



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

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

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

BOARD OF SELECTMEN Monday, January 26, 2015 Wayland Town Building Selectmen's Meeting Room

Proposed Agenda

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

- | | |
|----------|---|
| 7:00 pm | 1.) Call to Order by Chair <ul style="list-style-type: none">• Announcements; Review Agenda for the Public |
| 7:02 pm | 2.) Public Comment |
| 7:15 pm | 3.) Adjourn to Attend Finance Committee Warrant Article Hearing |
| 8:45 pm | 4.) Reconvene and Review Community Preservation Committee Articles Submitted for 2015 Annual Town Meeting with Chair, Community Preservation Committee |
| 9:15 pm | 5.) Review List of Articles Submitted for 2015 Annual Town Meeting and Identify Articles for Additional Discussion |
| 9:30 pm | 6.) Discussion and Potential Approval of Appointment of Special Counsel to Represent the Board of Health before the Department of Environmental Protection re: Septage Property Site Assignment |
| 9:40 pm | 7.) Review and Approve Consent Calendar (See Separate Sheet) |
| 9:45 pm | 8.) Review Correspondence (See Separate Index Sheet) |
| 9:50 pm | 9.) Report of the Town Administrator |
| 10:00 pm | 10.) Selectmen's Reports and Concerns |
| 10:10 pm | 11.) Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any |
| 10:15 pm | 12.) Adjourn |

ARTICLE LIST FOR 2015 ANNUAL TOWN MEETING

5) REVIEW LIST OF ARTICLES & IDENTIFY ARTICLES FOR FURTHER DISCUSSION

Article	2015 Article Name	Sponsor	Assignee Selectmen	Assignee FinCom	Position Selectmen	Position FinCom
A	Recognize Citizens and Employees for Particular Service to the Town	Board of Selectmen	J. Nolan			
B	Pay Previous Fiscal Year Unpaid Bills	Board of Selectmen	J. Nolan			
C	Current Year Transfers	Finance Committee	J. Nolan			
D	FY 2016 Omnibus Budget	Finance Committee	T. Boschetto			
E	Compensation for Town Clerk	Board of Selectmen	C. Karlson			
F	Personnel Bylaw and Wage & Classification Plan	Personnel Board	C. Karlson			
G	Rescind Authorized by Unissued Debt	Board of Selectmen	T. Boschetto			
H	Transfer Dudley Woods Parcels for Passive Recreation	Board of Selectmen	M. Antes			
I	Acquire Open Space Parcel in Sage Hill Subdivision	Board of Selectmen and Conservation Commission	M. Antes			
J	Land and Easements Acquisitions for Route 30 and 27 Intersection Improvements	Board of Selectmen	J. Nolan			
K	Accept Valor Act to Establish Veterans Property Tax Workoff Program	Board of Selectmen	E. Collins			

ARTICLE LIST FOR 2015 ANNUAL TOWN MEETING

Article	2015 Article Name	Sponsor	Assignee Selectmen	Assignee FinCom	Position Selectmen	Position FinCom
L	Inspection Testing and Maintenance of Privately Owned Water Based Fire Suppression Systems	Board of Selectmen	E. Collins			
M	Implement Solar Energy: Power Purchase and License Agreement and Authorization for PILOT	Board of Selectmen	C. Karlson			
N	OPEB Funding	Board of Selectmen	T. Boschetto			
O	Withdraw from Minuteman Regional Vocational School District	Board of Selectmen	T. Boschetto			
P	Amendments to the District Agreement for the Minuteman Regional Vocational School District	Board of Selectmen	T. Boschetto			
Q	Appropriate Funds for Due Diligence and Feasibility Design for a Proposed Council on Aging/Community Center at Wayland Town Center	Board of Selectmen	C. Karlson			
R	Acquire Municipal Parcel in Town Center and Convey Access Easement in Town Center	Board of Selectmen	C. Karlson			
S	Fund Glezen Lane Traffic Control Measures	Board of Selectmen	E. Collins			

ARTICLE LIST FOR 2015 ANNUAL TOWN MEETING

Article	2015 Article Name	Sponsor	Assignee Selectmen	Assignee FinCom	Position Selectmen	Position FinCom
T	Accept Chapter 390 of the Acts of 2014 to Establish a Tax Title Collection Revolving Fund	Board of Selectmen	T. Boschetto			
U	Create Chapter 44 Section 53 F ½ Recreation Enterprise Fund	Board of Selectmen	J. Nolan			
V	Create Chapter 44 Section 53D Recreation Revolving Fund	Board of Selectmen	J. Nolan			
W	Fund Payment in Lieu of Sewer Betterment Assessment for Town Owned Buildings	Board of Selectmen	C. Karlson			
X	Resolution Regarding ESCO Project Changes	Board of Selectmen	C. Karlson			
Y	Amend Chapter 193-Stormwater and Land Disturbance Bylaw	Conservation Commission	M. Antes			
Z	Set Aside Community Preservation Funds for Later Spending	Community Preservation Committee	E. Collins			
AA	Set Aside for Later Spending \$2 Million for Open Space	Community Preservation Committee	E. Collins			
BB	Transfer Community Housing Funds to Wayland Municipal Affordable Housing Trust Fund	Community Preservation Committee	E. Collins			

ARTICLE LIST FOR 2015 ANNUAL TOWN MEETING

Article	2015 Article Name	Sponsor	Assignee Selectmen	Assignee FinCom	Position Selectmen	Position FinCom
CC	Appropriate Fund to Create Stewardship and Land Management Plans for Conservation Land	Community Preservation Committee	M. Antes			
DD	Acquire Land and House at 246 Stonebridge Road	Community Preservation Committee	M. Antes			
EE	Appropriate Funds to Stabilize Two Arches of Stone's Bridge	Community Preservation Committee	M. Antes			
FF	Construct Rail-Trail in Wayland	Community Preservation Committee	J. Nolan			
GG	Design of a Multi-Use Grass Playing Field at Oxbow Meadows (Former Nike Site)	Community Preservation Committee	J. Nolan			
HH	Design and Construct Trails and Signage at Dudley Woods	Community Preservation Committee	M. Antes			
II	Authorization for the Town of Wayland to Grant an Additional License for the Sale of All Alcoholic Beverages not to be Drunk on the Premises	Petitioners	E. Collins			
JJ	Amend Bylaw re: Reconsideration of Articles by Town Meetings	Petitioners	C. Karlson			
KK	Amend Chapter 36 of the Current Bylaws	Petitioners	M. Antes			

ARTICLE LIST FOR 2015 ANNUAL TOWN MEETING

Article	2015 Article Name	Sponsor	Assignee Selectmen	Assignee FinCom	Position Selectmen	Position FinCom
LL	Increase Water Rates for High Density Housing	Petitioners	C. Karlson			
MM	Town will Enforce Lowest Speed Limit Allowed by Law	Petitioners	T. Boschetto			
NN	Prohibit Roadside Distribution of Phone Books and Advertising	Petitioners	T. Boschetto			
OO	Resolution to Continue Electronic Voting Through FY 2019	Petitioners	E. Collins			
PP	Choose Town Officers	Board of Selectmen	J. Nolan			
QQ	Sell or Trade Vehicles and Equipment	Board of Selectmen	J. Nolan			
RR	Accept Gifts of Land	Board of Selectmen	J. Nolan			
SS	Hear Reports	Board of Selectmen	J. Nolan			

ARTICLE FOR ANNUAL TOWN MEETING

SPONSOR: Board of Selectmen DATE RECEIVED: January 5, 2015

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

TELEPHONE/Evening: _____

BOARD VOTE: _____ DATE OF VOTE: _____

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

COST: _____ NO COST: X COST ESTIMATE AVAILABLE ON: _____

TEXT:

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

1. To recognize citizens who have served in a volunteer capacity on elected and/or appointed boards, committees, and commissions for a minimum of 25 years (service need not be consecutive);
2. To recognize employees who have retired since the previous Annual Town Meeting or intend to retire prior to June 30, 2015, subject to a minimum of 20 years of service;
3. To request Town Meeting observe a moment of silence in memory of elected or appointed volunteers, employees with at least 10 years of service, or an employee while in service to the Town without regard to tenure who shall have passed away since the adjournment of the 2014 Annual Town Meeting.

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

PROS:

CONS:

SIGNATURE OF CHAIR



DATE

1-12-15

ARTICLE FOR ANNUAL TOWN MEETING

SPONSOR: Board of Selectmen DATE RECEIVED: January 5, 2015

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

TELEPHONE/Evening: _____

BOARD VOTE: _____ DATE OF VOTE: _____

TITLE: Pay Previous Fiscal Year Unpaid Bills

COST: NO COST: COST ESTIMATE AVAILABLE ON: _____

TEXT: To determine whether the Town will vote to:

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

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

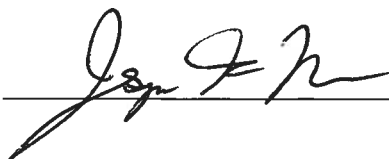
(c) provide for such appropriation by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by borrowing, or otherwise.

COMMENTS:

PROS:

CONS:

SIGNATURE OF CHAIR



DATE

1-12-15

ARTICLE FOR ANNUAL TOWN MEETING

SPONSOR: Board of Selectmen DATE RECEIVED: January 5, 2015

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

TELEPHONE/Evening: _____

BOARD VOTE: _____ DATE OF VOTE: _____

TITLE: Current Year Transfer

COST: NO COST: COST ESTIMATE AVAILABLE ON: _____

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

CURRENT YEAR TRANSFERS FY 2015

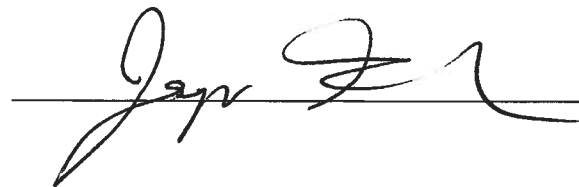
TOTAL CURRENT YEAR TRANSFERS

FUNDING SOURCES:

PROS:

CONS:

SIGNATURE OF CHAIR



DATE

1-12-15

ARTICLE FOR ANNUAL TOWN MEETING

SPONSOR: Finance Committee DATE RECEIVED: January 13, 2015

CONTACT PERSON: Brian Keveny TELEPHONE/Day: (508) 358-3611

TELEPHONE/Evening: _____

BOARD VOTE: _____ DATE OF VOTE: _____

TITLE: FY16 Omnibus Budget

COST: NO COST: COST ESTIMATE AVAILABLE ON: _____

TEXT: To determine whether the Town will vote to appropriate a sum of money appropriate for the operation and expenses of the Town, including capital expenditures for equipment, improvements, or other purposes, and determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by borrowing, or otherwise.

COMMENTS:

PROS: 6-0

CONS:

SIGNATURE OF CHAIR



DATE

1/13/15

ARTICLE FOR ANNUAL TOWN MEETING

SPONSOR: Board of Selectmen DATE RECEIVED: January 5, 2015
CONTACT PERSON: Joseph Nolan TELEPHONE/Day: (508) 358-3621
TELEPHONE/Evening: _____
BOARD VOTE: _____ DATE OF VOTE: 1/5/15
TITLE: COMPENSATION FOR TOWN CLERK

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

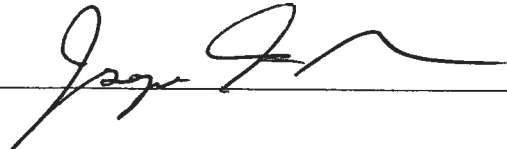
TEXT: To determine whether the town will vote to fix the salary and compensation of the elected Town Clerk, to be effective 7/1/15, which salary and compensation is printed below.

FY 15 \$68,100
FY 16 \$69,122

COMMENTS:

PROS:

CONS:

SIGNATURE OF CHAIR  DATE 1-12-15
Mark Lanza Approval _____ DATE _____

RECEIVED

DEC 15 2014

Board of Selectmen
Town of Wayland

ARTICLE FOR ANNUAL TOWN MEETING

SPONSOR: Personnel Board DATE RECEIVED: 12/18/14

CONTACT PERSON: Jessica Green TELEPHONE/Day: (508) 358-3623

TELEPHONE/Evening: (508) 276-1683

BOARD VOTE: _____ DATE OF VOTE: 12/8/14

TITLE: PERSONNEL BY-LAWS AND WAGE AND CLASSIFICATION PLAN

COST: XX NO COST: _____ COST ESTIMATE: 1.5% increase of FY 15 wages for non-union employees.

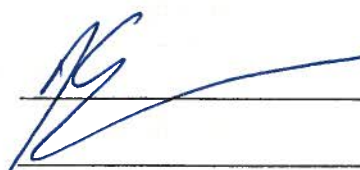
TEXT: To determine whether the town will vote to amend the Code of the Town of Wayland, Chapter 43, PERSONNEL and the Personnel Wage and Salary Classification Plan (Appendix TBD) previously adopted by the Town.

COMMENTS:

PROS:

CONS:

SIGNATURE OF CHAIR



DATE

12/9/14

Mark Lanza Approval

DATE

ARTICLE FOR ANNUAL TOWN MEETING

SPONSOR: Board of Selectmen DATE RECEIVED: January 5, 2015

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

TELEPHONE/Evening: _____

BOARD VOTE: _____ DATE OF VOTE: _____

TITLE: RESCIND AUTHORIZED BUT UNISSUED DEBT

COST: _____ NO COST: _____ COST ESTIMATE AVAILABLE ON: _____

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

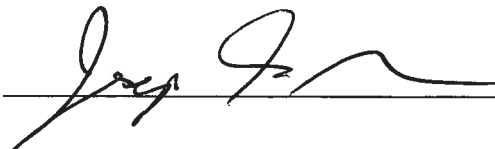
Item Description	Warrant	Town Meeting Year	Amount	Article #	Authorized
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COMMENTS:

PROS:

CONS:

SIGNATURE OF CHAIR



DATE

1-12-15

ARTICLE FOR 2015 ANNUAL TOWN MEETING

SPONSOR Board of Selectmen DATE REC'D 1/5/2015

TITLE TRANSFER DUDLEY WOODS PARCELS FOR PASSIVE RECREATION

CONTACT PERSON Nan Balmer, Town Admin'r

TELEPHONE (508) 358-3620

BOARD VOTE _____ DATE OF VOTE 1/5/2014

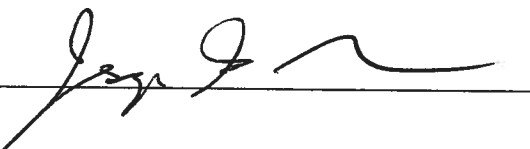
COST N/A NO COST X COST ESTIMATE AVAILABLE ON N/A

TEXT:

ARTICLE ____ : TRANSFER DUDLEY WOODS PARCELS FOR PASSIVE RECREATION

Proposed by: Board of Selectmen Estimated Cost: None

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

SIGNATURE OF CHAIR:  DATE 1/12/2015

ARTICLE FOR 2015 ANNUAL TOWN MEETING

SPONSOR Board of Selectmen/Cons. Comm. DATE REC'D 1/5/2015

TITLE ACQUIRE OPEN SPACE PARCEL IN SAGE HILL SUBDIVISION

CONTACT PERSON Brian Monahan, Cons. Admin'r

TELEPHONE (508) 358-36

BOARD VOTE _____

DATE OF VOTE 1/5/2014

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

TEXT:

**ARTICLE ____ : ACQUIRE OPEN SPACE PARCEL IN SAGE HILL
SUBDIVISION**

Proposed by: Board of Selectmen

Estimated Cost: \$1.00

To determine whether the Town will vote to:

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

SIGNATURE OF CHAIR: _____

DATE 1/12/2015

ARTICLE FOR 2015 ANNUAL TOWN MEETING

SPONSOR Board of Public Works

DATE REC'D 1/5/2015

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

CONTACT PERSON Stephen Kadlik, DPW Director

TELEPHONE (508) 358-36

BOARD VOTE _____

DATE OF VOTE 1/5/2014

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

TEXT:

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

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

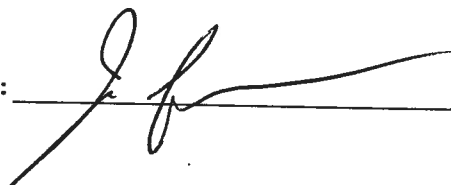
To determine whether the Town will vote to:

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

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

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

SIGNATURE OF CHAIR: _____



DATE 1/12/2015

ARTICLE FOR 2015 ANNUAL TOWN MEETING

SPONSOR Board of Selectmen DATE REC'D 1/5/2015

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

CONTACT PERSON Nan Balmer, Town Admin'r

TELEPHONE (508) 358-3620

BOARD VOTE _____ DATE OF VOTE 1/5/2014

COST _____ NO COST _____ COST ESTIMATE AVAILABLE ON

TEXT:

ARTICLE ____: ACCEPT VALOR ACT PROVSIONS TO ESTABLISH VETERANS'
PROPERTY TAX WORKOFF PROGRAM

Proposed by: Board of Selectmen Estimated Cost: _____

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

SIGNATURE OF CHAIR:  DATE 1/12/2015

ARTICLE FOR ANNUAL TOWN MEETING

SPONSOR: Board of Selectmen DATE RECEIVED: January 12, 2015
CONTACT PERSON: Town Administrator TELEPHONE/Day: 508-358-3621
TELEPHONE/Evening: _____
BOARD VOTE: _____ DATE OF VOTE: 1/12/15

TITLE: INSPECTION, TESTING, & MAINTENANCE OF PRIVATELY OWNED WATER-BASED FIRE SUPPRESSION SYSTEMS

COST: _____ NO COST: COST ESTIMATE: N/A

TEXT:

See Attached

COMMENTS:

PROS:

CONS:

SIGNATURE OF CHAIR *Cheryl...* DATE 1-15-15
Mark Lanza Approval _____ DATE _____

Division 5, Fire Department Regulations.

New chapter, Chapter 500

Chapter 500 – Inspection, Testing, & Maintenance of Private Fire Hydrants and Underground and Exposed Piping

Section 1 – Purpose

The purpose of this chapter is to set requirements for the testing, inspection, and maintenance of privately owned fire hydrants and underground and exposed piping. It is the responsibility of the property owner to have all the hydrants and piping located on his/her property maintained, inspected, and tested in accordance with this regulation. This procedure is necessary in order to assure proper function of the fire hydrants located on the property.

Section 2 - Referenced Documents

NFPA Publication. National Fire Protection Association (“NFPA”), 1 Batterymarch Park, Quincy, MA 02169-7471.

NFPA 25, the Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protections Systems (current edition).

Section 3 - Definitions - As used in this section, the following terms shall have the meanings indicated:

Fire Hydrant

A water supply with valve connection(s) having outlet(s) to supply hose and fire department pumpers with water including standpipe connections.

Private Fire Hydrants

Private fire hydrants are those hydrants not owned, rented, or maintained by the Town of Wayland or any other governmental entity.

Underground and Exposed Piping

The supply piping connected to private fire hydrants.

Section 3 – Responsibility

The property owner or designated representative is responsible for compliance with this bylaw.

Section 4 – Application

Fire hydrants shall be inspected, maintained, and tested in accordance with NPFA 25 (current edition).

The Wayland Fire Department reserves the right to inspect private fire hydrants for compliance with this bylaw.

Underground and exposed piping shall be inspected, maintained, and tested in accordance with NFPA 25 (current edition).

Copies of all records related to the hydrants and piping shall be forwarded to the Wayland Fire Department within 30 days of the inspection, maintenance, and/or tests.

The **first** round of inspection and maintenance procedures which shall include flow tests of the hydrants and piping and shall be completed within the time period April 15, 2016 - June 15, 2016. The records of the inspection, maintenance, and testing shall be filed with the Fire Chief at the Wayland Fire Department by July 15, 2016.

All subsequent yearly procedures shall take place in the time period between April 15 and June 15 of each year. Reports of the procedures shall be filed with the Fire Chief at the Wayland Fire Department by July 15, each year.

Section 5 – Violations

For any violation of this bylaw, the property owner will be assessed the following fines. Property owners will be notified of all fines assessed and must be paid within 30 days of notification.

\$50. Initially, for each violation. [This applies to each private fire hydrant. For instance, a subdivision with three hydrants in non-compliance with this bylaw would be assessed a fine of \$150.]

\$200. An additional \$200 fine will be assessed if the same violation(s) has (have) not been remedied after notification by the fire department and after a 30 day period.

\$300. If the same violation(s) is (are) not remedied after notification by the Fire Department during the next April 15 – June 15 time period.

Failure to pay the fine within the prescribed time period will result in court action for violation of a Town bylaw or a municipal charges lien being placed on the subject real property pursuant to Massachusetts General Laws Chapter 40, Section 58, in the Middlesex County Registry of Deeds, South District, until the fine is paid.

As an alternative to the assessment of fines through criminal process, violations of this bylaw may be enforced through civil disposition in the manner provided in Massachusetts General Laws Chapter 40, Section 21D. The Fire Chief or his designee shall be the enforcing person.

ARTICLE FOR ANNUAL TOWN MEETING

SPONSOR: Board of Selectmen DATE RECEIVED: January 12, 2015

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

TELEPHONE/Evening _____

BOARD VOTE: _____ DATE OF VOTE: January 12, 2015

TITLE: IMPLEMENT SOLAR ENERGY: Power Purchase and License Agreement and Authorization for PILOT

COST: _____ NO COST: X COST ESTIMATE AVAILABLE ON: _____

TEXT: To determine whether the Town will vote to:

(a) authorize the Board of Selectmen to execute an agreement with Ameresco, Inc. or an affiliate to purchase solar energy or net metering credits generated by solar photovoltaic power generation systems to be installed and operated by Ameresco on canopies located in parking lots at the High School, the Middle School, and the Town Building at 41 Cochituate Road, and on the roof of the new DPW building at 484 Boston Post Road, for a term of twenty years; and to enter into long-term license or lease of twenty-years with Ameresco for such Town properties; and/or act in any other manner in relation thereto, and **[check with town counsel on adequacy of location definitions]**

(b) amend Section _____ of its General By-laws by inserting at the end of the section the following:

“Lease of Public Lands and/or buildings for the installation of solar photovoltaic power generation systems. . . . 20 years

Purchase of power or net metering credits from solar photovoltaic power generation systems installed on land leased or licensed from the Town. . . . 20 years”

or take any other action relative thereto, and **[check with town counsel on the wording and necessity of this section]**

(c) authorize the Board of Selectmen, pursuant to the provisions of G.L. c.59, §38H, to enter into a structured tax or payment in lieu of tax (PILOT) agreement with Ameresco, Inc. or an affiliate in connection with the solar photovoltaic power generating systems to be installed and operated by Ameresco on canopies located in parking lots at the Middle School, High School, the Town Building, and on the new DPW Building roof located at 484 Boston Post Road upon such terms and conditions, as the Board of Selectmen shall deem to be in the best interest of the Town; or take any other action relative thereto.

COMMENTS: There are three components to this article:

1. to authorize the Town to sign an agreement to purchase solar power from solar systems to be built on certain Town facilities by Ameresco, Inc. or an affiliate, and to lease or provide a license to such Town properties where the solar systems are to be sited,
2. to change the Town Bylaws to allow for the 20 year term of such agreements, and
3. to authorize the Town to enter into a structured tax agreement.

As part of its designation as a “Green Community” by the state Department of Energy Resources in 2011, the Town is undertaking multiple efforts to reduce its energy consumption by 20%. In June 2014, the Town entered into a letter of intent with Ameresco, Inc., a private developer, to evaluate and propose solar systems on Town lands and facilities. Ameresco was selected as part of a regional procurement in 2011 managed by the Metropolitan Area Planning Council; Wayland participated in this regional procurement.

Ameresco has proposed to develop solar facilities on four sites: the new DPW Building roof and portions of the parking lots at the Middle School, the High School, and the Town Building. Ameresco proposes to install solar canopies on portions of the three parking lots. This article allows the Town to sign a power purchase agreement to purchase the power from the systems and an agreement or agreements to license or lease the DPW Building roof, and the parking lots at the Middle School, High School, and the Town Building for a term of 20 years.

The Town will not pay anything towards the capital or operating costs of the systems. Instead, Ameresco will secure internal and third party financing for the entire capital and operating costs of the solar systems. The term of the lease or license will match the term of the power purchase agreement; the twenty year term of the power purchase agreement and the lease or license reflects the long life of solar equipment which enables the developer to offer energy savings to the Town. Under the agreement to purchase power or net metering credits, Ameresco or its affiliate will install, own, operate, maintain, and decommission the solar systems at their sole expense and assume all liability with respect to the systems. Wayland will receive property tax payments from Ameresco and reductions in the Town’s net electricity costs.

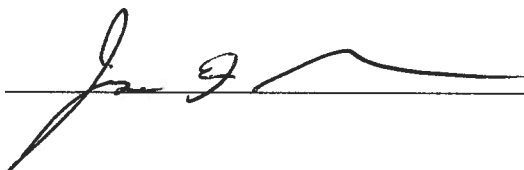
In order to implement the proposed solar purchase agreement and lease or license, the Town’s By-Laws needed to be changed to allow for agreements of twenty year terms to be signed.

As the owner of the proposed solar photovoltaic power generation systems, Ameresco or its affiliate will be required to pay personal property taxes on the solar systems. The Massachusetts Department of Revenue allows towns to enter into structured tax agreement with developers of such systems, which enable the town and the solar developer to set the amount of the annual tax payment for the term of the agreement. The structured tax agreement will provide Wayland with a known and stable annual property tax income stream from the solar systems for the term of the agreement and simplify tax administration for the Town. The Town will set the amount of the annual tax payment in compliance with Massachusetts General Law on taxation. The warrant article is needed to authorize the Board of Selectmen, in consultation with the Board of Assessors, to enter into the structured tax agreement.

PROS:

CONS:

SIGNATURE OF CHAIR



DATE

1-12-15

ARTICLE FOR ANNUAL TOWN MEETING

SPONSOR: Board of Selectmen DATE RECEIVED: January 8, 2015
CONTACT PERSON: Cliff Lewis TELEPHONE/Day: 508-358-4973
Dave Gutschenritter TELEPHONE/Evening: 508-651-0589
BOARD VOTE: _____ DATE OF VOTE: 1/5/2015
TITLE: OPEB Funding

COST: X NO COST: _____ COST ESTIMATE: \$300,000.00

TEXT: To determine whether the Town will vote to:

a) authorize the transfer of \$200,289 from the following enterprise and revolving funds to the general fund:

- | | | |
|------------------------|----|--------|
| 1) Food Service | \$ | 25,000 |
| 2) Children's Way | \$ | 25,000 |
| 3) Pegasus | \$ | 65,278 |
| 4) Building Use | \$ | 16,699 |
| 5) Enrichment | \$ | 7,590 |
| 6) Ice Hockey | \$ | 4,554 |
| 7) Athletics | \$ | 37,952 |
| 8) High School Parking | \$ | 6,072 |
| 9) Instrumental Music | \$ | 9,108 |
| 10) Transportation | \$ | 3,036 |

b) appropriate an aggregate amount of \$xx.xx to be deposited in the Town's Other Post-Employment Benefits Fund. The source of the funding shall be from the following enterprise and revolving funds:

- | | | |
|--------------------------|----|-------|
| 1) Food Service | \$ | xx.xx |
| 2) BASE | \$ | xx.xx |
| 3) Children's Way | \$ | xx.xx |
| 4) Full Day Kindergarten | \$ | xx.xx |
| 5) Water | \$ | xx.xx |
| 6) Transfer Station | \$ | xx.xx |
| 7) Recreation | \$ | xx.xx |
| 8) Pegasus | \$ | xx.xx |

ARTICLE FOR ANNUAL TOWN MEETING

SPONSOR: SELECTMEN DATE RECEIVED: 1/12/15

CONTACT PERSON: NAN BALMER TELEPHONE/Day: _____

TELEPHONE/Evening: _____

BOARD VOTE: 5-0 1/12/15 DATE OF VOTE: 1-12-15

TITLE: WITHDRAW FROM REGIONAL VOCATIONAL SCHOOL DISTRICT

COST: _____ NO COST: _____ COST ESTIMATE: _____

TEXT:

TO DETERMINE WHETHER THE TOWN WILL VOTE TO RESCIND ITS ACCEPTANCE OF MASSACHUSETTS GENERAL LAWS CHAPTER 71, SECTIONS 16 THROUGH 161 INCLUSIVE TO ESTABLISH A REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT WITH THE TOWNS OF ARLINGTON, BELMONT, CONCORD AND LEXINGTON AND SUCH OF THE TOWNS OF ACTON, BOXBOROUGH, CARLISLE, LINCLON, SUDBURY, STOW, AND WESTON WHICH VOTED TO ACCEPT SUCH SECTIONS, AND THE CONSTRUCTION, MAINTENANCE AND OPERATION OF A REGIONAL SCHOOL BY SAID DISTRICT IN ACCORDANCE WITH A PROPOSED AGREEMENT FILED WITH THE BOARD OF SELECTMEN AND TO TAKE ALL ACTIONS NECESSARY TO WITHDRAW FROM SAID DISTRICT.

