from the Board of Health, which would be forwarded to Mr. Keefe and Ms. Balmer for review, then onto the Selectmen.

Mr. Wolin updated the Minuteman Vocational School status, saying that the school was arranging an orientation tour for Ms. Balmer. In order to withdraw from Minuteman, the Town must demonstrate that it has provisions for students who chose a vocational curriculum, including transportation.

Ms. Martin two meetings on the Community Center project to present a report to BoS, so that they can prepare a warrant for Town Meeting. The subcommittee toured the Natick Community/Senior Center, and will go before the Conservation Committee next week,

Mr. Watkins discussed the Town's computer purchasing process with Ms. Martin, both agreed it needed to be reviewed. Chair Greenaway said it used to be a capital budget item, but was moved to the operating budget as it was supposed to make schools and departments more efficient.

Mr. Steinberg reported that the River's Edge group had recommended a law firm, and the Selectmen would vote on it in two weeks.

Mr. Abdella said that the Wastewater operating budget came in up 2.5%, with debt up 7.7%. There was still some question about how to handle the budget due to lack of closure on the betterment issue. Mr. Keveny said that was still an open item.

Ms. Martin stated that the Housing Authority had issued an RFP for the sprinkler system, with bids due by December 15. It will not make the December 1 submission deadline, but they are making progress.

Mr. Greenaway said that new Town Clerk Beth Klein is stepping up nicely. Lois Toombs former clerk has been assisting in the transition under contract. Those funds have run out, and a reserve fund transfer may be required if Toombs is needed to help through the 2015 Town meeting. Discussion followed as to how much was appropriate to spend on this transition, and what resources might be available(e.g. election budget, etc.)..

## 6. Long Range Planning

Chair Greenaway reviewed the pertinent slides from the presentation deck.

In preparation for the new long range plan, Anette Lewis and Mr. Steinberg reviewed the 2009 Long Range Plan Presentation to highlight what had been accomplished.

Mr. Keveny said that the FTE (Full-Time-Equivalent) Benefit Comparison was a qualified success according to John Senchysyn, based on expenditures vs. budget. Much discussion followed after a suggestion that Wayland coordinate with peer towns like Concord for comparison. Molly Upton observed that commuter rails service now makes towns like Duxbury a peer commuter town.

Dave Watkins will tinker with the model, with December 1 as a deadline. Chair Greenaway stated that our selection of peer towns may differ from the SC, and that we might coordinate selections with the SC, adding in factors like college matriculation rates.

Financial policies were reviewed by Alice Bolter, Chair Greenaway, and Ms. Martin. Primary objectives are

- Maintain Responsible Fund Balances
  - General Fund: Target 5-8% of Next Year's Operating Budget
  - Free Cash Should [Not] Include Reserve Funds
- Keep Sustainable Debt Profile
  - Aim for 5-10% Debt Service in General Fund Operating Budget
- Strengthen Capital Improvement Program
  - Enforce five-year capital planning process
  - Evaluate impact of capital projects on future operating budgets
- Review All Fund Management Practices
  - Use Stabilization Fund for Long-Term Projects
  - Monitor Mitigation, Developer Funds, Endowments, & Grants
- Stay Current with OPEB Funding

Ms. Martin observed that the stabilization fund still has \$1.5 million. Chair Greenaway said that the fund had not been used since 1990. The Town needs to determine its future exposure for funds, endowments, and grants, in order to establish some sense of control that all residents can share.

Also, the Town needs a more accurate advance sense of CIP cost.

The Town will continue to review OPEB and other long-term liabilities. Chair Greenaway commented that the Town should not be a slave to its bond rating, for the sake of the Town and its residents.

Gretchen Schuler, Chair of the Wayland Historical Commission, said that the Town needed municipal space planning for land and facilities. Interim plans are in place, scheduled for review by the Selectmen on 11/17, by the Planning Board on 11/20, and the FinCom on 12/1.

The Planning Board has asked for \$20,000 to add to its legal fund for 2016 to cover the cost of a zoning bylaw change.

Mr. Keveny passed around a five-year budget projection for review, and discussion on December 1.



## 7. Members' Concerns

Mr. Steinberg suggested that there are too many open items to vote a capital budget on December 1, that we would be better served to review and vote a draft budget then. Ms. Martin said she wants to see the impact that the CIP requests have on long-term debt, and added that there may be split tax rate for 2016.

Ms. Martin said that Dr. Stein will roll out his budget on December 15, and suggested that the FinCom attend.

Chair Greenaway said that the FinCom's December 1 meeting will start at 6 PM and will focus on the CIP, the tax recap and long-range planning, in order to attend the SC meeting that day. The December 15 meeting will start at 7 PM.

## 8. Chair's Report

Chair Greenaway reported that five OML violations had been filed against the FinCom. One had been withdrawn and four were still active. He has responded to three:

- Two are now into the AG for decision.
- One has been dropped
- Two require responses.

The latest one was filed on October 31. Town Counsel has reviewed the draft response, suggesting minor changes. The FinCom then reviewed the changes. Ms. Funkhouser moved that the FinCom accept the changes,, Ms. Martin seconded, and the committee voted 7-0 to approve.

There was discussion about the FinCom response letter to the September 30 violation letter. Ms. Funkhouser moved that the FinCom accept the letter subject to Town Counsel's review. Mr. Steinberg seconded, and the committee approved 7-0.