COMMENTS:

PROS:

CONS:

CONS:

SIGNATURE OF CHAIR



DATE

1-12-15

Mark Lanza Approval

DATE

ARTICLE FOR ANNUAL TOWN MEETING

SPONSOR: Board of Selectmen DATE RECEIVED: January 12, 2015

CONTACT PERSON: Town Administrator TELEPHONE/Day: 508-358-3621

TELEPHONE/Evening: _____

BOARD VOTE: _____ DATE OF VOTE: 1/12/15

TITLE: AMENDMENTS TO THE DISTRICT AGREEMENT OF THE MINUTEMAN REGIONAL VOCATION SCHOOL DISTRICT

COST: _____ NO COST: X COST ESTIMATE: n/a

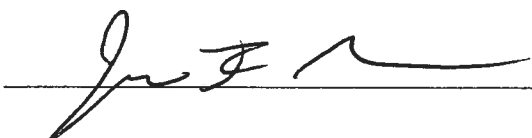
TEXT:

To determine if the Town will vote, consistent with Section VII of the existing "Agreement with Respect to the Establishment of a Technical and Vocational Regional School District" for the Minuteman Regional Vocational School District, to accept the amendments to said Agreement which have been initiated and approved by a majority of the Regional School Committee on March 11, 2014 and which have been submitted as a restated "Regional Agreement" bearing the date of March 11, 2014 to the Board of Selectmen of each member town.

COMMENTS:

PROS:

CONS:

SIGNATURE OF CHAIR  DATE 1-12-15
Mark Lanza Approval _____ DATE _____

ARTICLE FOR ANNUAL TOWN MEETING

SPONSOR: Board of Selectmen DATE RECEIVED: January 12, 2015

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

TELEPHONE/Evening: _____

BOARD VOTE: _____ DATE OF VOTE: _____

TITLE: Appropriate Funds for Due Diligence and Feasibility Design for a Proposed Council on Aging/Community Center at Wayland Town Center

COST: \$150,000 NO COST: _____ COST ESTIMATE AVAILABLE ON: _____

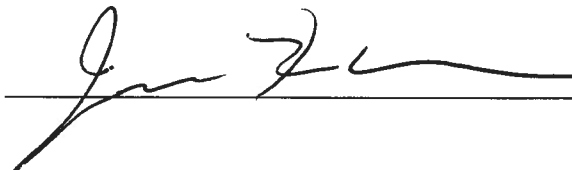
TEXT: To determine whether the Town will vote to appropriate a sum of money to be expended under the direction of the Board of Selectmen for the purpose of confirming program requirements, conducting review of site conditions, identifying permitting needs, and creating conceptual/schematic designs for a Council of Aging/Community Center building on the "municipal pad", the parcels of land located on and off Boston Post Road (Route 20) and Andrew Avenue in Wayland Massachusetts shown as Lot 4-1, Parcel R-20-1, Parcel R-21 and Lot 8-1 on a plan entitled "Plan of Land in Wayland, MA", dated December 12, 2013 prepared by Hancock Associates and recorded with the Middlesex South Registry of Deeds as Plan No. 1008 or 2013, a copy of which plan is on file in the Office of the Town Clerk. And, to determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by borrowing under Massachusetts General Law Chapter 44 or other enabling authority, or otherwise, and to authorize the Town Administrator with the approval by the voters of the Town of Wayland to take any action necessary to carry out this program.

COMMENTS:

PROS:

CONS:

SIGNATURE OF CHAIR



DATE

1-12-15

Revised
1/13/15
NJA

Article for Annual Town Meeting

Sponsor: Board of Selectmen

Date Received: January 12, 2015(rev)

Contact Person: Nan Balmer

Board Vote:

Date of Vote:

Title: Appropriate Funds for Due Diligence and Feasibility Design for a Proposed Council on Aging / Community Center at Wayland Town Center

Cost: \$150,000.

TEXT: To determine whether the Town will vote to appropriate a sum of money to be expended under the direction of the Board of Selectmen for the purpose of confirming program requirements, conducting review of site conditions, identifying permitting needs, and creating conceptual/schematic designs for a Council of Aging/Community Center building on the "municipal pad", the parcels of land located on and off Boston Post Road (Route 20) and Andrew Avenue in Wayland Massachusetts shown as Lot 4-1, Parcel R-20-1, Parcel R-21 and Lot 8-1 on a plan entitled "Plan of Land in Wayland, MA", dated December 12, 2013 prepared by Hancock Associates and recorded with the Middlesex South Registry of Deeds as Plan No. 1008 or 2013, a copy of which plan is on file in the Office of the Town Clerk. And, to determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by borrowing under Massachusetts General Law Chapter 44 or other enabling authority, or otherwise, and to authorize the Town Administrator with the approval by the voters of the Town of Wayland to take any action necessary to carry out this program.

BACKGROUND:

The "municipal pad" site at Town Center is due to be conveyed to the Town of Wayland as one of the last pieces of the development of Town Center. The site currently contains [40,000] sf of land and a [10,250] sf building. The building has a fully built structure and exterior, and partially finished "shell" interior (with metal studs only and no finishes). At the Board of Selectmen's direction two years ago, the existing building was left standing by Town Center developers, until such time as a use was identified for it, with the logic that a future use could most likely be integrated into the site at a significantly lower cost than building a new structure. If not, it could be easily demolished.

Now that the bulk of Town Center has been built out, the site is at an attractive location at the entrance of Town Center, with nearby shops and restaurants as well as the pending Town Green, hiking trails, and bike path. An initial review of the building has shown that the existing "shell" has a good, efficient internal layout and excellent reprogramming potential for town use.

PLANNING USE OF THE SITE:

The initial concept for use of the municipal pad centered on tearing down the building, and building an all-new combined Senior Center and Library on the site. However, this proposed 40,000 sf facility, at a cost of approximately \$320/sf including design, construction and furnishings, would cost in the neighborhood of \$12.8 million. This would be a huge undertaking for a Town which has recently

undertaken a new \$45 million high school and \$12 million DPW building, and additionally was judged to be, with the parking requirements, too large for the site.

Since then, the Library has stepped away from this site and begun to examine alternate locations for a building of the size that they wish to propose, and the Council on Aging stepped forward, since the existing building could suffice for a large piece of COA's needs as a stand-alone structure. Recent efforts, research and discussion have revealed that many needs of the Recreation Department can be addressed by a space-sharing arrangement with the CoA, maximizing use of these new resources for all ages, so the goal has become to create a multi-generational senior/community center for the good of all residents in Wayland.

COUNCIL ON AGING / COMMUNITY CENTER ADVISORY COMMITTEE

The Board of Selectmen created the Council on Aging/Community Center Advisory Committee (CoA/CCAC) on Nov. 17, 2014 and charged this advisory group with reviewing space needs and potential for reuse and use of the municipal pad, to determine:

1. if the existing building could be reconfigured to create a CoA/Community Center;
2. if a second supplementary structure was needed and feasible;
3. the level of renovations required;
4. how programming space for the COA and Recreation Departments can be maximized (in consultation with the departments);
5. project Goals in cooperation with Town resources and departments;
6. costs and Financing information available;
7. if the Town can generate income through room rentals.

The CoA/CCAC submitted a draft report to the BoS on Dec. 15, 2014 recommending that the existing building be renovated and that an addition be constructed to bring the total square footage up to 21,500 sf, the size recommended by the Massachusetts State Council on Aging for a senior population of the size living in the Town of Wayland. These buildings are to be designed to create space for:

- Council on Aging: Offices and Activity Rooms
- Recreation Department: Offices and Activity Rooms
- Veteran's Services
- Display of Wayland Historic Documents, Images & Objects (in entrances, hallways and meeting areas)

It is expected that the shared activity spaces could include:

- Room(s) for physical activities: dance, yoga, Pilates, martial arts, etc.
- Room(s) suitable for play and activities by young children
- Art studio space suitable for ceramics, painting, etc. (Potentially replacing the small art space at Fire station #2, releasing that space to meet fire department needs)
- Meeting rooms

- A 350-seat “great room” for events, shows and gatherings of all kinds with a commercial kitchen supporting the space, as well as suitable for cooking and nutrition classes. This space would be designed so that it could be rented by residents for private events, generating income. This space should be designed with sound-proof, moveable walls to divide the space for multiple uses.
- Drop-in areas for informal social interaction

The CoA/CCAC recommends that various programming, design and engineering “Due Diligence and Feasibility Design” efforts be performed to determine whether and how the site and building can be planned for the intended use. This article is to approve expending funds to complete these Due Diligence and Feasibility Design Efforts necessary to plan for this project, as described above. A future Town Meeting vote would be required to approve full design and construction of the project.

PROPOSED DUE DILIGENCE AND FEASIBILITY DESIGN EFFORTS

Due Diligence and Feasibility Design will be conducted by third-party professionals as managed by BoS or their designees. Funds will be recommended for payment by BoS with actual payment of funds to be administered by the Board of Selectmen. The projected costs of such studies, as set forth herein, are based upon good faith estimates and working budgets based on market research for subsequent tasks. BoS or their designees will secure multiple bids from third-party contractors as required by law.

Due Diligence and Feasibility Design Efforts include the following tasks:

HAZMAT testing/reporting	\$ 4,500.
21 E Report	\$ 8,000.
Additional provision for <u>Con.Com.</u> Review:	
• Survey with botanist	\$ 8,000.
• Civil eng., arch. and landscape site design	\$ 25,000.
• Soil testing for drainage	\$ 1,000.
• Alternatives analysis	\$ 5,000.
• Sewerage Layout	\$ 1,000.

Upon approval of Site Design only:

Architectural & Engineering Study fee

Space Programming	\$15,000.
Conceptual Design	\$ 20,000.
Expenses, Printing, etc.	\$12,500.
Schematic Design for pricing	<u>\$40,000.</u>

Contingency	\$10,000.
-------------	-----------

Subtotal	\$ 150,000.
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At the conclusion of these efforts, the Town of Wayland will have a program, and probably alternative programs, which will be fully analyzed, schematically designed, and can be preliminarily priced for construction, so that the Town can collectively make an informed decision at a future Town Meeting as to the scope and costs of any proposed project, and whether and how to proceed with the undertaking. Alternative programs could include a plan to demolish the existing building, if there are compelling reasons to do so, and build entirely new structures.

LAND JURISDICTION & USE LIMITATIONS

The property subject to the due diligence in this proposal consists of the parcels of land located on and off Boston Post Road (Route 20) and Andrew Avenue in Wayland Massachusetts shown as Lot 4-1, Parcel R-20-1, Parcel R-21 and Lot 8-1 on a plan entitled "Plan of Land in Wayland, MA", dated December 12, 2013 prepared by Hancock Associates and recorded with the Middlesex South Registry of Deeds as Plan No. 1008 or 2013, a copy of which plan is on file in the Office of the Town Clerk. At the time that this article was written, this parcel was owned by Twenty Wayland. Agreements between the Town of Wayland and Twenty Wayland provide for a municipal pad of 40,000 sq. ft. to be made available to the Town. The BoS will complete legal control of the parcel before any construction begins.

This municipal pad site is subject to an environmental Activities and Use Limitation (AUL) based on the site cleanup prior to Town Center. Detailed information about the condition of the site and mediation efforts are found at: Raytheon Remediation of the Former Raytheon Facility in Wayland MA <http://raytheon.erm.com/home.htm>

Any and all uses on site would be planned and designed to be in compliance with relevant Massachusetts Department of Environmental Protection standards.

The site abuts the Sudbury River and associated wetlands. Any design and usage will be reviewed with the Wayland Conservation Commission for compliance with DEP standards, and funds are included in the Due Diligence Efforts to complete this review.

COMMUNITY OUTREACH

The CoA/CCAC have reviewed the concept with representatives of the Council on Aging, the Recreation Department, the Planning Board, the Historical Commission, the Conservation Commission, the Finance Committee and several community groups, with positive feedback. The CoA/CCAC will continue to coordinate with these groups and other interested parties in planning for this site on an on-going basis, as requested by the BoS, to ensure that concerns are addressed and mitigated, and that community feedback is integrated into the project design.

FUTURE FUNDING OF THE PROJECT

If the existing building alone were to be renovated, the potential cost to fully design, construct and furnish the partial senior/community center is estimated be in the neighborhood of \$1.5 – 2 million (but this is subject to design and further investigation, which is the primary purpose of this design and due diligence effort, to confirm this number with more certainty. If any addition were to be added to the existing structure, at perhaps [11.5k sf @ \$320/sf = \$3.68 million], this would bring the facility up to the recommended state standards, still at a cost well below that of a new facility. The scope of any addition would be carefully studied and designed to meet Wayland's specific senior/community uses in a cost-sensitive manner. The construction of such an addition or an entirely new building will be subject to

future Town Meeting vote, and the efforts herein will provide the information needed for voters to make any such decision.

ARGUMENTS IN FAVOR:

- The existing building at the municipal pad represents a unique opportunity for the Town of Wayland. Since it is built and readily adaptable, many costs typically undertaken by a town to create a senior or community center are already paid. For less than the typical cost of a new building, this existing building can be finished for new uses for Wayland's future.
- Since 2006, the plan for the Town Center development has included this benefit of a municipal building pad gift. The Town Center project is approaching complete build-out, and the BoS is negotiating for transfer of the site. The timing is right to move forward with specific planning for Wayland uses on the site.
- The proposed funding will provide all the meaningful information needed to evaluate the scope and cost of a potential senior/community center, so that at a future Town Meeting voters can be fully informed as they decide whether and how to proceed with any center at the municipal pad.
- Twenty-five percent of Wayland residents are 60+ years old and eligible for local, state, and federal programs and services. These seniors are underserved by inadequate facilities, squeezed into 2500 sf space at Town Building and a patchwork of other scattered resources. State guidelines recommend [18,000-21,000] sf for a senior center, and surrounding towns are well ahead of Wayland in providing these resources. Wayland's senior population is growing and is expected to peak at 30% of the town population in 2030 before declining, and this site represents an optimal, well-located, cost-effective way to meet this essential need.
- This facility can be designed as flexible space that will serve citizens of all ages by managing program schedules. Relocating the staff of the recreation department to this new building will allow close coordination of shared space and resources, so that the rooms and spaces are used to their full potential and services can be streamlined.
- Existing offices used by Recreation and CoA staff make inadequate provision for resident privacy when disclosing issues related to personal financial information, health information, disabilities, and mental health issues. Better office space will provide privacy and dignity for residents.
- New indoor recreation space will create play space for young children sought by the Wayland Parent and Children's Association.
- Locating the senior/community center at the municipal pad increases its visibility & places it in a walkable community so that residents can walk to shops, restaurants, housing, health club, medical offices without having to drive between these uses.
- Parking at Town Building is full to overflowing during many senior events, with the population of users only growing. Adequate parking can be provided at the municipal

pad, with overflow parking readily available in the nearby Town Center lots and on-street parking for peak events.

- Even if the proposed senior/community center is not passed at Town Meeting, the due diligence on the municipal pad and the programming for future senior/community uses information will still be useful, as both issues must be addressed eventually.

ARGUMENTS AGAINST

- Some may feel that providing better facilities for seniors is not a priority at this time.
- Some may feel that providing better indoor facilities for recreation is not a priority at this time.
- If an addition were to be contemplated, although the overall costs are well below other towns' new costs, some still fear that any increased debt could affect the Town's credit rating by Moody's.
- Some fear that the site selected may have environmental issues or be too close to the Sudbury River.
- Property taxes may increase.
- Some fear that the Town will be expending \$150,000 without having control of the land yet.
- Some may feel that alternative sites with better potential have not been adequately explored.

Exhibits

1. Map of the entire Town Center Property – highlighted relevant plot
2. Detailed map of relevant plot
3. Exterior Photo of Existing Building. Photo of site location for addition.
4. List of links to relevant websites:
 - a. Council on Aging-www.way.ma.us/Pages/WaylandMA_COA/index
 - b. CoA/CCACCommittee-http://www.wayland.ma.us/Pages/WaylandMA_bcomm/COA-CCAC/index
 - c. Recreation Department www.wayland.ma.us/Pages/WaylandMA_Recreation/index
 - d. Raytheon Remediation of the Former Raytheon Facility in Wayland MA <http://raytheon.erm.com/home.htm>
5. List of other towns' senior and community center facilities – size
6. Exhibit: Capacity Issues in Wayland's CoA and Recreation Programs vs. Activity Spaces

ARTICLE FOR 2015 ANNUAL TOWN MEETING

SPONSOR Board of Selectmen DATE REC'D 1/9 /15
TITLE ACQUIRE MUNICIPAL PARCEL IN TOWN CENTER
CONTACT PERSON Nan Balmer, Town Admin'r TELEPHONE (508) 358-3620
BOARD VOTE _____ DATE OF VOTE 1/12/2015
COST \$1.00 NO COST___ COST ESTIMATE AVAILABLE ON N/A
TEXT:

**ARTICLE ____ : ACQUIRE MUNICIPAL PARCEL AND TRANSFER AND
CONVEY ACCESS EASEMENT IN TOWN CENTER**

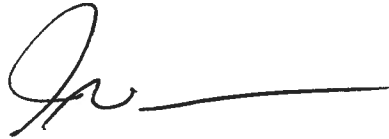
Proposed by: Board of Selectmen Estimated Cost: \$1.00

To determine whether the Town will vote to:

- a.) authorize the Board of Selectmen, with approval of Town Counsel as to form, to lease, as lessee, or acquire by purchase, gift, eminent domain or otherwise, for municipal purposes, the fee or any lesser interest in all or any part of the parcels of land located on an off Boston Post Road (Route 20) and Andrew Avenue in Wayland, Massachusetts shown as Lot 4-1, Parcel R-20-1, Parcel R-21 and Lot 8-1 on a plan entitled "Plan of Land in Wayland, MA", dated December 12, 2013 prepared by Hancock Associates and recorded with the Middlesex South Registry of Deeds as Plan No. 1008 of 2013, a copy of which plan is on file in the Office of the Town Clerk;
- b.) appropriate \$1.00 to be expended by the Board of Selectmen for the acquisition or lease of said parcels of land;
- c.) determine whether said appropriation shall be provided by taxation, transfer from unappropriated available funds, transfer from available funds appropriated for other purposes, by borrowing, or otherwise;
- d.) authorize the Wayland Wastewater Management District Commission, with the approval of Town Counsel as to form, to transfer to the Board of Selectmen an area of land comprising part of the westerly portion of the parcel of land on Elyssa Avenue, Wayland, Massachusetts shown as Parcel B

on Land Court Plan 17983-I for the purpose of selling, conveying or otherwise disposing of an access easement on, over, across and through said area of land; and

- e.) authorize the Board of Selectmen, with the approval of Town Counsel as to form to convey, sell or otherwise dispose of an access easement on, over, across and through said area of land described in Paragraph d above.



SIGNATURE OF CHAIR: 1-12-15 DATE 1/12/2015

ARTICLE FOR 2015 ANNUAL TOWN MEETING

SPONSOR Board of Selectmen at the request of the Board of
Public Works DATE REC'D 1/9/15

TITLE FUND GLEZEN LAND TRAFFIC CONTROL MEASURES

CONTACT PERSON Nan Balmer, Town Admin'r

TELEPHONE (508) 358-3620

BOARD VOTE _____ DATE OF VOTE 1/12/2015

COST _____ NO COST _____ COST ESTIMATE AVAILABLE ON

TEXT:

ARTICLE ____: **FUND GLEZEN LAND TRAFFIC CONTROL MEASURES**

Proposed by: Board of Selectmen Estimated Cost: \$100,000.
at the Request of the
Board of Public Works

To determine whether the Town will vote to appropriate a sum of money to be expended by the Board of Public Works for the costs of design and construction of traffic control measures and improvements to Glezen Lane; and determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by borrowing under Massachusetts General Laws Chapter 44 or other enabling authority, or otherwise.

SIGNATURE OF CHAIR: _____

DATE 1/12/2015

ARTICLE FOR 2015 ANNUAL TOWN MEETING

SPONSOR Board of Selectmen DATE REC'D 1/9/15

TITLE ACCEPT CHAPTER 390 OF THE ACTS OF 2014 TO ESTABLISH
A TAX TITLE COLLECTION REVOLVING FUND

CONTACT PERSON Nan Balmer, Town Admin'r

TELEPHONE (508) 358-3620

BOARD VOTE _____ DATE OF VOTE 1/12/2015

COST _____ NO COST _____ COST ESTIMATE AVAILABLE ON

TEXT:

ARTICLE ____ : ACCEPT CHAPTER 390 OF THE ACTS OF 2014 TO
ESTABLISH A TAX TITLE COLLECTION REVOLVING FUND

Proposed by: Board of Selectmen Estimated Cost: _____

To determine whether the Town will vote to accept the provisions of Chapter 390 of the Acts of 2014 to establish a tax title collection revolving fund.

SIGNATURE OF CHAIR: _____



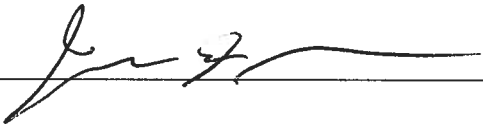
DATE 1/12/2015

would present a challenge to the way the Recreation Department currently budgets

PROS:

CONS:

SIGNATURE OF CHAIR



DATE

1-12-15

Mark Lanza Approval

DATE

ARTICLE FOR ANNUAL TOWN MEETING

SPONSOR: SELECTMEN DATE RECEIVED: January 12, 2015
CONTACT PERSON: Nan Balmer TELEPHONE/Day: _____
TELEPHONE/Evening: _____
BOARD VOTE: _____ DATE OF VOTE: _____
TITLE: Create Chapter 44 Section 53 D Recreation Revolving Fund

COST: _____ NO COST: _____ COST ESTIMATE: _____

TEXT:

To see if the town will accept the provisions of Chapter 44, § 53 D of the Massachusetts General Laws establishing recreation as an revolving fund effective fiscal year 2016.

COMMENTS:

The current recreation revolving fund structure under Chapter 53 Section 53 E ½ is not viable. The 1% ceiling limits the ability of the Department to operate a municipal revolving fund under Chapter 44 Section 53 E ½. The Town should move away from this structure.

Chapter 44 Section 53D allows a town to establish a recreation revolving fund, provided that full time salaries are not charged to that fund, and provided further that any unreserved fund balance greater than \$10,000 reverts to the general fund. This structure is similar to the current structure where the Town utilizes a revolving fund without further appropriation and the general fund with appropriation for Recreation purposes. The differences are that (1) the 53D retains interest, (2) the 53D is not intended to allocate/ recover indirect costs and (3) would transfer any unreserved fund balance to the general fund if that balance exceeded \$1,000. Further, the 53D option allows the Department the flexibility to budget in a manner consistent with current practices. There is no certification of a 44:53D unreserved fund balance. There are about 117 44:53Ds based on DOR 2014 data.

PROS:

SIGNATURE OF CHAIR Clayton Keener DATE 11-5-15

Mark Lanza Approval _____ DATE _____

ARTICLE FOR 2015 ANNUAL TOWN MEETING

SPONSOR Board of Selectmen at the request of the
Wastewater Management Dist. Comm. DATE REC'D 1/9/15

TITLE FUND PAYMENT IN LIEU OF SEWER BETTERMENT ASSESSMENT FOR
SEWER CAPACITY FOR TOWN-OWNED BUILDINGS

CONTACT PERSON Nan Balmer, Town Admin'r

TELEPHONE (508) 358-3620

BOARD VOTE _____ DATE OF VOTE 1/12/2015


COST _____ NO COST _____ COST ESTIMATE AVAILABLE ON

TEXT:

ARTICLE _____ : FUND PAYMENT IN LIEU OF SEWER BETTERMENT
ASSESSMENT FOR SEWER CAPACITY FOR TOWN-OWNED
BUILDINGS

Proposed by: Board of Selectmen Estimated Cost: \$ _____.
at the Request of the
Wastewater Management
District Commission

To determine whether the Town will vote to appropriate a sum of money to be expended by the Board of Selectmen for a payment in lieu of a betterment assessment relative to the new Town-owned wastewater treatment plant for sewer capacity at said plant to connect a Town-owned building or buildings thereto; and determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by borrowing under Massachusetts General Laws Chapter 44 or other enabling authority, or otherwise.

SIGNATURE OF CHAIR:  DATE 1/12/2015

ARTICLE FOR ANNUAL TOWN MEETING

SPONSOR: Board of Selectmen DATE RECEIVED: 1/12/15

CONTACT PERSON: Nan Balmer TELEPHONE/Day: _____

TELEPHONE/Evening: _____

BOARD VOTE: 5-0-0 DATE OF VOTE: 1-12-15

TITLE: RESOLUTION REGARDING ESCO PROJECT CHANGE

COST: _____ NO COST: COST ESTIMATE: _____

TEXT:

TO DETERMINE WHETHER THE TOWN WILL VOTE TO ADOPT A RESOLUTION IN SUPPORT OF CHANGES TO THE ESCO PROJECT DESCRIBED AT THE 2014 ANNUAL TOWN MEETING

COMMENTS:

PROS:

CONS:

SIGNATURE OF CHAIR *Cheryl K...* DATE 1-15-15

Mark Lanza Approval _____ DATE _____

RECEIVED

JAN 14 2015

Board of Selectmen
Town of Wayland

ARTICLE FOR ANNUAL TOWN MEETING

SPONSOR: Conservation Commission DATE RECEIVED: _____
TELEPHONE/Day: 508-358-3669

CONTACT PERSON: S. Greenbaum, Chair or B. Monahan, Conservation Administrator

TELEPHONE/Evening 508-358-3669/evenings: 508-358-3669

BOARD VOTE: 5-0 DATE OF VOTE: January 13, 2015

TITLE: Amend Chapter 193 – Stormwater and Land Disturbance Bylaw

COST: _____ NO COST: XX COST ESTIMATE AVAILABLE ON _____

TEXT: To determine whether the town will vote to amend Chapter 193 as proposed in the attached Bylaw with strike-outs and proposed wording included.

COMMENTS:

Proposed amendments are intended to clarify illicit discharges as an item addressed in the Bylaw, change the exemptions to include more active construction sites that should be using both sedimentation controls during construction as well as mitigation for changes in impervious surfaces, and to add or amend definitions. Changes in definitions include making terms consistent with other Bylaws for example.

PROS: Intent is to promote better development and redevelopment practices by containing runoff during and after development as well as being consistent with other laws and regulations addressing storm water in Wayland. Promoting good construction practices does eliminate long-term costs of cleaning drainage structures and after the fact enforcement when alterations of protected areas are impacted by the lack of proper containment.

CONS: Short-term cost for sediment and erosion controls. Costs will be on parties who may impact a resource area rather than town who has after the fact impacts including enforcement, cleaning drainage structures, and related impacts.

SIGNATURE OF CHAIR:  DATE: 1/14/15

Chapter 193

STORMWATER AND LAND DISTURBANCE

- | | |
|-----------------------------------|--------------------------|
| § 193-1. Purposes and objectives. | § 193-5. Administration. |
| § 193-2. Definitions. | § 193-6. Procedures. |
| § 193-3. Authority. | § 193-7. Enforcement. |
| § 193-4. Applicability. | § 193-8. Severability. |

[HISTORY: Adopted by the Annual Town Meeting of the Town of Wayland 4-10-2008 by Art. 25. Amendments noted where applicable.]

GENERAL REFERENCES

Wetlands and water resources protection -See Ch. 194.
Zoning -See Ch. 198
~~Aquifer Protection District – See Ch. 300~~
Aquifer Protection District – See Ch. 198, Art 16.
Site plan review and approval -See Ch. 302.
Subdivision of land -See Ch. 303.

§ 193-1. Purposes and objectives.

A. The purpose of this chapter is to:

- (1) Protect the quantity and quality of water recharge to the Town's water supply aquifers;
- (2) Protect cold water fisheries and other designated outstanding water resources from discharges of toxic pollutants, nutrients, and temperature changes;
- (3) Protect and enhance wildlife habitat;
- (4) Protect streams, rivers, and private property from additional flood damage from changed flow patterns;

B. This chapter seeks to implement these goals through the following objectives:

- (1) Complement and expand upon the requirements of state and federal statutes and regulations relating to stormwater and illicit discharges;
- (2) Establish provisions for long-term responsibility for and maintenance of structural stormwater control facilities/devices and nonstructural stormwater management practices to ensure they continue to function as designed, are maintained, and pose no threat to public safety;
- (3) Ensure that soil erosion control measures, sedimentation control measures and stormwater runoff control practices are incorporated into the site planning and design process and are implemented and maintained;
- (4) Require that new development and redevelopment maintain the pre-development hydrologic characteristics in the post-development state as nearly as practicable in order to reduce flooding, stream bank erosion, non-point source pollution, to maintain the integrity of stream channels and aquatic habitats and to provide protection from property damage.
- (5) Establish minimum design criteria for the protection of properties and aquatic resources downstream from land development and land conversion activities from damages due to increases in volume, velocity, frequency, duration and peak flow rate of stormwater runoff; establish minimum design criteria for BMP measures to minimize point and non-point

- source pollution from stormwater runoff which would otherwise degrade water quality;
- (6) Control the volume and rate of stormwater runoff resulting from land disturbance activities; establish minimum post-development stormwater management standards and design criteria for the regulation and control of stormwater runoff quantity and quality; establish minimum design criteria for the protection of properties and aquatic resources downstream from land development, redevelopment and land conversion activities from damages due to increases in volume, velocity, frequency, duration and peak flow rate of stormwater runoff;
 - (7) Establish minimum design criteria for BMP measures to minimize point and non-point source pollution from stormwater runoff which would otherwise degrade water quality;
 - (8) Require that there be no increase in post-development discharge from storm drainage systems or any other changes in post-development conditions that alter the post-development watershed boundaries;
 - (9) Require that all catch basin discharge points or other point source discharge points shall be designed with structures to disperse stormwater energy;
 - (10) Encourage the use of non-structural stormwater management and low-impact stormwater site design standards such as reducing impervious cover and the preservation of open space and other natural areas;
 - (11) Require practices to control waste such as discarded building materials, truck washouts, chemicals, litter and sanitary waste at construction sites that may cause adverse impacts to water quality;
 - (12) Ensure compliance with the provisions of this bylaw through inspection, monitoring and enforcement;
 - (13) Establish provisions to ensure there is an adequate funding mechanism, including a performance guarantee, for the proper review, inspection and long-term maintenance of stormwater facilities implemented as part of this chapter;
 - (14) Establish administrative procedures and fees for the submission, review, approval or disapproval of stormwater management plans, and for the inspection of approved active projects, and long-term follow up.

C. Nothing in this chapter is intended to replace the requirements of Chapter 194 of the Town Code, the Town's Wetlands and Water Resources Bylaw, or any other bylaw that may be adopted by the Town.

§ 193-2. Definitions.

The following definitions shall apply in the interpretation and implementation of this chapter.

~~ALTER~~ Any activity which will measurably change the ability of a ground surface area to absorb water or will change existing surface drainage patterns.

ALTER shall include, but is not limited to, one or more of the following actions upon areas described in this Bylaw:

The removal, excavation or dredging of soil, sand, gravel or aggregate material of any kind;

The changing of pre-existing drainage characteristics, flushing characteristics, salinity distribution, sedimentation patterns, flow patterns and flood storage retention areas;

The drainage or disturbance of the water level or water table, the dumping, discharging or filling with any material or drainage which could degrade the water quality;

The driving of piles, erection of buildings or structures of any kind;

The placing of obstructions, including docks and piers, whether or not they interfere with the flow of water;

The destruction of plant life, including the cutting of trees;

The changing of water temperature, biochemical oxygen demand and other natural characteristics of the receiving water;

Any activity, change or work which pollutes or degrades the quality of any stream, body of water, wetland, buffer zone, or water resource area whether located in or out of the Town of Wayland;

The flowage of water, piped or otherwise channelized, through irrigation or other unnatural means into or onto any wetlands, buffer zones, and related water resources.

AUTHORIZED ENFORCEMENT AGENCY - The Wayland Conservation Commission, hereinafter the Commission, its employees or agents designated to enforce this chapter.

BEST MANAGEMENT PRACTICE (BMP) - Structural, nonstructural and managerial techniques that are recognized to be the most effective and practical means to prevent and/or reduce increases in stormwater volumes and flows, reduce point source and non-point source pollution, and promote stormwater quality and protection of the environment.

- A. Structural BMPs are devices that are engineered and constructed to provide temporary storage and treatment of stormwater runoff.
- B. Nonstructural BMPs use natural measures to reduce pollution levels, do not require extensive construction efforts, and/or promote pollutant reduction by eliminating the pollutant source.

BETTER SITE DESIGN - Site design approaches and techniques that can reduce a site's impact on the watershed through the use of nonstructural stormwater management practices. Better site design includes conserving and protecting natural areas and open space, reducing impervious cover, and using natural features for stormwater management.

CLEARING - Any activity that removes the vegetative surface cover.

CONSTRUCTION AND WASTE MATERIALS - Excess or discarded building or site materials, including but not limited to concrete truck washout, chemicals, litter and sanitary waste at construction sites that may adversely impact water quality.

DEVELOPMENT - The modification of land to accommodate a new use or expansion of an existing use, usually involving construction.

DISCHARGE - A general outflow term including flow from a pipe into a stream, or from a stream to a body of water.

- A. **DISCHARGE POINT** - The outlet of a pipe or a particular location along a stream.
- B. **DISCHARGE (FLOW) RATE** - Volume of water passing a particular point in a given time.
- C. **DISCHARGE (FLOW) VOLUME** - Includes both sheet runoff and point source discharges from pipes or stream channels.

EROSION - The wearing away of the land surface by natural or artificial forces such as wind, water, ice, gravity, or vehicle traffic and the subsequent detachment and transportation of soil particles.

EROSION AND SEDIMENTATION CONTROL PLAN - A document containing narrative, drawings and details developed by a qualified professional engineer (PE) or a Certified Professional in Erosion and Sedimentation Control (CPESC), which includes best management practices, or equivalent measures designed to control surface runoff, erosion and sedimentation during pre-construction and construction related land disturbance activities.

ILLCIT DISCHARGE - Any direct or indirect discharge to the municipal separate storm sewer

system and municipal storm drain system that is not composed entirely of stormwater, except for projects exempted by this Bylaw or regulations issued thereunder. The term does not include a discharge in compliance with an NPDES stormwater discharge permit or resulting from fire-fighting activities.

INFILTRATION - The movement of water downward into the soil. Infiltration is important to replenishing the groundwater.

IMPERVIOUS SURFACE - Any material or structure on or above the ground that prevents water infiltration to the underlying soils. "Impervious surface" includes without limitation roads, paved parking lots, sidewalks, stone patios, decking, and rooftops.

LAND-DISTURBING ACTIVITY - Any activity including clearing, the removal of trees and other vegetation that causes a change in the position or location of soil, sand, rock, gravel, or similar earth material.

LAND USE CONVERSION ACTIVITY - Any activity which will measurably change the ability of a ground surface area to absorb water or will change existing surface drainage patterns.

LOCAL GENERAL PERMIT - Work permitted by right under this chapter, providing that there is an approved erosion and sediment control plan for the land disturbing activity.

MASSACHUSETTS STORMWATER MANAGEMENT POLICY- The policy issued by the Department of Environmental Protection, and as amended, that coordinates the requirements prescribed by state regulations promulgated under the authority of the Massachusetts Wetlands Protection Act, MGL c. 131, § 40, and the Massachusetts Clean Waters Act, MGL c. 21, §§ 23 through 56.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) or MUNICIPAL STORM DRAIN SYSTEM - The system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, reservoir, and other drainage structure that together comprise the storm drainage system owned or operated by the Town of Wayland.

NATURAL VEGETATED STATE- Ground cover of native plants species and other trees, shrubs, and/or grasses that is not mowed more than twice a year.

NEW DEVELOPMENT - Any construction or land disturbance of a parcel of land that is currently in a natural vegetated state and does not contain alteration by man-made activities.

NPDES PERMIT – National Pollutant Discharge Elimination System, a permit program of the Clean Water Act administered by the Environmental Protection Agency, Region I for the Commonwealth of Massachusetts.

NON-POINT SOURCE POLLUTION - Pollution from many diffuse sources caused by rainfall or snowmelt moving over and through the ground. As the runoff moves, it picks up and carries away natural and human-made pollutants, finally depositing them into water resource areas.

OPERATION AND MAINTENANCE PLAN (O & M) Plan: A plan setting up the functional, financial, and organizational mechanisms for the ongoing operation and maintenance of a stormwater management system to ensure that it continues to function as designed.

OUTFALL- A pipe or conduit discharging water.

OWNER - A person with a legal or equitable interest in property.

POST-DEVELOPMENT - The conditions that reasonably may be expected or anticipated to exist after completion of the land development activity on a specific site or tract of land. Post-development refers to the phase of a new development or redevelopment project after completion and does not refer to the construction phase of the project.

PRE-CONSTRUCTION - All activity in preparation for construction.

RECHARGE - The replenishment of underground water reserves.

REDEVELOPMENT - Any ground surface disturbing construction, alteration, demolition, or improvement of a parcel of land that currently lacks a natural vegetated state and contains alterations by man-made activities.

RUNOFF- Water from precipitation, rainfall, snowmelt, or irrigation, which flows broadly over the ground surface as opposed to a channel. Also called "stormwater runoff" or "direct runoff."

- A. **RUNOFF VOLUME** - The total volume of water that occurs as direct runoff from a given rainfall event.
- B. **RUNOFF RATE**-The volume of water passing a particular point in a given period of time, often expressed as cubic feet per second.
- C. **TOTAL RUNOFF** -Includes both sheet or non-point runoff (water flowing over the ground and point sources from stream channels/pipes).

SEDIMENT - Mineral or organic soil material that is transported by wind or water from its origin to another location; the product of erosion processes.

SEDIMENTATION - The process or act of deposition of sediment.

SITE - Any lot or parcel of land or area of property where land-disturbing activities are, were, or will be performed.

SLOPE - The incline of a ground surface expressed as a ratio of horizontal distance to vertical distance.

SOIL - Any earth, sand, rock, gravel, or similar material.

STABILIZATION - The use, singly or in combination, of mechanical, structural, or vegetative methods, to prevent or retard erosion.

STORMWATER – ~~Stormwater~~ Runoff from precipitation or snowmelt runoff, and surface water runoff and drainage.

STORMWATER MANAGEMENT PERMIT (SMP) - The permit issued following a review on an application, plans, calculations and other supporting documents, which is designed to protect the environment of the Town of Wayland from deleterious effects of uncontrolled and untreated stormwater runoff.

STRIP - Any activity that removes vegetative ground surface cover, including, but not limited to, tree

removal, clearing, grubbing, and storage or removal of topsoil.

TOTAL SUSPENDED SOLIDS (TSS) - A measure of the sediments in a unit volume of water. Small particles of mineral and organic matter that are suspended within water runoff. TSS does not include sediment fractions larger than two millimeters in size.

VERNAL POOL - "Vernal pool" shall include, in addition to any vernal pool certified by the Massachusetts Division of Wildlife and Fisheries Natural Heritage and Endangered Species Program (NHESP), any confined basin or depression not occurring in existing lawns, gardens, landscaped areas, or driveways, which normally holds water for a minimum of two continuous months during the spring and/or summer, contains at least 200 cubic feet of water at some time during most years, is free of adult predatory fish populations, and provides essential breeding and rearing habitat functions for amphibian, reptile, or other vernal pool community species.

WATERCOURSE - A natural or man-made channel through which water flows or a stream of water, including a river, brook, or underground stream.

WATERS OF THE COMMONWEALTH – All waters within the jurisdiction of the Commonwealth, including, without limitation, rivers, streams, lakes, ponds, springs, impoundments, estuaries, wetlands, coastal waters, and groundwater.

WAYLAND'S WETLANDS AND WATER RESOURCES PROTECTION BYLAW- Chapter 194 of the Town Code.

WETLAND RESOURCE AREA - Areas specified in the Massachusetts Wetlands Protection Act and/or in Wayland's Wetlands and Water Resources Bylaw.

WETLANDS - ~~"Wetland"~~ means ~~w~~Wet meadows, marshes, swamps, bogs, and other areas where groundwater, flowing or standing surface water or ice provide a significant part of the supporting substrate for a hydrophilic plant community, or emergent and submergent plant communities in inland waters.

§ 193-3. Authority.

This chapter is adopted under authority granted by the Home Rule Amendment of the Massachusetts Constitution.

§ 193-4. Applicability.

- A. This chapter shall apply to all new development and redevelopment within the Town of Wayland, including, but not limited to, site plan applications, subdivision applications, grading applications, land use conversion applications, any activity that is likely to result in an increased amount of stormwater runoff or pollutants flowing from a parcel of land, or any activity that is likely to alter the drainage characteristics of a parcel of land, unless exempt pursuant to § 193-4B of this chapter. A ~~stormwater management permit~~ (SMP) shall be required for all new development and redevelopment regulated by this chapter.
- B. Exemptions. No person shall alter land within the Town of Wayland without having obtained an ~~stormwater management permit~~ (SMP) for the property, except for the following activities:
 - (1) Any activity ~~in the Aquifer Protection District~~ that will either disturb an area not to ~~exceeding~~ 5,000 square feet or 10% of the lot area, whichever is less;

- (2) Any activity that will create new impervious surface or increase existing impervious surfaces less than not to exceeding 500 square feet;
- (3) Normal maintenance and improvement of land in agricultural use as defined in 310 CMR 10.04 and MGL c. 40A, § 3;
- (4) Construction and repair of septic systems when required and approved by the Board of Health for the protection of public health and in compliance with Massachusetts Title V requirements, providing no other local permit is needed and the applicant has implemented a soil erosion plan that includes the use of sediment barriers, temporary and permanent soil stabilization specifications, and containment of erodible materials;
- (5) Projects wholly within the jurisdiction of the ~~Conservation~~ Commission and requiring an Order of Conditions pursuant to the Wetlands Protection Act and/or a wetlands permit pursuant to Chapter 194 of the Town Code;
- (6) Construction activities associated with utilities (gas, water, electric, telephone, fiber-optic cable) other than drainage, which will not permanently alter terrain, ground cover or drainage patterns;
- (7) Emergency repairs to any stormwater management facility or practice that poses a threat to public health or public safety or as deemed necessary by the ~~Conservation~~ Commission;
- (8) Any work or projects for which all necessary approvals and permits have been issued prior to the effective date of this chapter;
- (9) Construction or reconstruction of an existing stonewall and all other retaining walls less than 12 feet in length that will not deter drainage or runoff;
- (10) The construction of any fence that will not alter existing terrain or drainage patterns;
- (11) The repair or replacement of an existing roof of a single-family dwelling;
- (12) Municipal activities for public safety or public health such as water line flushing, street sweeping and dye testing, provided notification is given to the Authorized Enforcement Agency.

§ 193-5. Administration.

- A. The Conservation Commission shall administer, implement and enforce this chapter.
- B. Stormwater regulations. The ~~Conservation~~ Commission may adopt, and periodically amend, rules and regulations relating to the terms, conditions, definitions, enforcement, application and inspection fees, procedures and administration of this chapter by majority vote of the ~~Conservation~~ Commission, after conducting a public hearing to receive comments on any proposed revisions. Such hearing date shall be advertised in a newspaper of general local circulation, at least seven days prior to the hearing date. After public notice and public hearing, the ~~Conservation~~ Commission may promulgate rules and regulations to effectuate the purposes of this bylaw.
- C. Waiver: The ~~Conservation~~ Commission may waive strict compliance with any requirement of this chapter or the rules and regulations promulgated hereafter, where such action:
 - (1) Is allowed by federal, state and local statutes and/or regulations;
 - (2) Is in the public interest; and
 - (3) Is not inconsistent with the purpose and interest objectives of this chapter.

§ 193-6. Procedures,

Permit procedures and requirements shall be defined and included as part of any rules and regulations promulgated as permitted under § 193-5 of this ~~b~~Bylaw.

§ 193-7. Enforcement.

The Conservation Commission or an authorized agent of the ~~Conservation~~ Commission shall enforce

this chapter, regulations, orders, violation notices, and enforcement orders, and may pursue all civil (noncriminal) and criminal remedies for such violations.

§ 193-8. Severability.

The invalidity of any section, provision, paragraph, sentence, or clause of this chapter shall not invalidate any section, provision, paragraph, sentence, or clause thereof, nor shall it ~~inviolate~~ invalidate any permit or determination that previously has been issued.



TOWN OF WAYLAND

MASSACHUSETTS
01778

WAYLAND COMMUNITY PRESERVATION COMMITTEE

TOWN BUILDING
41 COCHITUATE ROAD
(508) 358-3621
WWW.WAYLAND.MA.US

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JAN 14 2015

Board of Selectmen
Town of Wayland

GRETCHEN SCHULER, CHAIR
MAUREEN CAVANAUGH
BOB GOLDSMITH
ANNA MELIONES
IRA MONTAGUE
ELISA SCOLA
JOHN SULLIVAN
SUSAN WEINSTEIN

TO: Board of Selectmen
Nan Balmer, Town Administrator

RE: Community Preservation Committee Articles

DATE: January 14, 2015

On behalf of the Community Preservation Committee I would like to submit the attached articles and make a couple of requests about their order in the warrant, as the order in which they are considered may have an impact on the articles.

Would you please consider taking up the Transfer of Funds article first – prior to any spending articles.

Would you please consider taking up the purchase of 246 Stonebridge Road for open space immediately before the article concerning stabilization of historic Stone's Bridge. These two articles are linked by location and use (passive recreation) and will be best considered together with the open space article before the historic preservation article.

Finally, we would like to have a report in the appendices that accounts for projects completed and those still in progress as well as balance in each account. I will ask Brian Keveny to help me pull that together – and will do so in quick order.

Thank you for your attention to these issues.

RECEIVED

JAN 14 2015

Board of Selectmen
Town of Wayland

ARTICLE FOR TOWN MEETING

SPONSOR: Community Preservation Committee DATE RECEIVED: _____

CONTACT PERSON: Gretchen Schuler TELEPHONE/Day: 508-358-7980

TELEPHONE/Evening: 508-245-4115 (cell)

BOARD VOTE: 8-0-0 DATE OF VOTE: 01-07-15

TITLE: Set Aside Community Preservation Funds for Later Spending

COST: \$0 NO COST COST ESTIMATE AVAILABLE ON: _____

TEXT: To determine whether the Town will vote to set aside from the Community Preservation Act Fund's uncommitted funds for later spending:

- a) \$95,897 for open space, but not including land for recreational use, \$95,897 for historic resources, and \$95,897 for community housing pursuant to Massachusetts General Laws Chapter 44B, Section 6 for FY 2016;
- b) \$123,391 for open space, but not including land for recreational use, \$163,305 for historic resources, and \$141,897 for community housing pursuant to Massachusetts General Laws Chapter 44B, Section 6 for underfunding of FY2007, FY2008, FY2010-FY2014;
- c) \$25,000 for administrative expenses; and,
- d) \$250,000 for historic resources.

COMMENTS

- a) Wayland adopted the Community Preservation Act in 2001. The Act requires that the CPC recommend and that the TM vote to set aside 10% of the annual receipts (local surcharge + State Fund) of the Community Preservation Act (CPA) funds into each of the following categories: Community Housing, Historic Preservation, and Open Space. The remaining funds (70%) stay in an "uncommitted balance" fund unless otherwise voted at TM and can be used for any of the above categories as well as Recreation. \$95,897 = 10%[\$210,765 (State Trust Fund) + \$748,206 (Local Surcharge)]
- b) A review of the past records of the CPA shows that the full 10% of the 1.5% surcharge + the State Trust Fund distribution was not set aside each year. A vote of TM is necessary to fix the set-aside shortfalls. Below is a chart showing the discrepancies.

FY Year	Local + State = \$	10%/Category in \$	Voted Set Aside \$ per Category	Owe \$ times 3 (housing, preservation, open space)
2007	1,100,432	110,043	90,000	20,043 x 3 = 60,129
2008	1,168,652	116,865	105,000	11,865 x 3 = 35,595
2009	1,040,954	104,095	105,000	0
2010	879,647	87,965	70,000	17,965 x 3 = 53,895
2011	863,872	86,387	60,000	26,387 x 3 = 79,161
2012	857,229	85,723	60,000	25,723 x 3 = 77,169
2013	814,083	81,408	60,000	21,408 x 2 = 42,816*
2014	999,136	99,914	60,000	39,914 x 2 = 79,828**


*In FY 2013 Town Meeting appropriated \$356,000 for Stonebridge Affordable Housing (ATM 2012-Article 22), and \$90,000 for pre-permitting for Boston Post Road housing (now known as Rivers Edge) (ATM 2012 – Article 21). Some originated in Uncommitted Balance as we had spent down the Community Housing on Nike Site.

**In 2014 \$400,000 of the uncommitted fund was appropriated to purchase a conservation restriction on the Lincoln Road Fields (STM November 2013 – Article 4) raising the contribution to Open Space well over the 10% required.

- c) The CPC uses administrative funds to get appraisals and quotes for large projects and for membership to Community Preservation Coalition – a statewide organization of CPCs.
- d) The CPC intended in FY 2014 that the contribution toward the fire suppression system at Cochituate Village Apartments be taken from Community Housing and Historic Preservation. Town Counsel advised to take the entire amount from Historic Preservation. The purpose of this transfer is to replenish the Historic Preservation Fund of the CPA Fund.

PROS: The article accomplishes (1) the annual distribution of funds to the three purposes as required by the Community Preservation Act; (2) corrects funding deficiencies from prior years; (3) makes a routine appropriation for CPC administrative purposes; and, (4) replenishes the Historic Preservation Fund to compensate for funds appropriated that should have been taken from uncommitted funds. This article sets the fund balances to their proper levels.

CONS: None. This set-aside amount is required under Massachusetts General Laws Chapter 44B, Section 6.

SIGNATURE OF CHAIR  DATE 1-14-15

Mark Lanza Approval _____ DATE _____

RECEIVED

JAN 14 2015

Board of Selectmen
Town of Wayland

ARTICLE FOR TOWN MEETING

SPONSOR: Community Preservation Committee and ConCom DATE RECEIVED: _____

CONTACT PERSON: Gretchen Schuler TELEPHONE/Day: 508-358-7980

TELEPHONE/Evening: 508-245-4115 (cell)

BOARD VOTE: 8-0-0 DATE OF VOTE: 01-07-15

TITLE: Set Aside for Later Spending \$2 Million for Open Space

COST: _____ NO COST: COST ESTIMATE AVAILABLE ON: _____

TEXT:

To determine whether the Town will vote to:

Set aside for later spending \$2 million for Open Space purposes to be transferred from the uncommitted fund to the Open Space Fund of the Community Preservation Fund.

COMMENTS: The town has historically set aside funding for Open Space in order to be prepared for purchase of large parcel(s) in the future.

SIGNATURE OF CHAIR  DATE 1-14-15

Mark Lanza Approval _____ DATE _____

RECEIVED

JAN 14 2015

Board of Selectmen
Town of Wayland

ARTICLE FOR TOWN MEETING

SPONSOR: Community Preservation Committee DATE RECEIVED: _____

CONTACT PERSON: Gretchen Schuler TELEPHONE/Day: 508-358-7980

TELEPHONE/Evening: 508-245-4115 (cell)

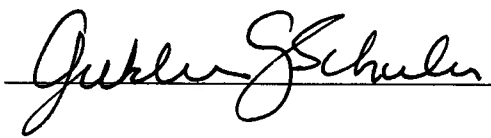
BOARD VOTE: 8-0-0 DATE OF VOTE: 01-07-15

TITLE: Transfer Community Housing Funds to Wayland Municipal Affordable Housing Trust Fund

COST: \$397,794 COST NO COST ESTIMATE AVAILABLE ON: _____

TEXT: To determine whether the Town will vote to transfer funds in the amount of \$397,794 from the Community Housing Fund of the Community Preservation Act Fund to the Wayland Municipal Affordable Housing Trust Fund.

COMMENTS: These funds have already been set aside, in accordance with the Community Preservation Act, to be used only on Community Housing projects. The Wayland Municipal Affordable Housing Trust Fund (WMAHTF) was authorized by the 2014 Annual Town Meeting to provide for the creation and preservation of affordable housing in Wayland. Funds to be transferred include monies already allocated to the Community Housing Fund plus all monies distributed from current and prior years as accomplished by Article X of this Town Meeting. By transferring the CPA Community Housing Fund to the WMAHTF, the Town provides greater flexibility for addressing affordable housing issues as the WMAHTF is not required to bring each proposed transaction to TM, only when creating more than two units of affordable housing.

SIGNATURE OF CHAIR  DATE 1-14-15

Mark Lanza Approval _____ DATE _____

RECEIVED

JAN 14 2015

Board of Selectmen
Town of Wayland

ARTICLE FOR TOWN MEETING

SPONSOR: Community Preservation Committee and ConCom DATE RECEIVED: _____

CONTACT PERSON: Gretchen Schuler TELEPHONE/Day: 508-358-7980

TELEPHONE/Evening: 508-245-4115 (cell)

BOARD VOTE: 8-0-0 DATE OF VOTE: 01-07-15

TITLE: Appropriate Fund to Create Stewardship and Land Management Plans for Conservation Land

COST: \$35,000 ^{NO} COST: _____ COST ESTIMATE AVAILABLE ON: _____

TEXT: To determine whether the Town will vote to:

- a) appropriate a sum of money not to exceed \$35,000 to create a town-wide stewardship report of conservation land and land management plans for Heard Farm and other town-owned conservation resources as determined by the Conservation Commission;
- b) determine whether said appropriation shall be provided by taxation, transfer from un-appropriated available funds, transfer from available funds appropriated for other purposes, by borrowing, or otherwise, provided not more than \$35,000 of the funds so appropriated shall be transferred from the Community Preservation Fund's Open Space Fund.

COMMENTS: The Conservation Commission needs information about the state of conservation land in Wayland and would benefit from management plans for heavily used properties under its jurisdiction. The purpose is to provide the Conservation Commission with information to assist the Commission in setting short and long term management priorities for the next 5 to 20 years.

SIGNATURE OF CHAIR  DATE 1-14-15

Mark Lanza Approval _____ DATE _____

RECEIVED

JAN 14 2015

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Town of Wayland

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BOARD VOTE: 8-0-0 DATE OF VOTE: 01-07-15

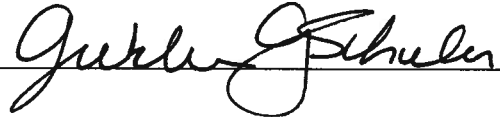
TITLE: Acquire Land and House at 246 Stonebridge Road

COST: \$342,000 ^{NO} COST: _____ COST ESTIMATE AVAILABLE ON: _____

TEXT: To determine whether the Town will vote to:

- a) appropriate a sum of money not to exceed \$342,000 to be expended to purchase the property at 246 Stone Bridge Road (Map and Parcel 41-001) and demolish the existing house;
- b) determine whether said appropriation shall be provided by taxation, transfer from un-appropriated available funds, transfer from available funds appropriated for other purposes, by borrowing, or otherwise, provided not more than \$342,000 of the funds so appropriated shall be transferred from the Community Preservation Fund's Open Space Fund.

COMMENTS: This property is immediately adjacent to the Sudbury River and to Stone's Bridge. The small dwelling is severely deteriorated and will be demolished. The plan is to create a small area of protected open space adjacent to Old Stonebridge Road and Stone's Bridge. No more than the appraised value can be spent on the purchase price. The Conservation Commission's request includes an additional \$25,000 to cover demolition costs. This project supplements efforts of the Historical Commission and provides a focal point for important resources including the historic Stone's Bridge, the Sudbury River, and the land abutting each.

SIGNATURE OF CHAIR  DATE 1-14-15

Mark Lanza Approval _____ DATE _____

Exhibit for Article ??: 246 Stonebridge Road and Article ??: Stone's Bridge



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map. www.cai-tech.com

Image of Stone's Bridge over Sudbury River

246 Stonebridge (Old) Road 41-001
Wayland, MA
January 13, 2015

RECEIVED

JAN 14 2015

Board of Selectmen
Town of Wayland

ARTICLE FOR TOWN MEETING

SPONSOR: Community Preservation Committee & Historical Crr DATE RECEIVED: _____

CONTACT PERSON: Gretchen Schuler TELEPHONE/Day: 508-358-7980
TELEPHONE/Evening 508-245-4115 (cell)

BOARD VOTE: 7-0-1 DATE OF VOTE: 01-07-15

TITLE: Appropriate Funds to Stabilize Two Arches of Stone's Bridge.

COST: \$480,000 ^{NO} COST _____ COST ESTIMATE AVAILABLE ON: _____

TEXT: To determine whether the Town will vote to:

- a) appropriate a sum of money up to \$480,000 to be expended on the Stone's Bridge stabilization project;
- b) determine whether said appropriation shall be provided by taxation, transfer from un-appropriated available funds, transfer from available funds appropriated for other purposes, by borrowing, or otherwise; provided not more than \$480,000 of the funds so appropriated shall be transferred from the Community Preservation Fund's Historic Preservation Fund if available and uncommitted fund if necessary.