Chari Greenaway said that he was speaking with complainant George Harris about his filings. Mr. Steinberg suggested that town residents should complain about the taxpayer expense generated by all of these OML violation filings, running as much as \$3,500/response. Mr. Abdella suggested that it might be simpler and more cost effective for the FinCom to send a form letter to the AG with a check for \$500 for each violation. Ms. Funkhouser observed that these responses placed an unfair burden on the Chair, and sets a bad precedent for his successor.

## 9. Executive Session

Chair Greenaway moved that the FinCom enter into executive session to discuss and vote to declassify and the release executive session minutes from 2011 pursuant to Mass General Law 30A Section 22. Mr. Abdella seconded. The FinCom will return to open session only to adjourn. The roll call vote was 7-0.

At 11:20 pm Mr. Steinberg moved to adjourn the Executive Session and Ms. Martin seconded the motion. The motion was approved unanimously (7-0).

## 10. Adjournment: At 11:25 pm Mr. Steinberg moved to adjourn the meeting and Ms. Martin seconded the motion. The motion was approved unanimously (7-0).

Respectfully submitted,  
Gil Wolin

Documents:

1. L. Anderson – email dated November 12, 2014
2. C. Reynolds – email dated November 12, 2012
3. K. Issacson - letter dated ?? 2014
4. M.Melnicove - letter dated ??
5. L. Valone – email dated November 12, 2014
6. S. Burke – email dated November 12, 2014
7. C. Lavenson – email dated November, 2014



# Town of Wayland Massachusetts

## **Finance Committee**

Thomas Abdella

Nancy E. Funkhouser

Thomas Greenaway (Chair)

Carol Martin

Bill Steinberg

David Watkins

Gil Wolin

## **Finance Committee Meeting Minutes, March 9, 2015**

Attendance: T. Greenaway (Chair), C. Martin, B. Steinberg (arrived late), G. Wolin, N. Funkhouser, Dave Watkins. Absent: T. Abdella

### **1. Call to Order**

The meeting was called to order at 7:03 PM by Chair Tom Greenaway in the Great Room at Traditions of Wayland, 10 Green Way, Wayland.

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

There was no public comment.

### **3. Discussion of Newspaper Article**

It was agreed that the Finance committee would follow tradition and again write a 500 word overview of its activities during the Fiscal Year for publication in the *Wayland Town Crier* just prior to the Annual Town Meeting, to be submitted by noon on March 30. D. Watkins and N. Funkhauser will write a draft for review, using some or all of the following current topics: 2015 property assessments; School Budget; use of Free Cash; debt service; capital projects closed out and redeployed funds (approximately \$1 million bond surplus); level service vs. level budget.

#### **4. IT Planning RFP**

D. Watkins updated the Committee regarding progress of the Town and School Joint Planning Committee. Town Administrator Nan Balmer met with Superintendent Stein. There is a perception, driven by D. Bernstein that unanswered questions remain regarding the current IT CIPs. D. Watkins will work meet with N. Balmer to develop the questions for a study, hopefully in time for the ATM. The result could be that CIPs for equipment purchase may be modified or pulled.

The IT Committee is involved in the process and with the coming security audit as well.

#### **5. Members' Reports, Concerns, and Topics for Future Meetings.**

The Committee discussed its expectations for the ATM, as well as what residents expected of the Committee at the ATM.

Greenaway indicated that the overlay account will release a six-figure amount to free cash for the year. C. Martin stated that the School Committee was voting tonight closing out several FY14 CIP projects and returning \$30,000 to free cash. There is also potential for a \$218,000 turn back in FY14 of what was borrowed by Food Services, plus \$15,000 coming back to Free Cash, for a total of \$233,000 from Food Services. This will require a review of the numbers for FY14.

#### **6. Discussion of ATM Warrant Articles (if needed)**

Chari Greenaway said that there was concern regarding the capital budget for Claypit windows. \$2.110 million has already been allocated, with another \$690,000 requested in the new budget. The MSBA boilerplate needs to be added to qualify for state funds.

D. Watkins reported that the Energy Committee has vetted questions regarding the proposed covered parking solar array panels. These are estimated to cost approximately \$900,000. The improvements are expected to add value to the building. It is anticipated that they will not affect possible reuse of the building, and may enhance it. The Town may not realize the full value of the investment, but it is expected that accomplishing the work will not lower the building value.

Watkins added that it appears that there is no minimum break-even scenario – virtually all models indicate that the Town will make money. He moved that the Committee recommend approval of the article. B. Steinberg seconded. The motion passed 6-0.

The committee then reviewed list outstanding question on articles in preparation for ATM.

## **7. Review of Minutes**

- 1/13/2015 C. Martin moved to accept, B. Steinberg seconded. Vote 6-0
- 1/20/2015 Discussion followed. C. Martin moved to accept as amended, T. Greenaway seconded.  
Vote 6-0
- 2/3/2015 Discussion followed. B. Steinberg moved to accept as amended, T. Greenaway seconded.  
Vote 6-0
- 2/5/2015 C. Martin moved to accept, B. Steinberg seconded. Vote 5-0-1
- 2/10/2015 C. Martin moved to accept, B. Steinberg seconded. Vote 6-0
- 2/17/2015 C. Martin moved to accept, N. Funkhauser seconded. Vote 6-0
- 2/23/2015 C. Martin moved to accept, B. Steinberg seconded. Vote 5-0-1
- 2/26/2015 C. Martin moved to accept, T. Greenaway seconded. Vote 5-0-1

**Adjourn:** At 8:35 PM C. Martin moved to adjourn. B. Steinberg seconded. Vote: 6-0.

Respectfully Submitted,

Gil Wolin