COMMENT: Stone's Bridge is the oldest extant bridge in Wayland and while it is no longer used to cross the Sudbury River, it is located on the Knox Trail and is the only dry laid stone bridge still in existence in Wayland. Preservation of the bridge is a costly project thus the Historical Commission is requesting funds to begin restoration by completing work on two of the four arches. The Historic Preservation Fund is meant to be used for historic preservation and this project will contribute to preserving an important Wayland historic resource and provide a recreational asset.

SIGNATURE OF CHAIR Gretchen Schuler DATE 1-14-15
Mark Lanza Approval _____ DATE _____

RECEIVED

JAN 14 2015

Board of Selectmen
Town of Wayland

ARTICLE FOR TOWN MEETING

SPONSOR: Community Preservation Committee DATE RECEIVED: _____

CONTACT PERSON: Gretchen Schuler TELEPHONE/Day: 508-358-7980

TELEPHONE/Evening: 508-245-4115 (cell)

BOARD VOTE: 8-0-0 DATE OF VOTE: 01-07-15

TITLE: Construct Rail-Trail in Wayland

COST: \$445,000 ^{NO} COST: _____ COST ESTIMATE AVAILABLE ON: _____

TEXT: To determine whether the Town will vote to:

- a) appropriate a sum of money not to exceed \$445,000 to be expended on the construction of the rail-trail along the old Massachusetts Central Railroad line in Wayland.
- b) determine whether said appropriation shall be provided by taxation, transfer from un-appropriated available funds, transfer from available funds appropriated for other purposes, by borrowing, or otherwise, provided not more than \$445,000 of the funds so appropriated shall be transferred from the Community Preservation Fund's Uncommitted Fund for this Recreation project.

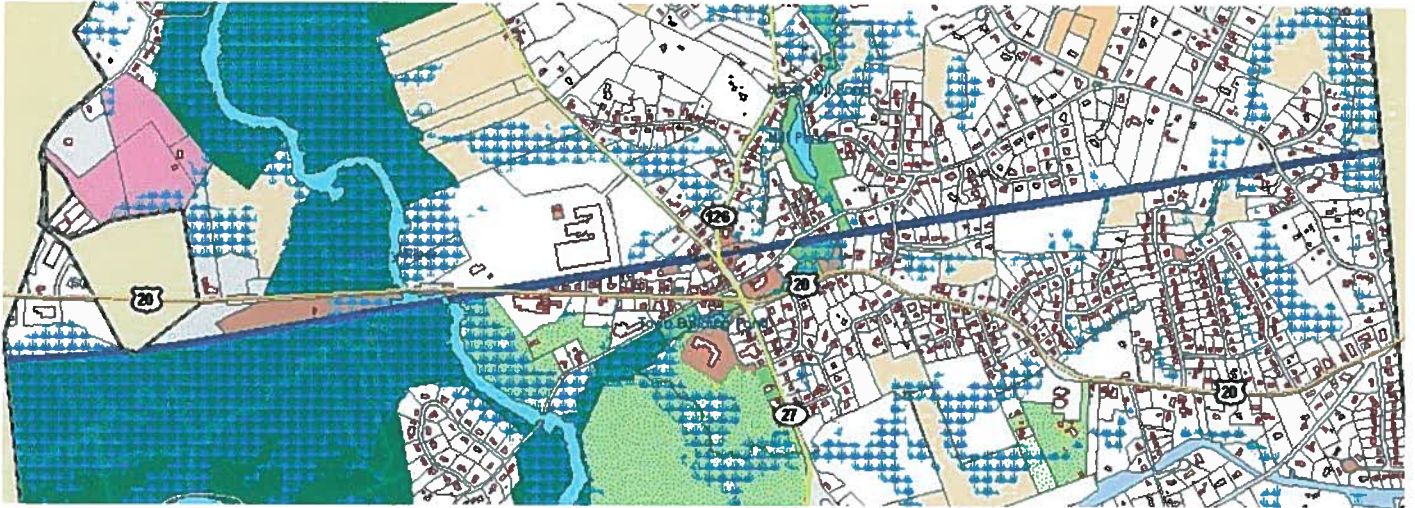
COMMENTS: Friends of Wayland Rail-Trail have been working for years to develop this three-mile trail along the abandoned rail line for recreational use. Town Meeting appropriated \$25,000 of CPA funds in 2010 for design of the same. The Town has other funding to add to this appropriation. The developers of the new Town Center have committed \$250,000 for that part of the rail trail extending from Route 20 easterly to Old Sudbury Road/Route 27 at the Depot.

SIGNATURE OF CHAIR *Gretchen Schuler* DATE 1-14-15

Mark Lanza Approval _____ DATE _____

Exhibit for Article x Rail Trail Construction

Delineation of Mass Central Corridor in Wayland - Overview



The Wayland section of the Wayside Rail-Trail (dark blue) cuts straight across the town traveling east/west. Starting at the Weston line it enters Wayland north of Route 20, passes through the town center, crosses Route 20 at Russell's Garden Center and continues about one mile into the Great Meadows National Wildlife Refuge to the Sudbury line. The corridor is three miles long and eighty feet wide, except west of Route 27 where it narrows to twenty five feet for one hundred feet. There are five at-grade road crossings and a one hundred-foot wood railroad bridge over the Sudbury River

RECEIVED
JAN 14 2015
Board of Selectmen
Town of...

ARTICLE FOR TOWN MEETING

SPONSOR: Community Preservation Committee DATE RECEIVED: _____
CONTACT PERSON: Gretchen Schuler TELEPHONE/Day: 508-358-7980
TELEPHONE/Evening: 508-245-4115 (cell)
BOARD VOTE: 8-0-0 DATE OF VOTE: 01-07-15
TITLE: Design of a multi-use grass playing field at Oxbow Meadows (former Nike Site)
COST: \$20,000 COST: NO COST ESTIMATE AVAILABLE ON: _____

TEXT: To determine whether the Town will vote to:

- a) appropriate a sum of money not to exceed \$20,000 for the purpose of engaging a professional firm to prepare a design for a grass playing field at Oxbow Meadows;
- b) determine whether said appropriation shall be provided by taxation, transfer from un-appropriated available funds, transfer from available funds appropriated for other purposes, by borrowing, or otherwise, provided not more than \$20,000 of the funds so appropriated shall be transferred from the Community Preservation Fund's uncommitted funds for recreational use.

COMMENTS: The Recreation Commission has been studying locations for new fields which are desperately needed to accommodate the expanding recreational programs. The Gale Report, commissioned in 2014, outlines the need for additional fields. The town acquired this land in 2005 and set it aside for future passive and active recreational use. Now is the time to develop a field in this northern section of town.

SIGNATURE OF CHAIR Gretchen Schuler DATE 1-14-15
Mark Lanza Approval _____ DATE _____

EXHIBIT FOR ARTICLE ? – OXBOW MEADOWS (former Nike Site)



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map. www.cai-tech.com

The Nike Loop and Fields at Oxbow Meadows (Parcel 01-047)

Wayland, MA

December 15, 2014

RECEIVED

JAN 14 2015

Board of Selectmen
Town of Wayland

ARTICLE FOR TOWN MEETING

SPONSOR: Community Preservation Committee DATE RECEIVED: _____

CONTACT PERSON: Gretchen Schuler TELEPHONE/Day: 508-358-7980

TELEPHONE/Evening: 508-245-4115 (cell)

BOARD VOTE: 8-0-0 DATE OF VOTE: 01-07-15

TITLE: Design and construct trails and signage at Dudley Woods

COST: \$85,000 COST: NO COST ESTIMATE AVAILABLE ON: _____

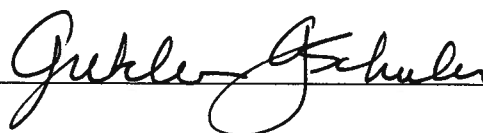
TEXT:

To determine whether the Town will vote to:

- a) appropriate a sum of money not to exceed \$85,000 to be expended on the design and construction of trails and signs at Dudley Woods.
- b) determine whether said appropriation shall be provided by taxation, transfer from un-appropriated available funds, transfer from available funds appropriated for other purposes, by borrowing, or otherwise, provided not more than \$85,000 of the funds so appropriated shall be transferred from the Community Preservation Fund's uncommitted balance for Recreational use Fund.

COMMENTS: Part of Dudley Woods is under the jurisdiction of the Recreation Commission whose goal to preserve open space, historical artifacts and manage storm water while providing residents of all ages with a place to enjoy nature as well as the history of the area. Adding trails and parking at Dudley Woods turns an unused area into a community gathering place. The trail may be constructed to be ADA accessible and tie into other existing nearby trails.

SIGNATURE OF CHAIR



DATE

1-14-15

Mark Lanza Approval

DATE

Exhibit for Article ? – Dudley Woods



December – 2014 Dudley Woods Wayland, MA



PETITIONERS ARTICLE FOR WAYLAND TOWN MEETING

LEAD PETITIONER Anthony Speranzella DATE RECEIVED _____

DAY PHONE 508-631-3154 EVENING PHONE 508-631-3154

TITLE President of Eastbrook, Inc.

TOWN BOARD/DEPARTMENT AFFECTED BY ARTICLE Board of Selectmen

ESTIMATED COST 0

JAN -2 2015

ARTICLE: To determine whether the Town will vote to

Board of Selectmen
Town of Wayland

Authorize the Board of Selectmen to petition the General Court of the Commonwealth (State Legislature) for a Special Law authorizing the Town of Wayland to grant an additional license for the sale of All Alcoholic Beverages not to be drunk on the premises (liquor store license) to Eastbrook, Inc. located at 87 Andrews Avenue, Wayland, Massachusetts. Upon the issuance, Eastbrook, Inc. shall surrender the license currently held for wines and malt beverages (beer). The new license would be restricted to the above location.

See attached Warrant Article.

, or do or act anything in relation thereto. (Proposed by Anthony MJ Speranzella)

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

#	Print Name Legibly	Signature	Print Street Address
1	James Halber		9 Sylvan Way
2	Linus Verdon		20 Pine Hill Rd.
3	Cheryl Macdonald		31 Hasmos way
4	RAJASEKHAR JAMMALAMPALA		21 Lakeview Rd.
5	Tracey Mittelsteadt		93 Labo Rd Terroco
6	Layla Jampartino		4 Hastings Way
7	Carol Dunley		57 Highland Circle
8	Trish Brean		57 Andrews Ave Wayland.
9	Allison Russell		395 BPR Wayland.
10	Alan Levin		202 Dahlia Drive
11	Julie Norton		6 Sears Rd.
12	Dean Chongris		5 Appletree
13	Dan Head		42 Reguot Rd.
14	Arthur Chin		5 Green Way Wayland

Town of Wayland Warrant Article

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth pursuant to the Provisions of Clause (1) of Section 8 of Article 2 of the Amendments to the Constitution of the Commonwealth of Massachusetts and all other applicable laws for a Special Law, substantially in the following form, or to take any action relative thereto.

AN ACT AUTHORIZING THE TOWN OF WAYLAND TO GRANT AN ADDITIONAL LICENSE FOR THE SALE OF ALL ALCOHOLIC BEVERAGES NOT TO BE DRUNK ON THE PREMISES.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of same as follows:

SECTION 1.

(a) Notwithstanding section 17 of Chapter 138 of the General Laws, the licensing authority of the Town of Wayland may grant an additional license for the sale of all alcoholic beverages not to be drunk on the premises pursuant to section 15 of said Chapter 138, to Eastbrook, Inc., located at 87 Andrews Avenue, Wayland, Massachusetts. The license shall be subject to said Chapter 138, except said section 17;

(b) Upon the issuance of the license authorized by this act, Eastbrook, Inc. shall surrender to the licensing authority the license currently held for the sale of wines and malt beverages not to be drunk on the premises;

(c) The licensing authority shall not approve the transfer of the license to any other location, but it may grant the license to a new applicant at the same location if the applicant files with the licensing authority a letter from the department of revenue and the department of unemployment assistance indicating that the licensee is in good standing with those entities, and that all applicable taxes have been paid;

(d) If the license granted under this act is cancelled, revoked, or no longer in use, it shall be physically returned with all legal rights, privileges and restrictions pertaining thereto, to the licensing authority, which may then grant the license to a new applicant at the same location and under the same conditions as specified in this act.

SECTION 2.

This action shall take effect upon its passage.

PETITIONERS' ARTICLE FOR 2015 WAYLAND ANNUAL TOWN MEETING

To the Board of Selectmen: Please insert the following article in the warrant for the 2015 Annual Town Meeting:

ARTICLE: AMEND BY-LAW RE: RECONSIDERATION OF ARTICLES BY TOWN MEETINGS

To determine whether the Town will vote to amend its General By-Laws relative to reconsideration of articles by town meetings, Town Code Section 36-10, as follows:

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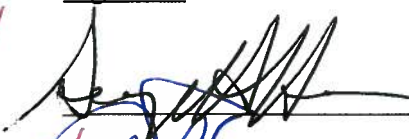
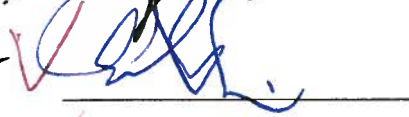
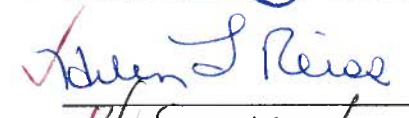

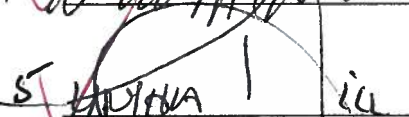
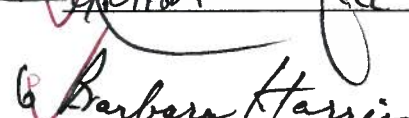
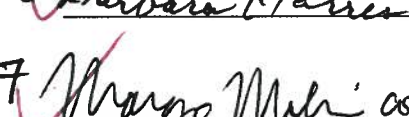
JAN 15 2015

[Key to changes: underlining denotes additions; ~~strike through~~ denotes deletions]

Board of Selectmen
Town of Wayland

If an article of the warrant has once been acted upon and disposed of, a motion to return to the article may be made at any time, if the Moderator determines that the person offering the motion discloses significant new information to the town meeting concerning said article, which existed but had not been disclosed or made available to the meeting when the motion under that article was debated; provided, however, that debate and action on said motion shall be deferred until all other articles shall have been disposed of. In any event, a ~~two-thirds~~ four-fifths vote shall required for approval of a motion to return to an article.

RECEIVED
TOWN OF WAYLAND
TOWN CLERK
JAN 15 2:57 PM

	<u>Signature</u>	<u>Printed Name</u>	<u>Address</u>
1		<u>GEORGE H. HARRIS</u>	<u>8 HOLIDAY ROAD</u>
2		<u>Alan J Reiss</u>	<u>463 Old Conn Path</u>
3		<u>Helen L. Reiss</u>	<u>463 Old Conn. Path</u>
4		<u>David M. Hizi</u>	<u>54 ORCHARD LANE</u>
5		<u>CYNTHIA HILL</u>	<u>54 ORCHARD LANE</u>
6		<u>BARBARA HARRIS</u>	<u>8 HOLIDAY ROAD</u>
7		<u>Margo Melnicove</u>	<u>245 Lakeshore Dr.</u>
	<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>

PETITIONERS' ARTICLE FOR 2015 WAYLAND ANNUAL TOWN MEETING

To the Board of Selectmen: Please insert the following article in the warrant for the 2015 Annual Town Meeting:

ARTICLE: AMEND BY-LAW RE: RECONSIDERATION OF ARTICLES BY TOWN MEETINGS

To determine whether the Town will vote to amend its General By-Laws relative to reconsideration of articles by town meetings, Town Code Section 36-10, as follows:

[Key to changes: underlining denotes additions; ~~strike through~~ denotes deletions]

If an article of the warrant has once been acted upon and disposed of, a motion to return to the article may be made at any time, if the Moderator determines that the person offering the motion discloses significant new information to the town meeting concerning said article, which existed but had not been disclosed or made available to the meeting when the motion under that article was debated; provided, however, that debate and action on said motion shall be deferred until all other articles shall have been disposed of. In any event, a ~~two-thirds~~ four-fifths vote shall be required for approval of a motion to return to an article.

RECEIVED

JAN 15 2015

Board of Selectmen
Town of Wayland

RECEIVED
TOWN OF WAYLAND
TOWN CLERK
2015 JAN 15 PM 2:57

<u>Signature</u>	<u>Printed Name</u>	<u>Address</u>
8 ✓ <u>Gail R. Shapiro</u>	<u>GAIL R. SHAPIRO</u>	<u>201 West</u>
9 ✓ <u>Michael Brian Murphy</u>	<u>Michael Brian Murphy</u>	<u>201 West Plain Street</u>
10 ✓ <u>Gilbert T. Holin</u>	<u>GILBERT T. HOLIN</u>	<u>201 W. PLAIN STREET</u>
11 N <u>John G. Kelly</u>	<u>JOHN G. KELLY</u>	<u>203 W. PLAIN ST WAYLAND</u>
12 ✓ <u>Louise M. Proulx</u>	<u>Louise M. Proulx</u>	<u>203 W. Plain St, Wayland</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PETITIONERS' ARTICLE FOR 2015 WAYLAND ANNUAL TOWN MEETING

To the Board of Selectmen: Please insert the following article in the warrant for the 2015 Annual Town Meeting:

ARTICLE: AMEND BY-LAW RE: RECONSIDERATION OF ARTICLES BY TOWN MEETINGS

To determine whether the Town will vote to amend its General By-Laws relative to reconsideration of articles by town meetings, Town Code Section 36-10, as follows:

[Key to changes: underlining denotes additions; ~~strikethrough~~ denotes deletions]

If an article of the warrant has once been acted upon and disposed of, a motion to return to the article may be made at any time, if the Moderator determines that the person offering the motion discloses significant new information to the town meeting concerning said article, which existed but had not been disclosed or made available to the meeting when the motion under that article was debated; provided, however, that debate and action on said motion shall be deferred until all other articles shall have been disposed of. In any event, a ~~two-thirds~~ four-fifths vote shall be required for approval of a motion to return to an article.

RECEIVED
JAN 15 2015
Board of Selectmen
Town of Wayland

RECEIVED
TOWN OF WAYLAND
TOWN CLERK
2015 JAN 15 PM 2:58

<u>Signature</u>	<u>Printed Name</u>	<u>Address</u>
13 ✓ <u>Frank Krasin</u>	<u>FRANK KRASIN</u>	<u>76 EDGEWOOD ROAD</u>
14 ✓ <u>Todd Boulay</u>	<u>Todd Boulay</u>	<u>65 Edgewood Rd.</u>
15 ✓ <u>Margaret Boulay</u>	<u>Margaret Boulay</u>	<u>65 Edgewood Road</u>
16 ✓ <u>Sandra Brennan</u>	<u>Sandra Brennan</u>	<u>61 Edgewood Road</u>
17 ✓ <u>Matthew Brennan</u>	<u>MATTHEW BRENNAN</u>	<u>61 EDGEWOOD RD</u>
18 ✓ <u>Asa M. Foster</u>	<u>ASA M. FOSTER</u>	<u>23 Old Connecticut Path</u>
19 ✓ <u>Susan P. Foster</u>	<u>Susan P. Foster</u>	<u>23 Old Connecticut Path</u>

We certify that on Thurs 1/15/15, (17) seven
above signatures checked thus ✓
are the names of qualified voters

TOWN OF WAYLAND
BOARD OF REGISTRARS
Judith H. Adams
Elizabeth A. Salerno
Linda A. Lee
Beth R. Klein

PETITIONERS ARTICLE FOR WAYLAND TOWN MEETING (APRIL 2015)

RECEIVED

LEAD PETITIONER Mary Alice Boelter DATE January 15, 2015 JAN 15 2015

DAY PHONE 508 650 3592 EVENING PHONE 508 650 3592 Board of Selectmen
Town of Wayland

TITLE Amend Chapter 36 of Current By-Laws (36-1)

TOWN BOARD/DEPARTMENT AFFECTED BY ARTICLE All Town Boards/Departments

ESTIMATED COST None

ARTICLE: To determine whether the Town will vote to amend § 36-1 of the Code of the Town of Wayland titled "Town meeting and election" by changing the start date of annual Town meeting as follows:

[Key to changes: underlining denotes additions; ~~strikethroughs~~ denotes deletions]

§ 36-1. Town meeting and election.

The annual Town meeting shall commence on a day ~~between April 1 and May 15 inclusive~~ the fourth Thursday in April, or as soon thereafter as possible, as ordered by the Selectmen. The election of Town officers and the determination of all matters placed on the official ballot at such election shall take place within seven days, but no fewer than two days, before the annual Town meeting. In addition to the warrant required by MGL c. 39, § 9A, the Selectmen shall cause notice of the time and place(s) of each annual and special Town meeting and each annual and special election (1) to be published in a newspaper of general circulation in Wayland no later than the date fixed by them for the closing of the warrant pursuant to § ~~36-3~~ below and (2) to be posted on the Town sign boards. Such notice shall be posted on the Town sign boards commencing at least two weeks prior to the election and Town meeting and shall remain posted until the election is held and Town meeting is concluded."

RECEIVED
TOWN OF WAYLAND
TOWN CLERK
2015 JAN 15 PM 4:05

#	Print Name Legibly	Signature	Print Street Address
✓1	Mary Alice Boelter	Mary Alice Boelter	106 Lake Shore Dr
✓2	Mary R. Upton	Mary R Upton	23B Bayfield Rd
✓3	Lynne Dunbrack	Lynne Dunbrack	7 Brimblett Rd
✓4	Carol A. Repose	Carol A. Repose	14 Dean Rd.
✓5	Patricia Abramson	Patricia Abramson	5 Goodman Ln
✓6	GAIL R SHAPIRO	Gail R. Shapiro	201 W. Plain St.
✓7	DEIRDRE MAXED	Deirdre Maxed	228 Lakeshore Dr.
✓8	LINDA SEGAL	Linda Segal	9 AQUEDUCT RD
✓9	BRET LEIFER	Bret Leifer	73 E. PLAIN ST
✓10	Nancy Leifer	Nancy Leifer	73 E. Plain St.
✓11	MARCO MELNICOFF	Marco Melnicoff	245 Lakeshore Dr.
✓12	Michael Brian Murphy	Mike Murphy	201 W. Plain St.
✓13	ALVA NASH SHAPIRO	Alva Nash Shapiro	16 Amesbury Rd
✓14	KENNETH ISAACSON	K Isaacson	228 Lakeshore Dr

January 16, we certify that 14 fourteen above signatures checked this ✓ are the names of qualified voters from this town

Linda A. Leifer
Brett R. Leifer

TOWN OF WAYLAND
BOARD OF REGISTRARS

PETITIONERS ARTICLE FOR WAYLAND TOWN MEETING RECEIVED

JAN 15 2015

LEAD PETITIONER Duane Galbi DATE RECEIVED _____

Board of Selectmen
Town of Wayland

DAY PHONE 781-899-0378 EVENING PHONE _____

TITLE Increase water rates for high density housing

TOWN BOARD/DEPARTMENT AFFECTED BY ARTICLE _____

ESTIMATED COST 0

ARTICLE: To determine whether the Town will vote to

Town will raise water rates for developments which exceed 12 bedrooms. The Board has ability to grant exceptions to this by law

RECEIVED
TOWN OF WAYLAND
TOWN CLERK
2015 JAN 15 PM 4:05

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

#	Print Name Legibly	Signature	Print Street Address
1	FISHWICK M.B	M.B Fishwick	10 OLD FARM ROAD
2	FISHWICK ER.	Ernie M. Fishwick	10 Old Farm Rd.
3	MARIE ROBIN	Marie Robin	12 OLD FARM RD
4	Ralph Osmond	3 Old Farm Road	Ralph Osmond
5	Grace Kellwood	3 Old Farm Road	3 Old Farm Circle
6	Laura Byrne	Laura Byrne	21 Old Farm Rd
7	Adde Goldenbaum	35 Rolling Lane	35 Rolling Lane
8	Thomas Herstine	Thomas Herstine	19 Rolling Ln
9	Eric Herstine	Eric Herstine	19 Rolling Ln
10	Jean Lodes	Jean Lodes	200 Southwicks
11	MARTIN CARP	Martin Carp	u
12	Duane Galbi	Duane Galbi	190 Starbuck
13	Karen Druel	Karen Druel	
14			TOWN OF WAYLAND BOARD OF REGISTRARS

We certify that on Thursday 1/15, 2015, (13) ~~thirteen~~ thirteen above signatories checked thus ✓ are the names of qualified voters

Judith H. Sch
Elizabeth A. Salvo
Lillian A. Kell
Beth R. Klein

RECEIVED
TOWN OF WAYLAND
TOWN CLERK

Rec'd 1/13/15 10:30am
njs

PETITIONERS ARTICLE FOR WAYLAND TOWN MEETING
2015 JAN 14 AM 11:17

LEAD PETITIONER Duane Galbi DATE RECEIVED _____

DAY PHONE 781-899-0378 EVENING PHONE _____

TITLE Town will enforce lowest speed limit allowed by law

TOWN BOARD/DEPARTMENT AFFECTED BY ARTICLE Ros

ESTIMATED COST 0

ARTICLE: To determine whether the Town will vote to

Along densely settled sections of roadway, the town will add and/or remove signage to allow the town to enforce the lowest speed limit allowed by state law

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

#	Print Name Legibly	Signature	Print Street Address
✓1	Duane Galbi	Duane Galbi	190 Stonebridge
✓2	KAREN DRURY	Karen Drury	190 Stonebridge
✓3	Jean Linder	Jean Linder	200 Stonebridge
✓4	MARTIN CAS	Martin Cas	" "
✓5	Thomas Baker	Thomas Baker	206 Stonebridge Road
✓6	Thomas New	Thomas New	224 Stonehill Rd
✓7	Leila Salibi	Leila Salibi	3 Shore Drive
✓8	Justin Huddleston	Justin Huddleston	243 Stonebridge Rd
✓9	Samantha Huddleston	Samantha Huddleston	243 Stonebridge Rd
✓10	[Signature]	Thomas E. Gury	20 Meadow View
✓11	DONNA GURRY	Donna Gury	20 MEADOW VIEW
✓12	Andrew Munton	Andrew Munton	12 Oak Hill Rd
✓13	Linda Munton	Linda Munton	12 Oak Hill Rd
✓14	Stephan Howard	Stephan Howard	112 [Address]

✓15 Michael Dehan Mr. Dehan 1925 [Address]

We certify that 15 of the attached signatures thus checked ✓ are the names of qualified voters from the town of Wayland on January 14th

TOWN OF WAYLAND
BOARD OF REGISTRARS
Lillian A. Cole
Beth R. Klein

RECEIVED

JAN 15 2015

PETITIONERS ARTICLE FOR WAYLAND TOWN MEETING

Board of Selectmen
Town of Wayland

LEAD PETITIONER TOM MCGONEGAL DATE RECEIVED 15 JAN 2015

DAY PHONE 781-259-2194 EVENING PHONE 508-358-2246

TITLE PROHIBIT ROADSIDE DISTRIBUTION OF PHONE BOOKS AND ADVERTISING

TOWN BOARD/DEPARTMENT AFFECTED BY ARTICLE _____

ESTIMATED COST _____

RECEIVED
TOWN OF WAYLAND
TOWN CLERK

ARTICLE: To determine whether the Town will vote to amend the Code of the Town of Wayland, chapter 139 or wherever appropriate, by adding thereto the following subsection:

No person shall systematically distribute advertising or leaflets to dwellings throughout Wayland by tossing from a vehicle or affixing to mailboxes. Articles such as telephone books or advertising flyers distributed in this manner shall be considered litter.

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

#	Print Name Legibly	Signature	Print Street Address
✓1	Tom McGONEGAL JR.	<i>T. McGonegal</i>	225 COCHITUATE RD.
✓2	Alexandra McGonegal	<i>Alexandra McGonegal</i>	205 COCHITUATE RD.
3	Frank Braley	Frank Braley	225 COCHITUATE RD
✓4	FREDERICK BRALEY	<i>Frederick Braley</i>	228 COCHITUATE RD
✓5	Jane Braley	<i>Jane Braley</i>	228 Cochituate Rd.
✓6	Richard McInnis	<i>RM</i>	120 Plain Rd
✓7	Laura Malin	<i>Laura Malin</i>	120 Plain Rd
✓8	Carla Stafford	<i>Carla Stafford</i>	35 DAVENPORT
✓9	Richard Stafford	<i>Richard Stafford</i>	35 DAVENPORT
✓10	Karen Stack	<i>Karen Stack</i>	37 PEGUOT RD
✓11	RICHARD STACK	<i>Richard Stack</i>	37 PEGUOT RD
12			
13			TOWN OF WAYLAND BOARD OF REGISTRARS
14			<i>Judith H. Sola</i> <i>Elizabeth A. Salvo</i> <i>Litha A. Koh</i> <i>Dee R. Klein</i>

~~BRLEY~~

January 16, we certify that
(10) ten above signatures plus
✓ are the names of qualified
110 persons from this town.

RECEIVED

PETITIONERS ARTICLE FOR WAYLAND TOWN MEETING JAN 15 2015

Board of Selectmen
Town of Wayland

LEAD PETITIONER TOM MCGONEGAL DATE RECEIVED _____

DAY PHONE 781-259-2194 EVENING PHONE 508-358-2246

TITLE PROHIBIT ROADSIDE DISTRIBUTION OF PHONE BOOKS AND ADVERTISING

TOWN BOARD/DEPARTMENT AFFECTED BY ARTICLE _____

ESTIMATED COST _____

ARTICLE: To determine whether the Town will vote to amend the Code of the Town of Wayland, chapter 139 or wherever appropriate, by adding thereto the following subsection:

No person shall systematically distribute advertising or leaflets to dwellings throughout Wayland by tossing from a vehicle or affixing to mailboxes. Articles such as telephone books or advertising flyers distributed in this manner shall be considered litter.

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

RECEIVED
TOWN OF WAYLAND
TOWN CLERK
2015 JAN 15 PM 4:01

#	Print Name Legibly	Signature	Print Street Address
✓ 1	Kial Conway	<i>[Signature]</i>	13 King St. Wayland
2			
3			
4			
5			
6			
7			
8			
9			
10			TOWN OF WAYLAND BOARD OF REGISTRARS
11			<i>Judith M. Sola</i>
12			<i>Eugene A. Salinas</i>
13			<i>Arthur A. Sola</i>
14			<i>Beth R. Klein</i>

we January 16. We certify that
(1) one of the above signatures
checked this ✓ are the names
of qualified voters of this town

PETITIONERS ARTICLE FOR WAYLAND TOWN MEETING

Page 2

RECEIVED
TOWN OF WAYLAND
TOWN CLERK

COMMENTS

2015 JAN 15 PM 4:01

Two or three times each year, telephone books are distributed around town. They are tossed from a moving car with little regard for where they land, whether they will get wet, or whether they will be picked up at all. Stacks are placed in apartment buildings and offices. These books are no longer produced by "the phone company," but by publishing houses. In decades past, phone books were important for helping neighbors to communicate or contacting local businesses, but I don't think it's a stretch to say that they are not often used now. A year later, give or take, a few thousand phone books end up in the recycling pile or garbage.

Opting out does not work! Phone book publishers across the country have coordinated to create a web site called "yellowpagesoptout.com." Despite registering with this site for the last few years, I received TWO copies of the local "yellow pages" one day in early January, and then ANOTHER copy the next day, each tossed in a plastic bag into the snow.

San Francisco and Seattle have enacted similar bans, with mixed success.

Also two or three times a year, other kinds of advertising are tossed at the end of our driveways or attached to mailboxes with a rubber band. A few pieces of paper and some plastic bags and rubber bands alone are not a big deal, but when multiplied by our few thousand households, it is a large-scale ^{Commercial} littering operation.

*For some people, these distributions cause a security concern. If phone books or advertising sit at the roadside for more *
It is important that advertisers be allowed their free speech. Other methods of distribution are available to them, such as a pick-up box at the Verizon building on Route 20, or an opt-in distribution method for willing recipients, or even direct mail, or a pickup location at the post office.*

** then a few days, it may appear that the house is vacant.*

PRO ARGUMENTS

In a town as well-connected as ours, a thick bound paper listing of local phone numbers is not really needed.

CON ARGUMENTS

Phone books are a tradition, and are sometimes used for infrequently-needed numbers.

RECEIVED

JAN 15 2015

Board of Selectmen
Town of Wayland

PETITIONERS ARTICLE FOR 2015 ANNUAL WAYLAND TOWN MEETING

RECEIVED

LEAD PETITIONERS Alan J. Reiss and David Bernstein

JAN -5 2015

DATE RECEIVED _____

Board of Selectmen
Town of Wayland

ALAN's PHONE (508) 254-2094 DAVE's PHONE (508) 358-8022

TITLE Resolution to continue electronic voting through FY 2019

TOWN BOARD/DEPARTMENT AFFECTED BY ARTICLE Town Meeting

ESTIMATED COST Approximately \$7 per registered voter per year for all town meetings and sessions of that year (~\$60K)

ARTICLE: To determine whether the Town will vote to

LET IT BE RESOLVED, that Town Meeting endorses the use of an electronic voting service for all sessions of all town meetings through fiscal year 2019, subject to the Moderator's rules, and requests the Board of Selectmen and Finance Committee to include sufficient funding in the FY2017, FY2018, and FY2019 Omnibus Budget articles presented at the 2016, 2017, and 2018 Annual Town Meetings.

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

#	Print Name Legibly	Signature	Print Street Address
1	DAVID BERNSTEIN	<i>[Signature]</i>	25 GLEZEN LANE
2	Kathleen Bernstein	<i>Kathleen E. Bernstein</i>	25 GLEZEN LN
3	Wendy Pachter	<i>Wendy Pachter</i>	2 Barley Lane
4	Jonathan Pachter	<i>[Signature]</i>	2 Barley Lane
5	Barbara Pachter	<i>[Signature]</i>	2 Barley Ln
6	Jeremy Pachter	<i>Jeremy Pachter</i>	2 Barley Lane
7	Susan Reed	<i>Susan Reed</i>	58 Glezen Lane
8	STUART EDELMAN	<i>[Signature]</i>	58 GLEZEN LN
9	ALAN MANDL	<i>[Signature]</i>	90 GLEZEN LANE
10	Regina Snow Mandl	<i>Regina Mandl</i>	90 Glezen Lane
11	William H. Petri	<i>William H. Petri</i>	86 GLEZEN LANE
12	Arlene W. Petri	<i>Arlene W. Petri</i>	86 Glezen Lane
13	HOWARD HARTLEY	<i>[Signature]</i>	22 GLEZEN LANE
14	Marcie Hartley	<i>Marcie Hartley</i>	22 Glezen Lane
15			

PETITIONERS ARTICLE FOR 2010 ANNUAL WAYLAND TOWN MEETING

RECEIVED

LEAD PETITIONERS Alan J. Reiss and David Bernstein

JAN - 5 2015

Board of Selectmen
Town of Wayland

DATE RECEIVED _____

ALAN's PHONE (508) 254-2094 DAVE's PHONE (508) 358-8022

TITLE Resolution to continue electronic voting through FY 2019

TOWN BOARD/DEPARTMENT AFFECTED BY ARTICLE Town Meeting

ESTIMATED COST Approximately \$7 per registered voter per year for all town meetings and sessions of that year (~\$60K)

ARTICLE: To determine whether the Town will vote to

LET IT BE RESOLVED, that Town Meeting endorses the use of an electronic voting service for all sessions of all town meetings through fiscal year 2019, subject to the Moderator's rules, and requests the Board of Selectmen and Finance Committee to include sufficient funding in the FY2017, FY2018, and FY2019 Omnibus Budget articles presented at the 2016, 2017, and 2018 Annual Town Meetings.

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

#	Print Name Legibly	Signature	Print Street Address
1	RAYMOND B. HAZARD	R. B. Hazard	15 HAPPY HOLLOW
2	George Hamilton	George Hamilton	32 Plain Rd
3	PAUL BROWN	Paul Brown	5 Fairview Dr
4	WILLIAM K. PATTERSON	William K. Patterson	123 W. Common Rd.
5	Russell Chiodo	Russell Chiodo	217 Commonwealth
6	Rebecca Ledoux	Rebecca Ledoux	217 Commonwealth Rd
7	H. RICHARD HELLER	H. Richard Heller	8 Wrentham Rd
8	Daniel Caples	Daniel Caples	175 Albion Trl
9	STEVE HILWARD	Steve Hilward	107 School St.
10	Stanley Chin	Stanley Chin	9 Snake Brook Rd
11	Charles Hammond	Charles Hammond	18 FRENCH AVE
12	BURT GIBSON	Burt Gibson	112 LOCKER ST
13	Stewart Maw	Stewart Maw	8 High Rock Rd
14	Ray Johnson	Ray Johnson	36 LOCKER ST
15	J. V. Johnson	J. V. Johnson	60 J...

PETITIONERS ARTICLE FOR 2010 ANNUAL WAYLAND TOWN MEETING

RECEIVED

LEAD PETITIONERS Alan J. Reiss and David Bernstein

JAN -5 2015

DATE RECEIVED _____

Board of Selectmen
Town of Wayland

ALAN's PHONE (508) 254-2094 DAVE's PHONE (508) 358-8022

TITLE Resolution to continue electronic voting through FY 2019

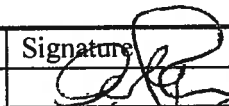
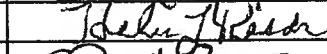



TOWN BOARD/DEPARTMENT AFFECTED BY ARTICLE Town Meeting

ESTIMATED COST Approximately \$7 per registered voter per year for all town meetings and sessions of that year (~\$60K)

ARTICLE: To determine whether the Town will vote to

LET IT BE RESOLVED, that Town Meeting endorses the use of an electronic voting service for all sessions of all town meetings through fiscal year 2019, subject to the Moderator's rules, and requests the Board of Selectmen and Finance Committee to include sufficient funding in the FY2017, FY2018, and FY2019 Omnibus Budget articles presented at the 2016, 2017, and 2018 Annual Town Meetings.

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

#	Print Name Legibly	Signature	Print Street Address
1	Alan J Reiss		463 Old Cow Path
2	Heleen L Reiss		463 Old Cow Path
3	Jill B Porter		62 Glezen Ln.
4	JEFFREY B PORTER		62 Glezen Lane
5	Benjamin Porter		62 Glezen Lane
6			
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PETITIONERS ARTICLE FOR WAYLAND TOWN MEETING

Page 2

COMMENTS

This technology is for the purpose of streamlining Wayland Town Meeting by eliminating the standing vote count, a process which requires pairs of tellers to move through the aisle ways and count standing people who have been divided into YEA and NAY. This process can take many tens of minutes or as much as the better part of an hour. Although the process uses pairs of tellers who match counts, it is still possibly prone to human error. The long duration counts may create an environment where the minority must stand and be visible in the eyes of the opposition and become under duress. Electronic voting is not only fast and private but its accurate – no voters are disenfranchised – no matter where they may sit or stand within the voting arena.

An informational website is provided herein:

Website: www.electronicvoting.info

PRO ARGUMENTS

We adopted electronic voting in Wayland

- because voice voting is inaccurate
- because voice voting requires voters to scream and shout to be heard
- because standing counts are time-consuming
- because public voting can produce bad decisions due to intimidation or fear of retribution

Over the past 3 years

- we've experienced fast and accurate votes; analysis shows that we've saved an average of 3 hours each Annual Town Meeting
- we've experienced voters making decisions on the merits, without concern for consequences from family, friends, neighbors, employers, or employees
- we've experienced a more relaxed, deliberate, and methodical Town Meeting; decisions made in this environment are better, to the benefit of every Wayland citizen – whether they attend or not.

Please join the petitioners in putting Town Meeting “on the record” as supporting the use of Electronic Voting at every Town Meeting for the next 3 years by voting “yes” on this Article.

ARTICLE FOR ANNUAL TOWN MEETING

SPONSOR: Board of Selectmen DATE RECEIVED: January 5, 2015

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

TELEPHONE/Evening: _____

BOARD VOTE: _____ DATE OF VOTE: _____

TITLE: Choose Town Officers

COST: _____ NO COST: X COST ESTIMATE AVAILABLE ON: _____

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

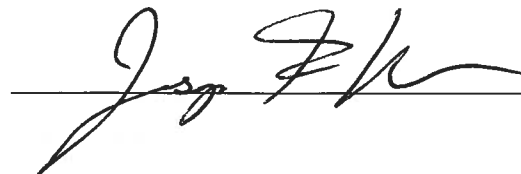
Trustees of the Allen Fund
Fence Viewers
Field Drivers
Measurers of Wood and Bark
Surveyors of Lumber

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

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

CONS: None.

SIGNATURE OF CHAIR



DATE

1-12-15

ARTICLE FOR ANNUAL TOWN MEETING

SPONSOR: Board of Selectmen DATE RECEIVED: January 5, 2015

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

TELEPHONE/Evening: _____

BOARD VOTE: _____ DATE OF VOTE: _____

TITLE: Sell or Trade Vehicles and Equipment

COST: _____ NO COST: _____ COST ESTIMATE AVAILABLE ON: _____


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

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

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

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

CONS: The Finance Committee is not aware of any.

SIGNATURE OF CHAIR  DATE 1-12-15

ARTICLE FOR ANNUAL TOWN MEETING

SPONSOR: Board of Selectmen DATE RECEIVED: January 5, 2015

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

TELEPHONE/Evening: _____

BOARD VOTE: _____ DATE OF VOTE: _____

TITLE: Accept Gifts of Land

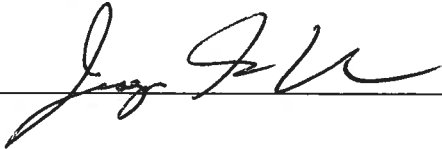
COST: _____ NO COST: _____ COST ESTIMATE AVAILABLE ON: _____

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

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

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

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

SIGNATURE OF CHAIR  DATE 1-12-15

ARTICLE FOR ANNUAL TOWN MEETING

SPONSOR: Board of Selectmen DATE RECEIVED: January 5, 2015

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

TELEPHONE/Evening: _____

BOARD VOTE: _____ DATE OF VOTE: _____

TITLE: Hear Reports

COST: _____ NO COST: X COST ESTIMATE AVAILABLE ON: _____

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

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

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

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

CONS:

SIGNATURE OF CHAIR



DATE

1-12-15

DATE: JANUARY 26, 2015
TO: BOARD OF SELECTMEN
FROM: NAN BALMER, TOWN ADMINISTRATOR
RE: RIVERS EDGE PROJECT: SPECIAL COUNSEL TO BOARD OF HEALTH FOR SITE ASSIGNMENT

BOARD ACTION REQUESTED:

VOTE TO APPOINT AS SPECIAL COUNSEL TO THE BOARD OF HEALTH, ATTORNEY MARK REICH OF THE FIRM KOPELMAN AND PAIGE REGARDING THE TOWN'S APPLICATION TO CHANGE THE SITE ASSIGNMENT OF THE PROPERTY ON WHICH THE SEPTAGE FACILITY IS LOCATED

BACKGROUND

I was informed a few days ago that the firm of Anderson and Krieger, representing the town through the Rivers Edge Advisory Committee, has arranged a meeting on January 28th with the Regional Director of DEP to discuss changing the "site assignment" of the property, currently site assigned for landfill use. Anderson & Krieger also advised that the Board of Health is likely to act as a local hearing board on the town's application to DEP. Because this matter is complex the Board of Health asked that it be represented at the 1/28 meeting with DEP and engaged through the hearing process and any other Board of Health concerns related to Public Health risks associated with contamination from either the Town Landfill, Septage Facility, firing range, or the Sudbury Landfill, and exposure associated for considerations of a residential development. Town Counsel recommends the Board of Health should have this separate representation because it will be hearing the application from the Town.

The Board of Health requests special counsel with knowledge of Environmental Law in general, and specifically regarding M.G.L. Chapter 111, Section 150A concerning site assignments from the Board of Health, 21E sites and environmental contamination.

RECOMMENDATION

Members of the Board of Health are familiar with environmental work of the firm Kopelman and Paige. Due to the short notice, I contacted the firm who recommended that Attorney Mark Reich represent the town. I am familiar with, and found acceptable, Mr. Reich's work in the Town of Eastham regarding many private wells that were believed to be contaminated from 1,4-Dioxane emanating from the town landfill. Mr. Reich has worked on a number of site assignment matters, including modifications to existing site assignments. Mr. Reich worked closely with the DEP, specifically with the Regional Director.

I recommend appointing Mr. Reich to represent the Board of Health during the meeting with DEP, and through any Board of Health hearing process, after which the continued need for representation will be re-evaluated.

TOWN ADMINISTRATOR'S REPORT

FOR THE WEEKS ENDING JANUARY 23, 2015

1. **TREASURER'S UPDATE- CASH RECONCILIATION:** The Treasurer, with assistance and training from consultant Dan Sullivan, reconciled cash correctly for the months of July and August. There is now a consistent format with accurate back-up reports that tie directly to the accounting system. The monthly report and format were reviewed and agreed to by the Finance Director. Mr. Sullivan agreed to be available on a monthly basis through the end of the year. His tasks will be to check the Treasurer's work, make sure systems are in place to limit the number of variances, and to meet with the Treasurer, Finance Director and me together for a brief monthly meeting to be sure there is an effective working relationship between the departments on the reconciliation of cash. There will be a shortfall in the Treasurer's budget partially due to the cost of this assistance. Mr. Senchyshyn will be working with the Treasurer to address this shortfall possibly through a request to the Finance Committee.
2. **ENERGY:** Land use staff met for a second review of the proposed solar projects with members of the energy committee and AMERESCO representatives. Discussed were required permits and plans, technical data available through town staff, the water table at the back of the Town Building parking lot, snow plowing, possible loss of parking spaces, and water run-off. The Finance Team will review accounting and budgeting requirements for the solar project when they meet next week.
3. **WAYLAND CARES:** The Finance Committee agreed to include an additional \$45,000 +/- appropriation as a line item in the FY 16 Youth Services budget to fund staff. The appropriation will secure federal funding going forward that would not be available without town support.
4. **RECREATION REVOLVING FUND:** A meeting was held with representatives of the Recreation Commission and Finance Committee, staff and a consultant to review options for funding the Recreation Department in FY 16. Discussed were: 1) The cap on the current Recreation Revolving Fund set by Town Meeting and by MGL Chapter 44 Section 53 E ½ was exceeded in FY 14 and will soon be exceeded in FY 15, 2) Transfers from the Revolving Fund to cover recreation salaries have not been paid back to the General Fund – A transfer to cover these expenses requires Town meeting authorization and a multi-year plan, 3) There are five approaches to come into compliance with DOR requirements on a temporary (FY 16) and long term basis including adoption of a 53D Recreation Revolving Fund or a 53 F ½ Enterprise Fund. Each approach has advantages and disadvantages. The Chair of the Recreation Commission and the Finance Committee liaison to the Commission will work with their respective bodies and staff to make a recommendation to the Selectmen, if possible by 2/2 before the budget is complete.
5. **WAYLAND ARTS FAIR:** The Board may see a request from Arts Wayland in collaboration with the Cultural Council for an arts fair behind Town Building after Labor Day. Impacts are being reviewed by Department Heads and the proposal will be first heard by the Recreation Commission before coming to the Board of Selectmen.

6. **TOWN / SCHOOL IT:** I have received several requests from the School Department to find a way to pay in FY 16 about \$30,000 in stipends from the town to three school employees working on town IT. I discussed this proposal with the Finance Director and met with Dr. Stein and said that that I would prefer to look at all joint town / school functions before asking the Board of Selectmen and Finance Committee to support the stipends for the school employees. Please let me know if you would like to have additional discussion about this request at your next meeting.
7. **UTILITIES:** There has been discussion about whether to reduce the utilities budget in anticipation of the energy savings from future ESCO projects in town buildings. Although not yet quantified, the Facilities Director said these savings could be up to to \$20,000. The Facilities Director, who recently came to the Selectmen with a reduced FY 16 utilities budget based on prior year actuals, does not recommend reductions based on future energy savings and would prefer to see what savings from energy measures actually materialize in FY 16. Please let me know if the Board would like to reduce the utilities budget in anticipation of the ESCO improvements.
8. **MUNICIPAL SPACE PLANNING:** The Board directed me to draft a revised charge for the proposed committee. Selectmen expressed different opinions on the charge proposed by the Working Group, saying both that the charge / scope of work should be narrowed and that the general charge drafted by the Working Group is acceptable. I have begun conversations with the Facilities Director, members of the Working Group and others. Several themes emerged: 1) To what extent would this committee be involved in deciding how capital dollars would be allocated? 2) To what entity should the new committee report and at what points in time? 4) How much of the work described in the charge is staff work and what staff resources can be committed to the Committee over what period of time? I would like to have a draft charge available to the Board by 2/2 – Any consensus on the questions above from the Board would be helpful in refining the draft charge. Attached is an example of the type of projects the Working Group might discuss.
9. **FY 16 BUDGET:** The Finance Director expects to request action by the Finance committee on the FY 16 budget by the Finance Committee. The Budget presentation to the Selectmen would be February 9th.

The following are the responses to questions raised at the last meeting on the FY 16 Budget:

1. Parks and Cemetery – The increase in Purchased Services is due Recreation covering services that are now covered by the Parks budget. There is continued discussion about functions covered jointly by DPW, Schools and Recreation.
2. Library –The Library Personnel line reflects a 1.0% COLA for FY 15 (those dollars were in the salary reserve in this year's budget) and 1.5% COLA for FY 16 plus any applicable steps. In effect, 2 years COLA increases are being reflected in FY 16 Library salaries. The same will apply to DPW.

3. Retirement – The number is not changed from the 11/17 presentation by the Finance Director.
4. Reserve for Salary Adjustments –There is generally a small salary reserve. There are 4 contracts which are not settled. If the contracts remain unsettled on 7/1, both the FY 15 and the FY 16 COLAs will be in the salary reserve. At this point the only COLAs that should be in department budgets are School, DPW and Library.
5. Treasurer – Increase in Purchase of Service is related to moving cost of issuance of debt from debt to Treasurer.

10. MOODY'S RATING: Staff participated in a meeting with Moody's and Eastern Bank in anticipation of bonding of \$6.9 million to complete the DPW facility, ESCO projects, pump project for water, equipment and roads. The rating is expected to be issued next week and that the town would maintain its AAA rating.

11. UPCOMING MEETINGS TOPICS: The following are some agenda items in the coming weeks:

1. FY 16 Budget presentation
2. Presentations from Proponents of Town meeting Articles
3. Action on Town Meeting Articles
4. Conservation Commission: Trail – MWRA Permit
5. China Rose – Entertainment License
6. Legislation to Expand Senior Tax Work Off
7. OPEB Investment Management
8. PMBC – Revised charge
9. Briefing on Town Meeting Proposals
10. Votes on Town Articles

Town of Wayland
“Back of the Napkin” List of Capital Municipal Land / Building Projects
as of 1/22/15 - projects not ranked in any order

Buildings

1. New Community Center/Council of Aging Town Center Municipal Pad
2. New Library (possible Middle School DPW site)
3. Reuse of Old Library if moved
4. Old DPW Building
5. Art Center (if relocated to Community Center)
6. Town Building (repairs/reuse)
7. River's Edge Development
8. Solar Project High School, Middle School
9. Solar Project Town Building
10. Solar at New DPW Building
11. Affordable Housing Project at Stonebridge Road Habitat Project
12. Centralized storage (request of Fire Dpt)

Land

13. Municipal Pad at Town Center (remainder of 40K promised in Dev Agreement)
14. Ball Fields and Turf Field (see Rec Master Plan, also desiring Middle School DPW site)
15. Ball Field Restoration
16. Bus Parking
17. Mainstone Farm
18. Canoe Storage / Landing
19. Town Green at Town Center
20. Nike Site Field design
21. Conservation Land Acquisition (see Conservation Master Plan)
22. Loker Area

Infrastructure, Trails and Connectivity

23. Bike Trail MCRTA from Depot to Town Center see CPA report
24. Route 27 sidewalk from Depot to Town Center Route 27 in front of stone piers to Wayland Commons
25. Route 20 sidewalks
26. Route 27/30 Intersection Improvements
27. Route 30 School Street Intersection Improvements.
28. Dudley Pond walking Trails and stormwater improvements / Access to Dudley Pond
29. Rocky Point improvements



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

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

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

BOARD OF SELECTMEN
Monday, January 26, 2015
Wayland Town Building
Selectmen's Meeting Room

CONSENT CALENDAR

1. Vote the Question of Approving and Signing the Weekly Payroll and Expense Warrants
2. Vote the Question of Approving the Invoice for Legal Services from Deutsch Williams Brooks DeRensis & Holland, PC, for Expenses through December 31, 2014, Account No. 5673-01M, Invoice 159: \$1,524.03
3. Vote the Question of Approving the Extension of Hours to Serve Alcoholic Beverages at Broomstones Curling Club, One Curling Lane, on Thursday, February 26, Friday, February 27, and Saturday, February 28, 2015, until 1:00 a.m., for the 76th Francis Dykes Memorial Bonspiel
4. Vote the Question of Approving the Placement of Temporary Signs for the Friends of Wayland Youth and Family Services Event, "Helicopters, Snowplows, or What," at the Intersection of Route 20 and Route 27, and at the Intersection of Old Connecticut Path and Route 27, from January 27-February 4, 2015

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

RECEIVED

JAN 22 2015

Board of Selectmen
Town of Wayland

INVOICE FOR LEGAL SERVICES

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

Page 1
01/20/2015
Account No. 5673-01M
Invoice No. 159

Attn: Town Administrator

Labor

BALANCE DUE

\$1,524.03



1 Curling Lane
Wayland, MA 01778
Date: January 22, 2015

To: Board of Selectmen-Town of Wayland
Re: Broomstones Curling Club extended Bar Hours

This letter is to request extended bar hours for Broomstones Curling Club on Thursday February 26, Friday February 27, and February 28, 2015 by one hour each evening. (Closing at 1am).

Broomstones is hosting a regional event which extends the hours that players will be on the ice and the building will be open for competition.

We would appreciate your consideration of this request.

Thank-you
Kathleen-Ellen Holewa
Bar Manager
Broomstones Curling Club
Holewa58@gmail.com 508-717-9957

RECEIVED

JAN 22 2015

Board of Selectmen
Town of Wayland



76th Francis Dykes Memorial Bonspiel

February 25 - March 1, 2015

Broomstones Curling Club

1 Curling Lane (use 138 Rice Rd in GPS)

Wayland, MA 01778

www.broomstones.com

For GNCC Men with 5 or fewer years curling experience

\$320 fee - Four Medal Events - Three Game Guarantee

Meals included (Please communicate dietary restrictions below)

Please rank preferred first draw time (1, 2, 3, 4). We'll do our best but cannot guarantee to satisfy all requests; please be prepared to play on Wed. 2/25.

_____ Wed. 2/25 noon - 5:00

_____ Thurs. 2/26 7:00 - noon

_____ Wed. 2/25 5:00 - 11:00

_____ Thurs. 2/26 noon - 5:00

Please indicate number of 1st time Dykes participant(s): _____

Please indicate dietary restrictions: _____

Performance T-shirts: Please pre-order shirts and include \$10 per shirt with entry fee (shirts to be purchased based on team orders)

please mark quantity for each shirt: S _____ M _____ L _____ XL _____

Lodging: A special rate of \$90/night has been arranged at Courtyard by Marriott Hotel in Natick, MA (508-655-6100; ask for Broomstones Curling Club rate.

Completed entries include this form and the attached GNCC Eligibility Form along with \$320 checks (plus \$10 per shirt) payable to Broomstones Curling Club and must be received **by February 9, 2015.**

Please mail entries to:

Scott Olson - 7D Charles Ridge Rd - Littleton, MA 01460

Questions: Contact Scott Olson at 2015francisdykes@gmail.com or 978-846-5238

DiNapoli, MaryAnn

From: Jane Griffin <janegriffin3@verizon.net>
Sent: Wednesday, January 21, 2015 6:09 PM
To: DiNapoli, MaryAnn
Subject: Re: Sign Request

Hi MaryAnn,

I am requesting to use two sandwich boards to publicize an event sponsored by the Friends of Wayland Youth and Family Services event entitled, "Helicopters, Snowplows, or What" on February 4, 2015. We would like to use two boards on the dates, January 27 – February 4. We would like to use one board at Old Connecticut Path and Cochituate Rd and the second at Town Center (corner of Rtes 20 & 27).

Thank you for all your help.

Regards,

Jane Shulman- Griffin

From: [DiNapoli, MaryAnn](#)
Sent: Wednesday, January 21, 2015 3:59 PM
To: janegriffin3@verizon.net
Subject: Sign Request

Jane, it was a pleasure to meet you today. The Board of Selectmen allows sandwich board signs to be placed at any of the following four locations: Below the permanent signs at Station Two in Cochituate, 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 at the approved locations for seven days.

I understand you would like to post your signs from January 27-February 4, to advertise a presentation by the Friends of Wayland Youth and Family Services, "Helicopters, Snowplows, or What" on February 4, 2015.

Please let me know what locations you would like to use.

MaryAnn DiNapoli
Executive Assistant
Board of Selectmen
(508) 358-3621



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

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

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

**LIST OF PUBLIC DOCUMENTS PROVIDED TO THE BOARD
OF SELECTMEN FROM JANUARY 9, 2015, THROUGH AND
INCLUDING JANUARY 22, 2015, OTHERWISE NOT LISTED
AND INCLUDED IN THE CORRESPONDENCE PACKET FOR
JANUARY 26, 2015**

Items Distributed To the Board of Selectmen – January 9-22, 2015

1. Email of 1/14/15 from Nan Balmer, Town Administrator , to Board of Selectmen , re: Community Preservation Committee Articles for 2015 Annual Town Meeting
2. Email of 1/15/15 to Board of Selectmen re: Invitation to MetroBest, January 30, 2015

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of January 12, 2015

1. List of Articles for 2015 Annual Town Meeting Sponsored by the Board of Selectmen
2. Memorandum of 1/12/15 from Gretchen Schuler, re: Sidewalk Along Old Sudbury Road from Depot North to Stone Piers
3. Meeting Notes from Meeting of Town Representatives to the Minuteman Regional School Committee

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

1. Articles Submitted for the 2015 Annual Town Meeting
2. Memorandum of 1/26/15 from Nan Balmer, Town Administrator to Board of Selectmen re: Rivers Edge Project: Special Counsel to Board of Health for Site Assignment
3. Town Administrator's Report for the Week Ending January 23, 2015



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

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BOARD OF SELECTMEN

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BOARD OF SELECTMEN
Monday, January 26, 2015
Wayland Town Building

Selectmen's Meeting Room

CORRESPONDENCE

Selectmen

1. Public Comment, Budget and Finance
2. Memorandum of 12/15/14 from Council on Aging/Community Center Advisory Committee to Board of Selectmen, re: Our Response to Your Charge
3. Email of 1/10/15 from Mike Lowery, Chair, Board of Public Works, to Nan Balmer, Town Administrator, re: Authorization for Russell's Farmers Market Signs
4. Letter of 1/12/15 from Kopelman and Paige PC to Planning Board re: Specimen Tree Overlay District, Proposed Zoning Bylaw Amendment
5. Letter of 1/13/15 from Chair of the Sudbury Board of Selectmen to the Wayland Board of Selectmen re: Wayland/Sudbury Septage Facility
6. Report received 1/15/15 from the DPW re: Proposed River's Edge Site
7. Police Department Goals 2014, Results
8. Monthly Report, Fire Department, December 2014
9. Director of Public Health Report, January 7, 2015

Minutes

10. Council on Aging/Community Center Advisory Committee, December 10, 2014, December 15, 2014
11. Finance Committee, October 6, 2014, December 1, 2014
12. Historical Commission, December 15, 2014
13. Board of Library Trustees, December 17, 2014
14. Long Range Planning of Town Owned Land, August 22, 2014, October 3, 2014, October 24, 2014, October 31, 2014, November 7, 2014
15. Municipal Affordable Housing Trust Fund Board, November 5, 2014, December 3, 2014
16. Personnel Board, December 8, 2014
17. Board of Public Works, December 17, 2014
18. Town Meeting Rules Advisory Committee, October 1, 2014, October 27, 2014, October 28, 2014, December 17, 2014

Region

19. Invitation, 1/9/15, from Framingham Public Schools, Safe and Sound Schools: A Sandy Hook Initiative, February 27, 2015, Nevins Hall
20. News Article, 1/12/2015, Nashoba Publishing, "Town Moderators Bill Signed into Law"

State

21. Letter, 1/8/15, from the Office of the Governor, re: Chapter 90 Local Transportation Aid Funding for Fiscal Year 2015
22. Letter of 1/9/15 from Tallage LLC to Board of Selectmen re: Massachusetts Municipal Association Annual Meeting, re: Converting Tax Receivables into Revenue

Senchyshyn, John

From: pat keogh <pmkeogh@yahoo.com>
Sent: Monday, January 19, 2015 6:56 PM
To: Senchyshyn, John
Subject: Budget & Finance - Message is from an unknown sender
Attachments: Attach0.html

Request From: pat keogh
Email: pmkeogh@yahoo.com
Source IP: 108.49.46.114

Address: 154 boston post rd.
City: wayland
State: ma
Zip: 01778
Phone: 508-358-4834
Organization:

Please take to heart the comments made by other citizens. Those of us with older smaller houses are struggling to pay these tax increases. I agree with hiring freezes and other measures to get budgets under control;.



DiNapoli, MaryAnn

From: pat keogh <pmkeogh@yahoo.com>
Sent: Tuesday, January 20, 2015 6:57 PM
To: DiNapoli, MaryAnn
Subject: Budget & Finance - Message is from an unknown sender
Attachments: Attach0.html

Request From: pat keogh
Email: pmkeogh@yahoo.com
Source IP: 108.49.46.114

Address: 154 boston post rd
City: wayland
State: ma
Zip: 01778
Phone: 508-358-4834
Organization: citizen

o you have any idea how difficult it is for seniorsto keep up with the large tax increases that you propose each year. It is time for a hiring freeze!

DiNapoli, MaryAnn

From: Joan McNamara <joanmcnamara1@gmail.com>
Sent: Tuesday, January 20, 2015 4:45 PM
To: Ellen_Grieco@wayland.k12.ma.us; Barb_Fletcher@wayland.k12.ma.us;
Donna_Bouchard@wayland.k12.ma.us; Malcolm_Astley@wayland.k12.ma.us;
Jeanne_Downs@wayland.k12.ma.us; Selectmen; thomas.greenaway@gmail.com;
nancyfunkhouser@verizon.net
Subject: School Budget - Message is from an unknown sender

School Committee,

Just a short note to let you know my "vote" as a 30 year resident of Wayland.

As a former university and high school teacher and current volunteer tutor/ mentor, I am firmly supportive of education at all levels and recognize the high quality provided by our town.

However, as a citizen, a homeowner, and a retired business executive (with multi-million dollar budgets and divisions with hundreds of managers/employees), I also am intensely aware of the critical need for fiscal responsibility and accountability. No business or entity can sustain itself without deep introspection, governance and honest review of past practices.

After observing many of the school budgets over the past years, I am convinced that now is the time to control the increases and, in fact, to reduce expenses. I do not support a level budget, let alone any increases.

I know I speak for many of my neighbors who also support financial sustainability and departmental accountability in our town. I look forward to seeing your initiatives to reduce the budgets for our schools in creative ways that maintain quality.

Thank you.
Joan McNamara

17 Coltsway
Wayland

To: Wayland Finance Committee, January 20, 2015

cc: Wayland School Committee, Board of Selectmen

I'm here tonight to speak for my neighbors – the ones who are struggling to make ends meet and do not have the luxury of volunteer time to get involved in Town politics: the young mother of a child with autism who can't afford a sitter; the lady who raised four lovely daughters all by herself, who is now too frail to go out at night; the dad who's working three jobs just to pay the bills.

Not everyone can afford to own two – or three – homes here in town. Some of us cannot afford three meals a day.

I speak for them.

I've heard you say repeatedly that the Finance Committee does not make the rules – it's up to the voters at Town Meeting to decide how and what to spend.

Legally, that may be true.

But morally, you – our appointed representatives – have an obligation to the elderly couple across the street, whose Social Security is their only source of income; to the 4% percent of Wayland residents who live at or below the Federal poverty line; and to the rest of us, who are one paycheck, one bad investment – or one missed heartbeat – away from being in their shoes.

Why do I say this?

For the first 35 years I lived in Wayland, I would simply open each Town Meeting Warrant, see what the FinCom recommended for each article, and – trusting that you would have my back – vote accordingly.

Like it or not, what you say, goes – for many, if not most, Wayland residents.

I urge you to do what you can to urge **all** departments – especially the School Committee – to take their budgets back to the drawing board, and to make compensatory cuts in spending to offset necessary contractual increases.

The recommended increase in the School Budget of 4.5% – on top of last year's increase of 6% - is unfeasible, unsustainable, and, given how hard it will hit our most vulnerable citizens, morally wrong.

Thank you.

Gail Shapiro,
West Plain Street

DiNapoli, MaryAnn

From: Balmer, Nan
Sent: Wednesday, January 21, 2015 8:06 AM
To: DiNapoli, MaryAnn
Subject: Correspondence

-----Original Message-----

From: Karlson, Cherry
Sent: Tuesday, January 20, 2015 7:49 PM
To: Balmer, Nan; Nolan, Joseph F.; Joe Nolan
Subject: FW: - Message is from an unknown sender

On 1/20/15, 1:07 PM, "Atamer, Ahmet" <ahmet.atamer@rbc.com> wrote:

>Ms. Karlson,

>

>I moved to Wayland back in 2010 from Switzerland and thought I would
>be taxed less. I have seen a huge surge in my RE tax and I feel
>strongly the increases are unsustainable.
>I went to a party with my neighbors and friends living in Wayland and 7
>out of 10 thought the time was approaching to move out due to the high
>cost of taxes. Being that I am in the Finance business I see that your
>committee has a lack of financial responsibility where I feel more
>increases will result on me putting my house up for sale. I would like
>to inform the public as well at the ridiculous taxes that households
>have to pay. To say that a large percentage goes to good schools is
>something I cannot agree with. Giving cost of living Increases, high
>paying salaries to start and bonuses is not what the majority of
>citizens are receiving from their employers. These teachers will not
>leave if they do not get their bonuses They are already getting paid
>ridiculous sums of money. I do not agree with your assessments on rate
>increases and the spending has got to stop. I would like to know who on
>the committee proposed to continue to raise our taxes for the last 2
>years. Less than 2 years ago I was paying less Than \$2400 now I am
>paying \$3000. This is crazy. To raise our taxes because properties have
>gone up does not hold water. That increase in property does not go
>into the pocket of the landholder, it is a number that has been decided
>by an assessor. You cannot keep raising our taxes it is becoming
>unbearable. For people that do not have children attending The High
>school this is worthless. The city services are limited and I must say
>there is a limit to our patience.
>We need to have someone that understands what a dollar means vs. The
>nuts that believe that money grows on trees. I am deeply disappointed
>with the finance committee and want to be extra clear I do not support
>these raises at all. Instead I should get some Tax relief. I am

>concerned about the future of Wayland and your lack of financial
>irresponsibility. And I hear that the school committee has put in for
>an increase of 4.5% for 2016. Has everyone gone mad. The increases have
>already reached ridiculous per portions. Where is the grown up in the
>room?

>

>This was sent to Mr. Greenaway as well.

>

>Ahmet Atamer

>VP Financial Advisor

>RBC Wealth Management

>75 State Street Suite 1701

>Boston, MA 02109

>ahmet.atamer@rbc.com

>617-725-2425

>

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Cover Letter to DRAFT report #1-12-15-14

December 15, 2014

To: Board of Selectmen, Town of Wayland MA
From: Council-on-Aging/Community Center Advisory Committee
Subject: Our Response to Your Charge

The members of the committee recommend that the BOS submit an article to the 2015 Annual Town Meeting to request the funding required to perform the environmental testing and programming/design needed to create a plan for a combined CoA & Community Center on the site known as “the municipal pad” at the town center.

Appearing below are our responses to specific action items listed in our committee charge.

- Review space allocation for the existing structure and determine if it can be sufficiently re-configured for a COA/Community Center, and,
- Evaluate the need and feasibility of a second structure to supplement the existing structure if needed.

The committee finds that the existing 10,250 SF building on the site appears to be structurally sound and while undersized, well designed to serve as a CoA/community center. The original “classroom” space design can be easily modified to create offices, meeting rooms, lounge areas, classrooms, & exercise space; and, the footprint of the kitchen is adjacent to an area that can be easily converted into a large multi-purpose dining hall/auditorium that can be subdivided into two activity rooms. This offers greater flexibility for programming different activities of different sizes throughout the day.

The Massachusetts State Council on Aging recommends that communities build 5 to 6 sq. ft. of space to serve each member of the senior population. Using this recommendation, the optimal size for a facility in Wayland is 18,260 to 21,912 SF. . Therefore, the existing building at 10,250 SF is smaller than the recommended size for Wayland’s current senior population and will very likely need to expand to meet the needs of the senior population that continue to grow will peak in 2030. Because of these size constraints, the existing building will offer programming space for the Recreation Department after regular hours of CoA operations.. So, it is further recommended that an addition, or closely adjacent building, of approx. 10,000 SF be built. A facility of this size will not only meet the needs of seniors well, but, through cooperative planning & scheduling between the CoA and Recreation directors, will provide interior space for recreational programming designed to serve all age groups. This additional building could be built with second floor expansion capacity built into the structure for future needs.

It is worth mentioning that the site is a superior location, offering beautiful views of the river, proximity to the services of the town center, adjacency to the new Town Green, and easy handicapped access from a flat site.

- Review existing structure and materials to determine the level of renovations required,

Exterior materials appear to be sound. The interior was not completed and interior walls, floors, ceilings, HVAC, electric, security, fire suppression will all need to be completed. Assuming that the proposed new kitchen is a full commercial kitchen, not just a warming kitchen, the estimated cost to gut and rehabilitate the building and related site work is \$300 per SF.

- Work with COA and Recreation departments to maximize programming space

Meetings/Interviews were held with the directors of both departments. They are eager to cooperate in order to use any and all new space to meet the needs of the entire community. Regarding space design, other than the needed offices, a dedicated art studio, a dance/yoga studio, and the kitchen and dining area, most of the space should be flexible, multi-purpose space that can be adapted to multiple uses. It is important that storage space be supplied with each program space so that equipment, furniture, mats, etc., can be stored easily and moved from storage to use easily. Actual programming and design should be done by professionals.

- Work with Town resources and departments to accurately identify project goals and objectives,

Committee members met/spoke with the Building Inspector, the Conservation Commission, the Director of CoA, the Director of Recreation, the Historical Commission and advocates for a community boat house.

- Evaluate the cost and financing for Phase 1 (See attached cost estimate)
- Evaluate the possibility of generating income from room/facility rental.

The public rents privately owned spaces such as churches and temples in town for special activities. The most popular rental space is the Sandy Burr Golf Club, which can seat 110 people for a meal with presentation format. The Club charges \$800.00 for five hours. This space is used for fund-raising events, wedding receptions, anniversary parties, sweet 16 parties, and other celebrations.

An interview with the director of recreation in Natick revealed that high demand for

rental space in their building had become a problem for their staff because so many of their rooms are rented frequently. It appears that their rental rates should be raised. They rent activity space for events like children's birthday parties, and meeting space for outside organizations. The success of their rental program suggests a similar success may be attained in the Wayland Community Center.

In conclusion, the committee strongly encourages the BOS to finish the vision of the Town Center concept for this area, the vision being an active municipal building that will serve all Wayland residents in perpetuity. The town has never had a town center ever since parting with Sudbury. Engaging architectural and engineering services to take this concept to the bid phase will create for the town a classic New England Town Center of its own perched on the edge of the Sudbury River.

Attachments:

1. L-1-Construction/project development cost
2. L-2-Report on Committee Meetings, Discussions, and Analyses
3. L-3-Draft of Warrant Article

1/6/2015

Re: 5400.58-8-Study Fee for Wayland Community Center

Detailed professional studies will be required to determine whether it is feasible to locate a new Community Center including a parking lot for 100 vehicles at the Town Center site. Alterations to the existing building and a new addition would result in a Wayland Community Center that would accommodate the needs of the COA and the Recreation Department as well as the Historical Commission and the Veterans administration office. The study will include program review of all the user groups and a schematic design of the proposed building and site development sufficient for Conservation Commission (Con.Com.) review. The gross area of the existing building is 10,250 SF and proposed new construction is 11,285 SF, totaling 21,535 SF. Renovation of the existing building may be as low as \$150 to \$200/SF. More conservatively, at average costs of \$320/SF, the combined building construction budget would be \$6,891,200. An estimated inflation rate of 4% per year will increase the budget to \$7,442,496 for bidding in 2016.

FEE SUMMARY

The following is a breakdown of fees that may be anticipated for the architectural and engineering studies of the new Community Center in Wayland, focusing on conservation issues, site utilities and environmental constraints.

Architectural & Engineering Study fee	\$ 75,000.
HAZMAT testing/reporting	\$ 4,500.
21 E Report	\$ 8,000.
Additional provision for Con.Com. Review:	
• Survey with botanist	\$ 8,000.
• Civil engineering and landscape design	\$ 25,000.
• Soil testing for drainage	\$ 1,000.
• Alternatives analysis	\$ 5,000.
• Septic Layout	\$ 1,000.
Expenses for Printing, etc.	\$ 12,500.
Contingency	\$ 10,000.
<hr/> Subtotal	<hr/> \$ 150,000.

Memo

12/12/14

To: Bill Sterling

From Jean Milburn

Subject: Public Letters to CoA/CC Committee

The CoA/CCAC invited public comment via an article in the Town Crier, notices sent home in the backpacks of school children and outreach to the Wayland Children and Parents Assoc. As of 12/11/2014, 33 letters have been received, 30 from citizens, 2 from the Director of Recreation and One from the Coordinator of the Community Partnerships for Children & Families. There were many suggestions made. Fully half of the letters seem to be from the parents of young children seeking indoor group space for gatherings.

It is notable that we received NO negative letter opposing a community center or an improved CoA facility. The most frequently mentioned theme was "Build community center space for use by all ages as well as seniors."

This is a brief summary describing the letters to this date, 11/29/14.

- Letters from Wayland residents: 30
- Letters from Wayland employees: 2(Recreation Director)(See separately, may details)
- Letter from Coordinator of the Community Partnerships for Children & Families program, position & program funded by a grant

Notable Themes appearing in Letters from Members of Public:

1. No anti-Senior-Center sentiment
2. Most frequent theme: "Let everyone benefit from and participate in a community center, not just the seniors."
3. Two persons wrote encouraging environmental testing/ due diligence.
4. Create indoor play spaces for young children & their parents.

List of desired spaces mentioned:

- Space for Parenting Workshops
- For-rent, incubator business office space
- Large Gathering Room for Events including Dances, Fund-raisers.
- Art Studio – natural lighting, sinks, storage, display space
- Pre-school play space with matts on floor
- Room with Tabletop Games Room – Ping-Pong, etc. (mentioned for seniors, youth, and days when there is no school for all ages)

- Youth Lounge for Hanging Out and playing games.
- A place for teens to congregate in the evening
- Quiet Space for Tutoring
- Kitchen suitable for food preparation and cooking classes
- Indoor Playground like “Jam Time or My Little Gym”
- Dance Studio with wood floor, mirrors, bar, for Pilates, yoga, ballet, aerobics
- Room with good acoustics for music classes and performances, could double as a AV presentation room for lectures and movies, and as space for theater classes. Small, not a full theater.
- Meeting space for clubs and community groups, in which they can organize.
- Rental Space for Party Functions.
- Gross Motor Space: Basketball court, Running Track , Pickleball, Squash, Racketball
- Meeting Rooms / Classrooms
- “Open, indoor space in which families can congregate”
- Space designed for young children
- Rehearsal space for Golden Tones
- Space & Programming to bring Youth and Seniors together.
- Greeting area w/reception desk, chairs, tables with lamps, literature stands
- Small food pantry for Seniors
- Hallways used for art exhibits
- Lots of Parking

Outdoors:

- Vegetable Gardening space elevated for seniors with wheelchair access
- Composting Space near kitchen recycling space.
- Space for outdoor gatherings of all kinds.
- Playground with swings and structures
- Picnic Area that doubles as outdoor classroom

Other Topics Raised

- Writer recommended that the schools make their space more available for public events
- .Letter from Doug Leard suggesting that the center be designed as a public shelter for use in severe emergency. Local Emergency Planning Committee (LEPC) Chair

Article for Annual Town Meeting

Sponsor: Board of Selectmen

Date Received: January 12, 2015(rev)

Contact Person: Nan Balmer

Board Vote:

Date of Vote:

Title: Appropriate Funds for Due Diligence and Feasibility Design for a Proposed Council on Aging / Community Center at Wayland Town Center

Cost: \$150,000.

TEXT: To determine whether the Town will vote to appropriate a sum of money to be expended under the direction of the Board of Selectmen for the purpose of confirming program requirements, conducting review of site conditions, identifying permitting needs, and creating conceptual/schematic designs for a Council of Aging/Community Center building on the "municipal pad", the parcels of land located on and off Boston Post Road (Route 20) and Andrew Avenue in Wayland Massachusetts shown as Lot 4-1, Parcel R-20-1, Parcel R-21 and Lot 8-1 on a plan entitled "Plan of Land in Wayland, MA", dated December 12, 2013 prepared by Hancock Associates and recorded with the Middlesex South Registry of Deeds as Plan No. 1008 of 2013, a copy of which plan is on file in the Office of the Town Clerk. And, to determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by borrowing under Massachusetts General Law Chapter 44 or other enabling authority, or otherwise, and to authorize the Town Administrator with the approval by the voters of the Town of Wayland to take any action necessary to carry out this program.

BACKGROUND:

The "municipal pad" site at Town Center is due to be conveyed to the Town of Wayland as one of the last pieces of the development of Town Center. The site currently contains [40,000] sf of land and a [10,250] sf building. The building has a fully built structure and exterior, and partially finished "shell" interior (with metal studs only and no finishes). At the Board of Selectmen's direction two years ago, the existing building was left standing by Town Center developers, until such time as a use was identified for it, with the logic that a future use could most likely be integrated into the site at a significantly lower cost than building a new structure. If not, it could be easily demolished.

Now that the bulk of Town Center has been built out, the site is at an attractive location at the entrance of Town Center, with nearby shops and restaurants as well as the pending Town Green, hiking trails, and bike path. An initial review of the building has shown that the existing "shell" has a good, efficient internal layout and excellent reprogramming potential for town use.

PLANNING USE OF THE SITE:

The initial concept for use of the municipal pad centered on tearing down the building, and building an all-new combined Senior Center and Library on the site. However, this proposed 40,000 sf facility, at a cost of approximately \$320/sf including design, construction and furnishings, would cost in the neighborhood of \$12.8 million. This would be a huge undertaking for a Town which has recently

undertaken a new \$45 million high school and \$12 million DPW building, and additionally was judged to be, with the parking requirements, too large for the site.

Since then, the Library has stepped away from this site and begun to examine alternate locations for a building of the size that they wish to propose, and the Council on Aging stepped forward, since the existing building could suffice for a large piece of COA's needs as a stand-alone structure. Recent efforts, research and discussion have revealed that many needs of the Recreation Department can be addressed by a space-sharing arrangement with the CoA, maximizing use of these new resources for all ages, so the goal has become to create a multi-generational senior/community center for the good of all residents in Wayland.

COUNCIL ON AGING / COMMUNITY CENTER ADVISORY COMMITTEE

The Board of Selectmen created the Council on Aging/Community Center Advisory Committee (CoA/CCAC) on Nov. 17, 2014 and charged this advisory group with reviewing space needs and potential for reuse and use of the municipal pad, to determine:

1. if the existing building could be reconfigured to create a CoA/Community Center;
2. if a second supplementary structure was needed and feasible;
3. the level of renovations required;
4. how programming space for the COA and Recreation Departments can be maximized (in consultation with the departments);
5. project Goals in cooperation with Town resources and departments;
6. costs and Financing information available;
7. if the Town can generate income through room rentals.

The CoA/CCAC submitted a draft report to the BoS on Dec. 15, 2014 recommending that the existing building be renovated and that an addition be constructed to bring the total square footage up to 21,500 sf, the size recommended by the Massachusetts State Council on Aging for a senior population of the size living in the Town of Wayland. These buildings are to be designed to create space for:

- o Council on Aging: Offices and Activity Rooms
- o Recreation Department: Offices and Activity Rooms
- o Veteran's Services
- o Display of Wayland Historic Documents, Images & Objects (in entrances, hallways and meeting areas)

It is expected that the shared activity spaces could include:

- o Room(s) for physical activities: dance, yoga, Pilates, martial arts, etc.
- o Room(s) suitable for play and activities by young children
- o Art studio space suitable for ceramics, painting, etc. (Potentially replacing the small art space at Fire station #2, releasing that space to meet fire department needs)
- o Meeting rooms

- A 350-seat “great room” for events, shows and gatherings of all kinds with a commercial kitchen supporting the space, as well as suitable for cooking and nutrition classes. This space would be designed so that it could be rented by residents for private events, generating income. This space should be designed with sound-proof, moveable walls to divide the space for multiple uses.
- Drop-in areas for informal social interaction

The CoA/CCAC recommends that various programming, design and engineering “Due Diligence and Feasibility Design” efforts be performed to determine whether and how the site and building can be planned for the intended use. This article is to approve expending funds to complete these Due Diligence and Feasibility Design Efforts necessary to plan for this project, as described above. A future Town Meeting vote would be required to approve full design and construction of the project.

PROPOSED DUE DILIGENCE AND FEASIBILITY DESIGN EFFORTS

Due Diligence and Feasibility Design will be conducted by third-party professionals as managed by BoS or their designees. Funds will be recommended for payment by BoS with actual payment of funds to be administered by the Board of Selectmen. The projected costs of such studies, as set forth herein, are based upon good faith estimates and working budgets based on market research for subsequent tasks. BoS or their designees will secure multiple bids from third-party contractors as required by law.

Due Diligence and Feasibility Design Efforts include the following tasks:

HAZMAT testing/reporting	\$ 4,500.
21 E Report	\$ 8,000.
Additional provision for <u>Con.Com.</u> Review:	
• Survey with botanist	\$ 8,000.
• Civil eng., arch. and landscape site design	\$ 25,000.
• Soil testing for drainage	\$ 1,000.
• Alternatives analysis	\$ 5,000.
• Sewerage Layout	\$ 1,000.

Upon approval of Site Design only:

Architectural & Engineering Study fee

Space Programming	\$15,000.
Conceptual Design	\$ 20,000.
Expenses, Printing, etc.	\$12,500.
Schematic Design for pricing	<u>\$40,000.</u>

Contingency	\$10,000.
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Subtotal	\$ 150,000.
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At the conclusion of these efforts, the Town of Wayland will have a program, and probably alternative programs, which will be fully analyzed, schematically designed, and can be preliminarily priced for construction, so that the Town can collectively make an informed decision at a future Town Meeting as to the scope and costs of any proposed project, and whether and how to proceed with the undertaking. Alternative programs could include a plan to demolish the existing building, if there are compelling reasons to do so, and build entirely new structures.

LAND JURISDICTION & USE LIMITATIONS

The property subject to the due diligence in this proposal consists of the parcels of land located on and off Boston Post Road (Route 20) and Andrew Avenue in Wayland Massachusetts shown as Lot 4-1, Parcel R-20-1, Parcel R-21 and Lot 8-1 on a plan entitled "Plan of Land in Wayland, MA", dated December 12, 2013 prepared by Hancock Associates and recorded with the Middlesex South Registry of Deeds as Plan No. 1008 of 2013, a copy of which plan is on file in the Office of the Town Clerk. At the time that this article was written, this parcel was owned by Twenty Wayland. Agreements between the Town of Wayland and Twenty Wayland provide for a municipal pad of 40,000 sq. ft. to be made available to the Town. The BoS will complete legal control of the parcel before any construction begins.

This municipal pad site is subject to an environmental Activities and Use Limitation (AUL) based on the site cleanup prior to Town Center. Detailed information about the condition of the site and mediation efforts are found at: Raytheon Remediation of the Former Raytheon Facility in Wayland MA <http://raytheon.erm.com/home.htm>

Any and all uses on site would be planned and designed to be in compliance with relevant Massachusetts Department of Environmental Protection standards.

The site abuts the Sudbury River and associated wetlands. Any design and usage will be reviewed with the Wayland Conservation Commission for compliance with DEP standards, and funds are included in the Due Diligence Efforts to complete this review.

COMMUNITY OUTREACH

The CoA/CCAC have reviewed the concept with representatives of the Council on Aging, the Recreation Department, the Planning Board, the Historical Commission, the Conservation Commission, the Finance Committee and several community groups, with positive feedback. The CoA/CCAC will continue to coordinate with these groups and other interested parties in planning for this site on an on-going basis, as requested by the BoS, to ensure that concerns are addressed and mitigated, and that community feedback is integrated into the project design.

FUTURE FUNDING OF THE PROJECT

If the existing building alone were to be renovated, the potential cost to fully design, construct and furnish the partial senior/community center is estimated be in the neighborhood of \$1.5 – 2 million (but this is subject to design and further investigation, which is the primary purpose of this design and due diligence effort, to confirm this number with more certainty. If any addition were to be added to the existing structure, at perhaps [11.5k sf @ \$320/sf = \$3.68 million], this would bring the facility up to the recommended state standards, still at a cost well below that of a new facility. The scope of any addition would be carefully studied and designed to meet Wayland's specific senior/community uses in a cost-sensitive manner. The construction of such an addition or an entirely new building will be subject to

future Town Meeting vote, and the efforts herein will provide the information needed for voters to make any such decision.

ARGUMENTS IN FAVOR:

- The existing building at the municipal pad represents a unique opportunity for the Town of Wayland. Since it is built and readily adaptable, many costs typically undertaken by a town to create a senior or community center are already paid. For less than the typical cost of a new building, this existing building can be finished for new uses for Wayland's future.
- Since 2006, the plan for the Town Center development has included this benefit of a municipal building pad gift. The Town Center project is approaching complete build-out, and the BoS is negotiating for transfer of the site. The timing is right to move forward with specific planning for Wayland uses on the site.
- The proposed funding will provide all the meaningful information needed to evaluate the scope and cost of a potential senior/community center, so that at a future Town Meeting voters can be fully informed as they decide whether and how to proceed with any center at the municipal pad.
- Twenty-five percent of Wayland residents are 60+ years old and eligible for local, state, and federal programs and services. These seniors are underserved by inadequate facilities, squeezed into 2500 sf space at Town Building and a patchwork of other scattered resources. State guidelines recommend [18,000-21,000] sf for a senior center, and surrounding towns are well ahead of Wayland in providing these resources. Wayland's senior population is growing and is expected to peak at 30% of the town population in 2030 before declining, and this site represents an optimal, well-located, cost-effective way to meet this essential need.
- This facility can be designed as flexible space that will serve citizens of all ages by managing program schedules. Relocating the staff of the recreation department to this new building will allow close coordination of shared space and resources, so that the rooms and spaces are used to their full potential and services can be streamlined.
- Existing offices used by Recreation and CoA staff make inadequate provision for resident privacy when disclosing issues related to personal financial information, health information, disabilities, and mental health issues. Better office space will provide privacy and dignity for residents.
- New indoor recreation space will create play space for young children sought by the Wayland Parent and Children's Association.
- Locating the senior/community center at the municipal pad increases its visibility & places it in a walkable community so that residents can walk to shops, restaurants, housing, health club, medical offices without having to drive between these uses.
- Parking at Town Building is full to overflowing during many senior events, with the population of users only growing. Adequate parking can be provided at the municipal

pad, with overflow parking readily available in the nearby Town Center lots and on-street parking for peak events.

- Even if the proposed senior/community center is not passed at Town Meeting, the due diligence on the municipal pad and the programming for future senior/community uses information will still be useful, as both issues must be addressed eventually.

ARGUMENTS AGAINST

- Some may feel that providing better facilities for seniors is not a priority at this time.
- Some may feel that providing better indoor facilities for recreation is not a priority at this time.
- If an addition were to be contemplated, although the overall costs are well below other towns' new costs, some still fear that any increased debt could affect the Town's credit rating by Moody's.
- Some fear that the site selected may have environmental issues or be too close to the Sudbury River.
- Property taxes may increase.
- Some fear that the Town will be expending \$150,000 without having control of the land yet.
- Some may feel that alternative sites with better potential have not been adequately explored.

Exhibits

1. Map of the entire Town Center Property – highlighted relevant plot
2. Detailed map of relevant plot
3. Exterior Photo of Existing Building. Photo of site location for addition.
4. List of links to relevant websites:
 - a. Council on Aging-www.way.ma.us/Pages/WaylandMA_COA/index
 - b. CoA/CCACCommittee-http://www.wayland.ma.us/Pages/WaylandMA_bcomm/COA-CCAC/index
 - c. Recreation Department www.wayland.ma.us/Pages/WaylandMA_Recreation/index
 - d. Raytheon Remediation of the Former Raytheon Facility in Wayland MA
<http://raytheon.erm.com/home.htm>
5. List of other towns' senior and community center facilities – size
6. Exhibit: Capacity Issues in Wayland's CoA and Recreation Programs vs. Activity Spaces



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

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

The BOS faces three basic options:

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

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

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

I. Consistency with community goals and plans

- a. The proposed CoA-Community Center completes the Planning Board’s original vision of placing an active municipal facility at the new town center, an action intended to elevate the development from a “shopping center” to a place that citizens congregate for many life activities.
- b. Adding a Recreation Department arts center at this location allows for the removal of the present art center at Fire Station #2, freeing up that space for other planned town use; and helping meet the needs of the community for adequate space to run new programs such as painting, drawing, pottery, etc.
- c. Adding trails that connect the municipal pad site to a proposed new boat house on the river and to existing trails to the north completes the concept of creating an “emerald bracelet” in Wayland’s



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river front. It also connects to the Rail Trail, a bicycle path that is planned to come to the town center along the nearby abandoned railroad right of way.

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

II. Public Health/Safety

- a. The CoA offers a variety of public health services, including: A collaboration with BayPath Elder Services and Wayland Council On Aging enables home Delivered Meals to be provided to nutritionally jeopardized elders as well as a social connection for Wayland recipients on a daily basis. Other public health and safety initiatives through the Wayland COA include: ongoing education programs for emergency preparedness, private nutrition counseling, demonstration workshops, fitness programs (aerobics, tai chi, better balance, zumba, etc). COA also coordinates with Board of Health for administration of flu shots, shingles vaccine, blood pressure clinics; programs addressing prevalent scams and fraud prevention; provision and distribution of "File of Life" packets for the community; collaboration with Fire Department for installation of smoke detectors, carbon monoxide alarms and house numbers as needed for Wayland seniors. The CoA also coordinates with Springwell Protective Services in cases of elder abuse.
- b. The Recreation Department could offer fitness programs that are aimed at reducing childhood obesity and other health and fitness issues, and could allow for other important programs and events such as teen events, child events, and much more; all of which is important for the mental health of community members, by enabling residents to connect and engage with each other in a community center setting.
- c. Community boating, trails and boardwalks may make programs possible that educate the general public on environmental and boating safety.

III. Mandates/ Legal Requirements/ Recommendations

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



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to anticipate expanded senior programs and increased senior participation for the next decade.

- b. Although there are no legal mandates for the town to provide recreational facilities and services, there are comparisons with other towns of similar demographics that suggest Wayland Recreation Department offers a lower quality and quantity of facilities and services than offered elsewhere. (See Gale Report, dated 2010). For example, the undersized gym in the town building (6,875 SF) is overbooked. (See the attached letter from the Recreation Department regarding inadequate gym facilities.) In addition a pent-up demand for programs and related spaces that promote the arts and other community gatherings is evident from the letters that have come from the community. The present arts center at Fire Station #2 is comprised of two classrooms and a kiln (1,319 SF). Moving the arts center to the town center municipal site as part of the new community center offers the opportunity to expand the arts facility to include new recreation department programs in the visual and performing arts . Therefore, a community center that is in the range of 18,000 to 22,000 SF with a combination of both dedicated senior space and shared recreation department activity rooms for folks of all ages seems appropriate. Staggered hours of programming for citizens of all ages will make the facility useful up to 12 hours a day, seven days a week.
- c. The river front trails are required to be connected with new trails constructed by 20 Wayland in the original development agreement with the town.

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

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



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directed to private for-profit vendors in Wayland and adjacent towns when no suitable facility is available. (See attached letter from Recreation Department dated Nov. 6, 2014.)

- c. Improved access to the river for passive recreation, educational opportunities and historical/archeological display and demonstration would be highly desirable along the river front, providing greater access to the Great Meadows Wildlife Sanctuary. Trails, boardwalks and a boathouse for storage of canoes and kayaks would greatly improve Wayland's standard of service to the community.
- d. Wayland no longer has a VFW building or any dedicated veterans' space. The current VA office is a shared space within the current CoA. Adding a VA office in the new community center will fill the need for serving our veterans in a place that has a warm and inviting social atmosphere.

V. Extent of Benefit

- a. With the proposed community center, the CoA would be able to offer a variety of public health services, expanded health and fitness programs, art classes and continuing education to the senior population.
- b. With cooperative scheduling, the recreation department will be able to use the new space to offer programming to persons of all ages. With potential expansion to the existing building the Recreation Department would be able to offer larger classes in painting and pottery to residents of all ages in after school, evening and week-end programs. Adding a full-size gym or large recreation space would offer great benefits and options for growth.
- c. Outdoor trails and river access would be expanded and open to all citizens of all ages.

VI. Related to Other Projects

- a. Moving the CoA to the town center site frees up space in the present town building for other uses.
- b. The Recreation Department could expand its offerings to the community to include performance art classes, dance, musical programs, movies and teen dances.
- c. The Historical Commission's inadequate storage and display space for valuable pre-Columbian artifacts and Colonial era materials could be remedied by incorporating their program needs into the new community center. Archeological artifacts that are discovered in the proposed development area may delay the project and increase the cost of construction if special demands are imposed by such discoveries. The Historical Society is also interested in displaying their collections at this facility.

VII. Public Perception of Need

- a. The current CoA space is known to be an undersized facility with only one activity space in a public hallway under its control. As a result CoA programs are often cancelled or relocated to inferior space due to last minute scheduling pressures from other departments. There is



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- limited access to the existing gym - only one program per week, even though the demand exists to use it every day for larger classes, expanded health and fitness programs.
- b. There may be a greater actual need for recreation improvements than the general public perception of its needs. The Recreation Department serves the athletic programs well, but due to a lack of physical spaces to offer programs in the arts, it is dependent on the availability of school facilities for after school and summer programs. Some public perception among parents of young children is that there is an un-met demand for programs in the arts for children during after school hours and for adults.
 - c. Though there has been an effort to improve river front access, walking trails and the bike trail for Wayland residents, the general population needs to be better informed about the latent potential of having so much river frontage and access to wildlife preserves. As one resident commented, "Unlike most other towns in America, Wayland has so much open space it is like living in the middle of a public park."
 - d. Based on the thirty (30) plus letters received, there appears to be a strong need for small group meeting rooms, activity spaces and gathering spots for adults as well as children.

VIII. Efficiency of Services

- a. By gaining dedicated activity rooms and more efficient offices, the CoA will be able to schedule activities and services without risk of being relocated or canceled.
- b. The Recreation Department would also gain more dedicated room for expanded programs under their direct control.
- c. The Historical Commission would gain storage space, office space and display space to better offer educational programs about archeology, the native American culture of pre-colonial and post-colonial Wayland.
- d. Combining some of the facilities used by the CoA and the Recreation Department recognizes that the age distribution of town residents changes with each decade. Although the senior segment of the population is growing now, it will contract in future decades. Some of the space used by CoA in "combined flexible space" during the next decade could be reallocated to programming for other age groups in the future

IX. Supports Economic Development

- a. The CoA activities will draw seniors into the town center and Route 20 amenities during the daytime hours with its consequent spillover of shopping activity in the commercial area.
- b. The Recreation Department activities after school and in the evenings will provide the same kind of stimulus to shops during those respective hours.
- c. The riverfront and bike trail activities will stimulate the economy by bringing more people into the area as well.



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X. Environmental Quality

- a. After the developer appealed the decision of the Wayland ConCom, the state DEP issued a superseding order of conditions that excluded the proposed development at the municipal pad from their approved site plan. Therefore the municipal parcel at the Town Center development needs to be permitted by Wayland ConCom. The environmental impact of renovating and finishing the existing building for the CoA offices and activity rooms and providing related parking on the site will be driven by typical sewer and storm drainage needs normally generated by any occupied building. Although the existing building may not be prevented from being occupied, altering the land around it for parking, service loading area, patios and walkways will require the Conservation Commission (ConCom) to review because much alteration will be within the 200' river front setback. Before choosing this site for occupancy, the town will be obligated to prepare for the ConCom an alternative site analysis that examines all other town property that is available for such a use and proves that the municipal pad is the only viable option.
- b. Adding a building for the arts and /or other recreational spaces will include some construction within the 200' river front setback if the addition is to be connected to the existing building. The area of the addition should not be more than 10% of the development area that is in the setback. The Conservation Commission's (ConCom) most conservative interpretation of the setback regulations is that the formerly paved areas that are now overgrown with plants not be considered "redevelopment" areas. This will limit our expansion ability. Adding the boat house, decks, boardwalks and trails will be within the 200' riverfront setback, but will be controlled by ConCom, Environmental Protection and US Fish and Wildlife recommendations. These concepts need to be part of the comprehensive river front development.
- c. General ConCom issues need to be analyzed with a comprehensive environmental engineering study that addresses several scenarios, starting with alterations to the existing building and related parking and walkways alone. Consider a second option of keeping the existing building and include a connected addition to the existing building. A third option of keeping the existing building may include a disconnected building that is outside the 200' setback. Finally, an important option is to examine the possibility of demolishing the existing building and constructing a new building and related site work that is outside the 200' setback as much as possible.
- d. Prior studies (2012) for the site as a library/senior center suggest that all of the options above will require some incursion into the 200' river front setback, if only for driveways, parking and walkways. The area of such incursions will in every case be greater than the 5,000 SF allowed as of right. For the town to build only outside the setback area, the size of the municipal building will be so small that it will be insignificant. This need for more development within the 200' setback was addressed in 2012 by including the entire town



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center development in the calculation of the 10% river frontage rule. Jim DeVellis, the consulting engineer on the Library/CoA study, calculated that area to be approximately 300,000 SF. By this assumption, the maximum allowed footprint of construction within the 200' setback would be 30,000 SF. In 2012, ConCom's chairman responded that it was a reasonable approach, but that the owner of the town center would need to agree not to do any further development of the river frontage of their property. Therefore, a comprehensive plan of all river front development needs to be devised with the cooperation of the developer as all one piece of property, and presented to the ConCom for review and approval. (See ConCom's list of items to address.) Going forward, the 2012 assumptions must be confirmed, and a new study needs to be part of the design services approved at the next Town Meeting. Combining all of the Town Center river frontage as part of the community center development is the only viable option for developing the municipal pad in a size that is suitable for a community center building and parking. To accomplish this it is necessary that the municipal pad be leased and not purchased.

XI. Feasibility

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

XII. Opportunity Cost

- a. If the alterations to the existing building are deferred to another time, the town may lose the opportunity to exercise its agreement with the owner to assist the town by building a parking lot and contributing toward the construction of a municipal building in the town center. The timing for completing the original vision is now.



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- b. If the arts center for the Recreation Department is deferred to another time, it will impact the possibility to vacate the present space at Station 2, thereby delaying alternative uses for that building.
- c. If no new prominent display space is made available for the Historical Commission, the collection will continue to be poorly maintained and hidden away from public education and enjoyment.

XIII. Operational Budget Impact

- a. The CoA staffing already needs another half person due to increased activity at the present site. However, moving to the existing building at the municipal pad and expanding CoA operations may be accommodated with volunteer staff and no additional new hires other than part time custodial staff for maintenance. Heating and cooling, lighting and power and maintenance is predicted to be approximately \$140,000/yr for a 10,000 SF building in 2016 and escalating annually after that by 2.5%. There is great potential for offsetting annual operating costs with income generated by renting space out to private sector, for meetings and party functions. A more exhaustive report of this potential may be initiated in subsequent studies of other community centers that are in operation.
- b. The Recreation Department arts classrooms will be a lateral move to a different building, requiring no new staff. Adding the multipurpose gym/auditorium in the event the town offices move out of their present building, would increase the amount of building maintenance for custodial services. Operational costs will increase in proportion to the square footage of an addition.
- c. Adding the boathouse will require no new staffing burden to the town. The building will be unheated and will have no plumbing and only minor electrical service for safety lighting and minimal convenience power outlets. The project as proposed will be funded, built and supported privately.

Attachments:

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

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

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



RECREATION DEPARTMENT

TOWN OF WAYLAND

41 COCHITUATE ROAD, Wayland, Massachusetts 01778-2697

(508) 358-3662 • FAX (508) 358-3665
Jessica Brodie, CPRP, Director of Recreation

November 14, 2014

COA/Community Center Advisory Committee
C/o Nan Balmer, Town Administrator
41 Cochituate Road
Wayland MA 01778

Dear Community Center Advisory Committee,

Our department submitted an original list of needs that a new community center would help us address. After submitting our original list, we were asked to go back and prioritize all the requests so the committee can better understand what the absolute needs are from wish list items.

Below is a summary of the prioritized items we originally requested:

High Priority (absolute must):

Full Size Gym:

- For use by recreational programs, town youth leagues (basketball, soccer, baseball, etc), Town Adult Leagues, and other special events year round, for all ages and abilities
- Adjustable basketball backboards on two ends of court, and 4 total on the sides of court
- Bathroom /Locker room and water bubbler accessible from the gym, or right outside of the gym
- Equipment for batting cage inside the gym, attached to the wall & ceiling
- Large Storage room accessible from the gym for sporting equipment, uniforms, etc.

Classrooms & Program Rooms:

- Multiple, multi-purpose classrooms for recreational programs of all ages and abilities
- Multiple, art & tech programming rooms for programs such as – art/paint, clay/sculpture, electronics, cooking classes. Separate, small room for kiln and drying area.
- Dancing Studio/Fitness room with mirrors with wooden floor
- Sinks in all classrooms
- Bathrooms outside of classrooms and meeting rooms
- Storage in all rooms for decorations, supplies

Meeting Rooms:

- Multiple meeting rooms for internal department meetings, Adult & Youth sport league meetings, and program staff training/information meetings

Storage Space:

- Storage space for sporting equipment in gym
- Storage space for programming equipment/supplies outside of gym and office (from a hallway, etc)
- Storage space for special events outside of office (large staging areas)
- Storage closets in all classrooms for supplies, tables, chairs, etc.

Office Needs:

- Larger office space with enough room for 4 office staff to work at a time, in a cubical size area each
- Internal office within the main office for Director that has a meeting table space for internal dept. meetings, and meeting with vendors and programmers.
- Storage closets for office equipment, supplies, etc
- Office located near main entrance so it is easily viewed from gym & classroom hallways.
- Plenty of parking for gym events, classroom events, and office events to happen at the same time.

Priority (Very Ideal to have):**Additional Gym options:**

- Stage at one end of the gym, with curtain, for special events and functions. ADA accessible, with speakers, lights, and separate room for performer
- Gym divider in center of gym
- Seating area either inside the gym on bleachers, or on 2nd level up above with windows for parents to view sporting events
- Multi-purpose gathering area outside of the gym with seating and gathering space for people during program and event clustering times (child friendly area)

Additional Classrooms & Program Room options:

- Workout room for yoga, pilates, boot camp classes
- Kids playroom – pre-k programs, mats, games, playtime
- Teen room – computers, tv's for ½ days of school and Teen nights

Kitchen:

- Kitchen designed for both functions & cooking classes
- Located near classrooms, with adjoining room for possible birthday parties, classes, etc.
- Located near gym for use during special functions if needed

Outside Areas:

- Possible outdoor classroom space for warm-weather seasons with benches, picnic tables, etc
- Possible outdoor boat house & staging area for boat launch into the river.
- Possible storage area for small boats & other outdoor equipment
- Playground area outside of the building for ages 2-15 – swings, playground structure, etc
- Grassy area for outdoor functions

I hope this re-prioritized list helps in understanding our department's future needs to deliver quality programs to Wayland residents. Please let us know if you would like to discuss any of the items listed above in more detail.

Thank you,

Jessica Brodie, CPRP
Recreation Director



RECREATION DEPARTMENT

TOWN OF WAYLAND

41 COCHITUATE ROAD, Wayland, Massachusetts 01778-2697

(508) 358-3662 • FAX (508) 358-3665
Jessica Brodie, CPRP, Director of Recreation

November 6, 2014

COA/Community Center Advisory Committee
C/o Nan Balmer, Town Administrator
41 Cochituate Road
Wayland MA 01778

Dear Community Center Advisory Committee,

Our department is thrilled to be a part of the discussion about a possible new community center at the Town Center site. Having Recreation and the COA in the same Community Center would be a wonderful facility that the entire population of Wayland could enjoy. We are very supportive of this effort and would like to continue to be involved in the design planning.

I have been asked to identify our department's facility needs, and how a new community center would suite those related needs. I have discussed our needs with our internal office staff as well as our commission and identified the following needs that a community center could address:

Full Size Gym:

- For use by recreational programs, town youth leagues (basketball, soccer, baseball, etc), Town Adult Leagues, and other special events year round, for all ages and abilities
- Adjustable basketball backboards on two ends of court, and 4 total on the sides of court
- Bathroom /Locker room and water bubbler accessible from the gym, or right outside of the gym
- Stage at one end of the gym, with curtain, for special events and functions. ADA accessible, with speakers, lights, and separate room for performer
- Gym divider in center of gym
- Equipment for batting cage inside the gym, attached to the wall & ceiling
- Large Storage room accessible from the gym for sporting equipment, uniforms, etc.
- Seating area either inside the gym on bleachers, or on 2nd level up above with windows for parents to view sporting events
- Multi-purpose gathering area outside of the gym with seating and gathering space for people during program and event clustering times (child friendly area)

Classrooms & Program Rooms:

- Multiple, multi-purpose classrooms for recreational programs of all ages and abilities
- Multiple, art & tech programming rooms for programs such as – art/paint, clay/sculpture, electronics, cooking classes. Separate, small room for kiln and drying area.
- Dancing Studio with mirrors with wooden floor
- Workout room for yoga, pilates, boot camp classes
- Kids playroom – pre-k programs, mats, games, playtime
- Teen room – computers, tv's for ½ days of school and Teen nights
- Sinks in all classrooms
- Bathrooms outside of classrooms and meeting rooms
- Storage in all rooms for decorations, supplies

Kitchen:

- Kitchen designed for both functions & cooking classes
- Located near classrooms, with adjoining room for possible birthday parties, classes, etc.
- Located near gym for use during special functions if needed

Meeting Rooms:

- Multiple meeting rooms for internal department meetings, Adult & Youth sport league meetings, and program staff training/information meetings

Storage Space:

- Storage space for sporting equipment in gym
- Storage space for programming equipment/supplies outside of gym and office (from a hallway, etc)
- Storage space for special events outside of office (large staging areas)
- Storage closets in all classrooms for supplies, tables, chairs, etc.

Office Needs:

- Larger office space with enough room for 4 office staff to work at a time, in a cubical size area each
- Internal office within the main office for Director that has a meeting table space for internal dept. meetings, and meeting with vendors and programmers.
- Storage closets for office equipment, supplies, etc
- Office located near main entrance so it is easily viewed from gym & classroom hallways.

Outside Areas:

- Possible outdoor classroom space for warm-weather seasons with benches, picnic tables, etc
- Possibly outdoor staging area for boat launch into the river.
- Possible storage area for small boats & other outdoor equipment
- Playground area outside of the building for ages 2-15 – swings, playground structure, etc
- Grassy area for outdoor functions
- Plenty of parking for gym events, classroom events, and office events to happen at the same time.

We understand that the list above is ambitious, and that many factors will be evaluated when designing a possible new community center, but we feel by expressing all of our needs upfront will help paint a clear picture of what this new facility could be and what is needed from our perspective. A great example of a joint COA/Recreation Community Center is the one in Weston if anyone has the opportunity to tour their facility.

We look forward to being more involved in this process and assisting with any efforts relating to this in the near future. Please let us know how else we can help and be a part of this effort.

Thank you,

Jessica Brodie, CPRP
Recreation Director



TOWN OF WAYLAND
MASSACHUSETTS
01778
CONSERVATION COMMISSION

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

December 5, 2014

Bill,

Thank you for attending the Conservation Commission's informal discussion at its meeting on December 4, 2014, concerning the Council on Aging/Community Center Advisory Committee's potential project at the Town Center municipal pad.

As you know, the Commission is responsible for administering the [Massachusetts Wetlands Protection Act](#), the Wayland Wetlands and Water Resources Bylaw, Chapter 194 and the state and town regulations. It was the intention of this discussion to review the jurisdictional considerations as they pertain to the charge of your Committee and the environmental feasibility of any project proposed in the Riverfront Area.

To briefly summarize the main points of our discussion, in order to proceed with a project in the Riverfront Area pursuant to 310 CMR 10.58, the considerations and questions the Commission needs to address include the following:

- What are the location and boundaries of the municipal pad
- Where will a potential project be located
- What will a potential project include e.g. the existing structure, any expansion of the existing structure, parking area(s), septic system and/or any additional structure(s) or impervious surface(s)
- Are there any practicable and substantially equivalent economic alternatives to a potential project in the riverfront area with less adverse effects on the interests identified in the Act
- What areas are included in the alternatives analysis for activities conducted by a municipal government
- Will the work, including proposed mitigation measures, have a significant adverse impact on the Riverfront Area
- Will there be any impact and/or encroachment effect on the habitat of rare species and has MA NHESP been consulted?
- Should alteration of up to 5,000 square feet or 10% of the Riverfront Area within the lot, whichever is greater, be allowed
- If such alteration is allowed, will a 100 foot area of undisturbed vegetation be provided
- What areas of original Raytheon property are included in the calculation of square footage of alteration
- What is the area that has been considered redevelopment
- What restoration and/or mitigation is required and/or proposed

SGreenbaum – B.Sterling; 12/5/14

As we mentioned at our meeting, the application of the Act and regulations to a project can be complicated. We hope that this brief summary of the main points as discussed is helpful.

Should you have any questions or comments regarding a potential project from the Conservation Commission's standpoint, please feel free to contact Brian.

Thank you.

Sherre Greenbaum, Chair

Cc: Nan Balmer
Mary Antes
Nancy Funkhouser

DiNapoli, MaryAnn

From: Balmer, Nan
Sent: Saturday, January 10, 2015 4:24 PM
To: Alias, SWQC
Cc: Kadlik, Stephen; Selectmen; Gretchen Schuler; Irving, Robert; Abelli, Jay; Sarkisian, Sarkis; Chris Brown; DiNapoli, MaryAnn; Colleen Sheehan
Subject: Re: Did anyone in Town Hall authorize the placement of these Russell's Farmer's Market signs?

Mike
We will look into this first thing Monday Thanks

Nan Balmer
(508) 237-1330

> On Jan 10, 2015, at 3:15 PM, Mike Lowery <lowery.mike@gmail.com> wrote:

>

> Stephen & Nan & Selectmen:

>

> Today I noticed the signs below posted in the road right-of-way. To your knowledge, did the Board of Selectmen or the DPW authorize placement of these temporary plastic signs? As of 11/24/14 Maryann DiNapoli confirmed that the Selectmen had not authorized the signs - have they done so since then?

>

> My understanding of state law is that these signs may not be placed in the road right of way - and in any case would require the permission of the owner or custodian of the land. The Board of Public Works is the 'municipal officer in charge' of the road right of way (except the state highways), and permission was not requested.

>

> The signs are secured to other structures, and historically have been promptly removed the day after the event. One has blown down this week. Regardless of their being secured and promptly removed, I believe they may have been placed without permission and counter to state law (see attached). My concern is that this market typically goes on for several weeks and unless the town acts, the signs will likely persist.

>

> While I believe it would be proper for any citizen to remove these signs, I hope that the town could have a discussion with Russell's and find some better way for this worthy event to be publicized which is within the law and our town regulations. If that does not occur, I request that the town contact Russell's and advise them that this practice must be discontinued.

>

> Mike Lowery
> written personally

>

>

>

> <https://picasaweb.google.com/104490350709760837136/20150110RussellSFarmersMarketSigns?authuser=0&feat=directlink>

>

> [cid:ii_14ad567a6b64cfae]

>

> 120 Lakeshore Drive

> Cochrutuate, MA 01778

> 508-397-8828

> <image.png>

> <General Laws_ CHAPTER 266, Section 126.pdf>



KOPELMAN AND PAIGE, P.C.
The Leader in Public Sector Law

101 Arch Street
Boston, MA 02110
T: 617.556.0007
F: 617.654.1735
www.k-plaw.com



January 12, 2015

RECEIVED

Patricia A. Cantor
pcantor@k-plaw.com

JAN 14 2015

Board of Selectmen
Town of Wayland

Planning Board
Wayland Town Hall
41 Cochituate Road
Wayland, MA 01778

Re: Specimen Tree Overlay District – Proposed Zoning Bylaw Amendment

Dear Members of the Planning Board:

As you requested, I am following up on your January 6, 2015 public hearing regarding possible amendments to the Town’s Zoning Bylaw, particularly draft Article 3, which would create a Specimen Tree Overlay Protection District (“STOP Bylaw”). You have asked for an opinion and recommendations as to whether the STOP Bylaw would be enforceable against a public utility and whether the STOP Bylaw would be more properly a general and not a zoning bylaw. I address these questions below.

1. Is the Bylaw Enforceable Against a Public Utility?

In my opinion, it is possible the STOP Bylaw would not be enforceable against a public utility because a public utility, which is a “public service corporation,” under the Zoning Act, G.L. c.40A, §3, may petition the state Department of Public Utilities (“DPU”) for partial or complete exemption from municipal zoning. Thus, assuming the STOP Bylaw is otherwise enforceable, in my opinion, the DPU could find the utility to be exempt from all or some of the bylaw provisions after the DPU conducts the proceeding set forth in c.40A, §3. Such proceedings involve a relatively long and detailed process, including a public hearing. After such hearing, if the DPU finds that the “the present or proposed use of the land or structure is reasonably necessary for the convenience or welfare of the public,” it may grant a complete or partial zoning exemption. A DPU ruling is appealable to the Superior Court.

Thus, it is my opinion that a request to the DPU for an exemption would involve a formal administrative proceeding that would take several months at the least and would require the expenditure of Town resources to defend. Since it is my understanding that the motivating reason for the STOP Bylaw is to address what is considered excessive cutting of trees by utility companies, that intent could be defeated if the utility company successfully invokes the c.40A, §3 exemption.

Additionally, while the STOP Bylaw could be interpreted as one of general application and not as particularly regulating utilities, the Bylaw may not withstand a challenge, in my opinion, because it could be found to exceed the scope of municipal regulation due to preemption by state law, as applied to public utilities. In summary regarding this complex issue, the Supreme Judicial

Planning Board
January 12, 2015
Page 2

Court has ruled that municipalities do not have the right to adopt local ordinances or bylaws regarding matters pertaining to public utilities because public utilities are comprehensively regulated by the state. See, for example, Boston Gas Co. v. Somerville, 420 Mass. 702 (local requirements regarding street excavations ruled invalid), and Boston Gas Co. v. Newton, 425 Mass. 697 (1997) (local excavation fee ruled invalid). Thus, even if the STOP Bylaw could be found to be generally applicable, it also could be found not to apply to a public utility due to state law preemption.

I have discussed the proposed Bylaw with Assistant Attorney General Margaret Hurley, the Director of the Municipal Law Unit in the Attorney General's office, and she shares my concerns. I also note that she pointed out the Attorney General's disapproval of a Town bylaw regulating use of pesticides and the decision of the Middlesex Superior Court upholding that disapproval. Letter from Attorney General to Wayland Town Clerk, February 22, 2013, regarding Warrant Article 2 of the October 3, 2012 Special Town Meeting; Wayland v. Attorney General, Middlesex Superior Court, Civil Action 2013-01173D, Memorandum of Decision and Order on Plaintiff's Motion for Judgment on the Pleadings, March 6, 2014. In my opinion, while the pesticide bylaw expressly referred to a "utility," the issues in the STOP Bylaw are sufficiently similar that the outcome could be the same.

Nevertheless and notwithstanding the above, it is also my opinion that the courts have upheld novel and creative approaches to zoning regulation. For example, there is nothing in the Zoning Act pertaining to site plan review, yet that review process was found valid and has become a well-established land use regulatory feature. See, Y.D. Dugout, Inc. v. Board of Appeals of Canton, 357 Mass. 25 (1970). Zoning restrictions to limit growth and development and preserve community character also have been upheld. Sturges v. Chilmark, 380 Mass. 246 (1980); but see Zuckerman v Hadley, 442 Mass. 511 (2004) (time limits on development restrictions may not be open ended). As I stated at the public hearing, the Town would be taking a novel approach and, while there is some risk, the decision as to whether to proceed to recommend the STOP Bylaw is essentially a policy and not a legal decision, in my opinion. On balance, however, it is my opinion that the STOP Bylaw would likely present a difficult defense, if challenged.

2. Is the proposed Bylaw more appropriately a general and not a zoning bylaw?

You have asked if the STOP Bylaw would be more likely to withstand challenge if it was adopted as a general and not a zoning bylaw. In my opinion, the preemption issues applicable to regulating public utilities and addressed above would apply to the same extent to a general bylaw as to a zoning bylaw. In my further opinion, a general bylaw would need to apply Town-wide and could not be restricted to a portion of the Town, as would be possible for a zoning overlay district. While a general bylaw does not require a two-thirds vote of town meeting to pass, it does require review and approval by the Attorney General. And while a general bylaw would not be subject to the procedural requirements for a utility to obtain an exemption under G.L. c.40A, §3, it is my opinion that ultimately it would make no difference in the legal analysis regarding preemption and validity of the bylaw as to whether the STOP Bylaw was a zoning or a general bylaw.

KOPELMAN AND PAIGE, P.C.

Planning Board
January 12, 2015
Page 3

If you have any further questions regarding this matter, please do not hesitate to contact me.

Very truly yours,



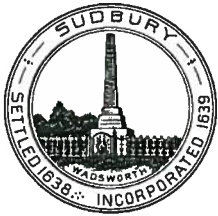
Patricia A. Cantor

PAC/jam

cc: Town Administrator ✓
Planning Director

513514/WAYL/9999

✓



TOWN OF SUDBURY

Office of Selectmen
www.sudbury.ma.us

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776-1843
978-639-3381
Fax: 978-443-0756
Email: selectmen@sudbury.ma.us

RECEIVED

JAN 15 2015

Board of Selectmen
Town of Wayland

January 13, 2015

Wayland Board of Selectmen
Town of Wayland
41 Cochituate Road
Wayland, MA 01778
Re: Wayland/Sudbury Septage Facility

Dear Members of the Board of Selectmen:

On December 2, 2014, the Sudbury Selectmen's office received a letter dated November 25, 2014 from your Board Chair regarding actions that the Town of Wayland proposes to undertake with regard to the Wayland-Sudbury Septage Disposal Facility. I am writing to put you on notice that the proposed actions set forth in your letter are in violation of the Septage Disposal Agreement between Wayland and Sudbury (the Agreement) and that the Town of Sudbury does not agree with or consent to the course of action proposed by the Wayland Board of Selectmen.

Your interpretation of the Agreement is incorrect, and the Town of Sudbury strongly disputes that the Town of Wayland has the right to begin demolition at the site. Section XV.B.2.b of the Agreement, which you cite in your letter, is not applicable because that Section applies only upon the expiration of the twenty year term of the Agreement. Your assertion that the Agreement terminated on December 9, 2009 is not supported by the terms of the Agreement. Further, Section XV.B.2., which applies only after the expiration of the twenty year term of the Agreement, states that the facility shall be disposed of "with the approval of the Committee as follows"; Section XV.B.2.b then sets out the procedure if the facility shall be deemed to have no market value. There is no provision for unilateral determination by Wayland that the facility has no market value or unilateral action by Wayland. Further, if and when the provision of Section XV.B.2.b relative to demolition that you cite ever becomes applicable, it requires that the demolition take place within five years of the expiration of the Agreement. Wayland erroneously claims that the Agreement terminated on December 1, 2009, thus the five year period that Wayland erroneously claims applies has already expired. The Town of Sudbury denies that Section XV.B.2.b is applicable, that Wayland has any right to demolish the facility, or that Sudbury is responsible for any costs of such demolition. The Town of Sudbury reserves all of its rights in this regard.

Your suggestion that you have obtained an appraisal, which provides any information pertinent to a discussion of the septage facility, is not sustainable. The document submitted with your letter fails to establish sufficient credentials of the appraiser, insufficient and inappropriate protocols, and no agreement of the parties regarding an appraisal under the terms of the Agreement. Of

greater importance, a previous appraisal utilizing expertise and protocols acceptable to the parties was obtained using criteria agreed to by both parties and an appraiser proposed by Wayland. In view of the on-going negotiations between the Towns with respect to the Agreement, your assertion of unilateral action by Wayland in violation of the Agreement is a troubling development. If you are seeking permission to demolish the facility at this time, Wayland will be required, at a minimum, to pay Sudbury the amounts agreed to in the previous draft agreement between Sudbury and Wayland, with no cost to Sudbury for demolishing the facility. And Sudbury will incur no obligation to pay for the on-going legacy costs for retired Wayland employees.

If Wayland decides to proceed unilaterally, Sudbury will hold Wayland responsible for any harm to Sudbury's interests, including financial harm.

Further, we are concerned about your proposed plans for developing the property through a third party and believe it will have significant impact on adjacent fragile Sudbury land, and significant and direct safety, environmental, and historical problems on Sudbury.

We would be agreeable to continue discussions with the Town of Wayland regarding the appropriate process for ending the Intermunicipal Agreement between the two parties, but wish you to be aware that Sudbury firmly opposes the intent to proceed with demolition of the facility until these issues are resolved. If Wayland persists in pursuing such a course, the Town of Sudbury will take all appropriate actions to protect its rights.

Sincerely,



Charles C. Woodard, Chairman
Sudbury Board of Selectmen

RECEIVED ✓

JAN 15 2015

Board of Selectmen
Town of Wayland

Proposed Rivers Edge Site

The DPW currently uses the approximate 4 acres parcel of land where the Rivers Edge Site is proposed. The area has been used for many years for a variety of uses from snow storage, to the staging area of materials for the day to day operations. On the North side of the property there are several Police agencies including Wayland which use the site as a gun practice range for training purposes. If the DPW was to lose the current site the additional costs and labor would increase dramatically. Below we have calculated some cost estimates and uses. Whenever daily offsite trucking is needed a loss of onsite production will suffer and delay future work.

Removal of Current Materials:

Currently there is over 150,000 cubic yards of materials on site which would have to be removed

***At a cost estimated at well over \$1,350,000.00**

Wood chips:

We currently generate over 1500 cubic yards of wood chips yearly. These wood chips are stored and used on roadside projects as needed.

***We can dump wood chips at Cavicchios in Sudbury at no dumping cost, but the cost of labor and trucking. @ \$35. Truck, \$22. Driver x 2 \$ 79.00 per trip, 1500CY \$23,700.00**

Road Millings:

Currently Road Millings are stock piles during road construction to be removed at later dates which allows the DPW to have cost savings from the contractors.

***Costs of hauling millings during construction, time and trucking. Costs upward of 10% of Road Construction Contracts**

Bituminous berm & bituminous asphalt:

During road construction all berm is removed and trucked to DPW site, as well as all asphalt removed during catch basin or manhole rebuilds, and during any cutting of the roads. We estimate we accumulate @ 150-200 cubic yards a year.

For Contractual services we allow them to use our facility to save on the contract.

***We have priced the removal of Bituminous asphalt \$10.00 per cubic yard, Cost of trucking and labor \$35.00 truck \$22.00 Driver 200CY \$4300.00**



WAYLAND POLICE DEPARTMENT

WAYLAND, MASSACHUSETTS 01778



ROBERT IRVING
CHIEF OF POLICE

Wayland Police Department Goals 2014

Results

RECEIVED

JAN 15 2015

Board of Selectmen
Town of Wayland

The overall mission of the Wayland Police Department is to make the Town of Wayland as safe as possible for its residents, employees and visitors. In an effort to further the mission of the department, some goals and specific objectives have been identified that we will attempt to meet in 2014. Each member of the Wayland Police Department is expected to contribute in meeting objectives that will allow us to attain the goals established.

Improve Police Officer Training

Police officer training is vital in preparing officers to meet the demands that police work places on them each day. Well-trained officers are less likely to make mistakes that will place them in a dangerous situation or cause for unnecessary legal action against the department and the town. Given the budgetary constraints faced by the department, efforts will be made to control the costs of some of the training received by the officers.

Objectives: Provide each officer with a minimum of two additional days of training this year above the 40 hours required by the police union contract. This year there will be an added emphasis to providing in-house police training. Areas where additional training could be conducted are: officer survival, defensive tactics, police liability, investigative techniques, drug enforcement, emergency driving, etc. This year the department will again participate in rewards seminars sponsored by MIIA.

Continue an annual qualification of firearms consisting of a minimum of six hours of training and the successful qualification of all department members. The

department will also supply added firearms training for those officers identified as being able to benefit from one on one skills enhancement in the use of firearms.

Maintain the certifications of specific officers in specialized functions such as child car seat installers, traffic accident reconstructionists, computer forensics, and field training officers

Expand the leadership development within the department by sending one sergeant to the F.B.I. National Academy in Quantico, Virginia. This 10-week course is known throughout the world for providing the best possible training in executive development. This training was scheduled for 2013 but was postponed due to the federal budget crisis.

Results: The department maintained a vigorous training program in 2014. A certified firearms instructor was contracted to work with our firearms instructor to assist in the annual qualification of officers and to provide individual training to officers in firearm skills enhancement.

The department participated in several training programs sponsored by the Massachusetts Interlocal Insurance Association. These included; Police Identification and Interrogation, Law Enforcement Liability, and Legal Update.

Individual officers attended specialized training in subjects such as; Advanced Roadside Impaired Driving Enforcement, Sexual Assault Investigation and Interrogation Tactics, Lidar Operator Training, Field Training Officer School, Breath Test Operator Certification, A.L.I.C.E. School Reaction Training, Annual C.P.R., First Aid and Defibrillation Training, Sergeant's Leadership Conference, Child Passenger Safety Seat Certification, Massachusetts Association of Women in Law Enforcement Annual Conference, Firearms Legal Update, Testifying in Court Seminar, Legal Update for Law Enforcement, Juvenile Law Update, Identity Theft and Fraudulent I.D. Investigations, Be Safe, Feel Safe, School Safety Conference, Improving Schools from Within, Juvenile Law, Managing Property and Evidence in Law Enforcement, Massachusetts Chiefs of Police Annual Training Conference, Narcotics Enforcement Officers Conference, Police Response to Biohazard Training, and National Incident Based Reporting Training.

In 2014, Det. Sgt. Berger graduated from the 255th Session of the F.B.I. National Academy in Quantico, Virginia.

Individual certifications for specific functions within the department were maintained.

Improve Traffic Safety

Accidents are a problem in the Town of Wayland and the department needs to continue efforts in several areas to improve the safety of the roads in town. Our efforts at accident reduction have played a major role in the significant decrease in reportable accidents since 2003.

Objectives: Reduce the accident rate from 2013 levels by 5%. There were 355 reported accidents in 2013, a 16.3% increase from 2012. The department will maintain a program designed to identify roadways and intersections that have a high accident rate and/or generate citizen complaints. Once identified, the areas will be targeted for selective enforcement. In addition, the department will utilize the programmable signboard to warn motorists of potential hazards, road closures and construction projects. The department will also use speed and traffic counters to help determine problem areas in town. The police department supports traffic-calming measures, such as speed humps, to deter motorists from traveling too fast. All officers and supervisors will be encouraged to continue proactive enforcement of motor vehicle laws and to maintain a high police presence on our roadways, especially in high accident areas. On shifts with three patrol officers assigned, a unit designated as a traffic unit will be deployed to target problem areas.

During 2014, it will be an objective to keep alcohol related crashes at an absolute minimum. The department will aggressively enforce the O.U.I laws and deter underage consumption of alcohol by conducting spot checks of establishments that sell liquor. Officers and supervisors will be encouraged to be on the lookout for impaired drivers and to take enforcement action when one is found. The department will look to improve upon its record of 32 O.U.I. arrests in 2013. The department will participate in all programs sponsored by the Governor's Highway Safety Bureau to include, "Over the Limit, Under Arrest" and "Click It or Ticket."

One police officer that is certified in the inspection of child safety seats will periodically perform child safety seat inspections for Wayland residents. It will be an objective to conduct a minimum of 50 child car seat inspections for Wayland residents.

The department will inspect pedestrian crosswalks throughout town and work with the Highway Department to insure that the crosswalks are highly visible for operators of motor vehicles and pedestrians.

Results: During 2014, there were 328 motor vehicle crashes investigated and police accident reports submitted by the department. This is a decrease of 7.6%

from 2013 when there were 355. This is the first decrease in motor vehicle crashes in several years. There was one fatal car crash during the year in which a Wayland man lost his life in a head-on collision.

Twenty-six infant car seat inspections were completed by our certified car seat installer, Officer Jennifer Ordway.

The department worked with the Department of Public Works to make insure all crosswalks were properly painted and had appropriate signage. The blinking crosswalk signal on Commonwealth Road was enhanced for better visibility and all crosswalk signs in town were double-sided to improve visibility at pedestrian crosswalks. Most speed limit signs were replaced with highly reflective signs. The department worked with other town departments to improve the dangerous intersection at East Plain St. /School St. /Commonwealth Road where there is now a new temporary traffic pattern in place.

There were 2,814 citations issued in 2014, a decrease of 12.5% from 2013 when there were 3,218.

There were 11 arrests for Operating Under the Influence of Alcohol during the year. This is a significant decrease of 62.5% from 2013.

Reduce False Burglar Alarms

False burglar alarms cause unnecessary emergency police response and can contribute to officer involved automobile accidents and officer complacency. In addition, they take officers away from other duties they may be performing.

Objective: Reduce false burglar alarms by 5%. In 2013 there were 686 false commercial and residential burglar alarms that required a police response. This represents a 14.5% increase in false burglar alarms from 2012. By enforcing the Town By-law 83-2, regarding false alarms, and by proactive publicity on the importance of proper maintenance of burglar alarm systems, it is hoped that the number of false burglar alarms will be reduced to 651 or less. In addition to enforcing the Alarm By-law, the department will contact alarm violators after five false alarms to help resolve the problem with the alarm system.

Result: There were 165 commercial and 441 residential burglar alarms in 2014. The total of 559 is a decrease of 18.5% from 2013 when there were 686. This is the lowest total since the department began to enforce the false alarm bylaw in 2003. There were no violations of the bylaw during the entire year.

Maintain Staffing Levels

The current authorized strength of the Wayland Police Department is 23 sworn officers. At the beginning of the calendar year the department is operating one below full strength.

Objective: Maintain the staffing level at 23 during the calendar year. Replace any opening caused by retirement or resignation with qualified civil service candidates. The department will track activity caused by the Town Center development to determine what staffing level may be needed in the future to handle increased demand.

Results: During the year Det. Ruth Backman retired from the force and Officer William Bradford announced his upcoming retirement in early 2015. Two candidates were selected and are scheduled to attend the Boylston Police Recruit Academy that begins on January 26, 2015.

Improve Technology and Equipment

Police work in the year 2014 requires sophisticated computer and electronic equipment. The police department must continue to improve its effectiveness by acquiring the latest equipment used in the law enforcement profession. Reliable communication systems are imperative for the operation of a police agency. In order to maintain effective communications systems, periodic upgrades are necessary.

Objectives: It will be a goal of the department to upgrade the current computer infrastructure in both the Joint Communications Center and the police department. The department will also look to replace the telephone system within the Public Safety Building that is now 12 years old.

The department will acquire a new speed monitoring trailer to replace the equipment that is 15 years old. A switch from traditional police sedans to the Ford SUV police vehicle will continue in 2014 as part of the regularly scheduled police cruiser replacement program.

Results: The department was able to upgrade the computer infrastructure and servers of both the Joint Communications Center and the Police Department during 2014. The telephone system was replaced for the entire Public Safety Building to include the Police Department, Fire Department and Joint Communications Center.

The department did not have sufficient funds to purchase a new speed monitoring trailer during 2014 and will look to get this done next year.

The department continued the switchover from sedans to the S.U.V. police vehicle. Currently, there are only 2 sedans left in the fleet.

Improve Community Relations

The Wayland Police Department is firmly committed to the community policing philosophy and currently engages in many community-policing activities. These include; a Youth Officer position, Bicycle Officers, Auxiliary Program, Police/Youth forums and a web and Facebook page. As community policing is a never ending principle, new ideas and programs are necessary to keep the concept expanding throughout the department and the town.

Objective: Continue existing programs that are designed to foster good community relations. Programs such as the Child Safety Seat Inspection Program, Rape Aggression Defense Training and Cops/Kids Lunches will be continued in 2014.

Continue regular Police/Youth interactions at Wayland High School and Wayland Middle School. Work with WaylandCares to help develop strong ties between officers and the town's youth and parents.

In conjunction with Wayland Youth and Family Services, continue the Youth Diversion Program for juvenile first time offenders that was established in 2007.

Continue the prescription drug disposal days at the Public Safety Building. This program allows residents to safely dispose unused prescription medications.

Maintain the use of the Wayland Police Bicycle Patrol. This will include bicycle patrol presence at the Memorial Day Parade, Walden Pond trip, Halloween and other special events.

The department will continue to communicate with the public through social media, such as Twitter, Facebook and the department's website.

Results: The department continued its programs with the school department with Cops/Kids lunches and the R.A.D. Program.

The department maintained the prescription drug disposal container at the Public Safety Building and participated in 2 Prescription Drug Takeback Days in collaboration with the D.E.A. Bike officers participated in the Memorial Day Parade and the Walden Pond Trip for the Wayland Middle School.

Nearly all members of the department participated in the 375th Anniversary Parade. The Wayland Police Honor Guard marched in the parade, officers participated with bike patrols and Wayland Police Auxiliaries and auxiliaries from other departments helped with road closures and traffic direction.

The department maintained a high level of communication with the community through social media and the use of the department's Swiftreach 911 notification system.

Improve Emergency Preparedness

The Wayland Police Department must be trained and equipped to handle many emergencies. It is necessary for the department to work together with other state and local agencies to share resources and expertise.

Objective: The police department is committed to work with the Local Emergency Planning Committee to help maintain full emergency preparedness certification. The department will maintain its membership and participation in the Metropolitan Law Enforcement Council.

The department will continue to oversee the Swiftreach 911 System to provide emergency notifications within the community.

An emergency shelter drill and demonstration by Wayland CERT and MRC will be conducted in March.

Results: The department maintained its membership with the Metropolitan Law Enforcement Council. One officer assigned to MetroLEC is a certified crisis negotiator and the other is assigned to S.W.A.T.

The Local Emergency Planning Committee remains certified and is chaired by Wayland resident, Doug Leard. A successful shelter drill and demonstration was conducted by the Citizen Emergency Response Team and the Medical Reserve Corps.

The department used the Swiftreach 911 system on several occasions to advise or warn residents of hazards, such as water main leaks.

Reduce Underage Consumption of Alcohol

Underage drinking is a serious problem in the Town of Wayland, as it is in many communities in Massachusetts. Although 2013 was another successful year, in that there were no serious alcohol related accidents or injuries involving our youth, there have been tragedies in the past that were related to youths and alcohol consumption.

Objective: Reduce underage drinking in Wayland, and thereby, reduce the likelihood of alcohol related injuries and accidents. The department will aggressively enforce alcohol related laws as they pertain to juveniles and will hold adults accountable for providing alcohol to underage persons. A program of spot inspections of local establishments that sell alcohol will be conducted on two or more occasions during the year.

The Police Chief will attempt to meet with the youth and a parent or guardian in any case where an underage person is hospitalized due to drug overdose or alcohol poisoning.

Results: One Wayland package store was suspended for one day and placed on probation after failing an alcohol compliance check. The department conducted two alcohol compliance checks during the year, visiting each establishment with a liquor license.

Work Towards Police Certification and Accreditation

The Wayland Police Department has been enrolled in the Massachusetts Police Accreditation program since July of 2006. To reach full accreditation the department must first become certified. The certification process consists of 155 standards that the department must comply with. To comply with these standards the department must complete a comprehensive review of all Policies and Procedures, and Rules and Regulations. Some of the requirements for certification require only written directives or policies to be in place and followed,

while others require working procedures or particular types of equipment to be available to department personnel.

Objective: The police department is committed to the accreditation process and will continue to work to attain the level of certification. A new accreditation manager will be appointed in 2014 to replace Sgt. Galvin, who resigned in 2013 to become the police chief in the town of Berlin. The new accreditation manager will be tasked with the responsibility of getting the department through the certification process as soon as possible.

Results: Sgt. Sean Gibbons was named the new accreditation manager for the department and has been working on the project for the past several months. Initial certification is expected in the early part of 2015.

A handwritten signature in blue ink, appearing to read 'Robert Irving', with a long horizontal flourish extending to the right.

Robert Irving
Chief of Police



Wayland Fire Department

Public Safety Building
38 Cochituate Road
Wayland, MA 01778



Vincent J. Smith
Chief of Department
Email: vsmith@wayland.ma.us

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

Monthly Report to the Town Administrator
December 2014

Holiday Lighting At the Public Safety Building

On December 2nd, we tried to do our share in decorating the PSB for the holidays. We were given a large artificial wreath and hung it on the Route 20 side of the building. Special thanks go out to Firefighters Tim Dempsey and Brian Burgett who hung the wreath. After the holidays it will be taken down and stored for next year. Along with the lighting provided by the Facilities Department the building and grounds look very festive. Our thanks also go out to TA Balmer who orchestrated the final design from many, many suggestions.

Heavy Rain 12/9 and 12/10

We were called to an unoccupied home on Stonebridge Road where about 18" of water was discovered in the basement. The furnace had to be disabled. We used 2 submersible pumps with 50' of hose to pump out the water. We also responded to South Street and assisted the resident to get their own sump pump working. A home on Shawmut Avenue was also pumped out.

Quiet (But Important) Response

On 12/9 a resident of Bow Road requested a "quiet" response to check his mantle that was charring and had some smoke coming out of the wall above. On our arrival, we found the resident had a fire in his fireplace and used a dry powder extinguisher to try to put a fire out when he noticed a problem. He stated that due to the amount of heat generated, he had smoke coming out of the wooden mantel. The house is a balloon frame house built in the early 1800's so the engine crew brought in a water extinguisher, tarps and a metal bucket. The remaining fireplace contents were removed to the outside. A power "sawzall" and a thermal imaging camera were used to make sure the fire just inside the wall, above the opening to the fire place was completely extinguished. The thermal imager was used to check above and to the sides of the chimney as well as the exterior of the home. A large fan was set up at the side door to ventilate the house and remove the smoke. Before leaving, the house was metered for the presence of carbon monoxide and the homeowner was advised to monitor the area and call us if he had any questions or concerns. Damage was limited to the mantle and the wall above.

Chief Fire Officer Program Graduate

Congratulations go out to Captain Robert Dorey who graduated from the Chief Fire Officer Management Training Program held at the MA Fire Academy over the past several months. This course is lengthy and comprehensive, and taught at a graduate level. This course helps prepare fire officers to work at the Chief level. Congratulations and good luck to Captain Dorey!



Photo credit: Heather Dorey.

Left to right...Deputy State Fire Marshal Peter Ostroskey, Chief Vincent Smith, Captain Robert Dorey, State Fire Marshal Stephen Coan.

Airlift to Boston Trauma Center

On Dec 15th, an accident was reported on Loker Street. Responding crews found a one car accident with three occupants. The two occupants who were using their seatbelts suffered very minor injuries and were transported by a mutual aid ambulance to the MetroWest Medical Center, Natick Campus. The third occupant (a non-restrained passenger in the back seat) was seriously injured with injuries requiring transport to a trauma center hospital. The Wayland ambulance removed this patient from the car and transported him to the Cochituate Ball Field, one of the pre-designated landing zones for the MedFlight helicopter. The patient was taken to Mass General Hospital where he could receive the proper treatment for his injuries. We understand that the patient is expected to recover well.



MetroWest Medical Center Meeting

On December 18th, I attended a meeting at the MWMC Framingham Campus along with area Fire Chiefs. The get together focused on meeting new personnel in hospital administration after Tenet acquired the hospital. We discussed common concerns about training opportunities and formal medical direction provided to our responders by phone and radio during an ongoing incident.

Fire Education Grants Received

On December 19th, I was advised that the Wayland Fire Department was the recipient of two separate grants from the Department of Fire Services for fire safety education for children and the elderly. Funding of these grants is partially provided by the state cigarette tax. We have received the children's grant for many years and we are now pleased to add seniors to the at-risk groups that are covered by these grant. We use the grants to purchase handouts, smoke and carbon monoxide detectors (we provide free installation), coloring books, pamphlets, and the salaries of those firefighters participating in the programs. The grant for children is \$ 4,423.00 and the grant for seniors is \$ 2,795.00. These grants are competitive and our thanks go out to Captain Dan Buentello who applied for the grants. Last year, we made over 2,100 fire safety contacts with Wayland residents.

Santa Rides Again

The Wayland Firefighters Association sponsors "Santa's Ride" on December 20, 21, and 22 every year. This year was the 51st annual "Santa's Ride". With a sleigh on top of the Association's fire truck, Santa makes his rounds stopping in neighborhoods all over town to listen to those last minute requests.

Chimney Inspection Scam

On December 30th I received word that a very impolite man was calling people in town and implying that he was with the fire department and pressuring them to have their mandated \$40 chimney inspection. Of course, that is a scam. Now and then we contact folks to do an inspections at their property, but it is either at the request of the homeowner or after they have had some permitted work done (like oil burner alteration). And of course we are always professional and courteous in our contact, whether by phone or in person. Confirmation of any fire department contact can be made by calling our normal business line; 508-358-7951.

Cub Scouts

During December, along with representatives of the Police Department and Town Planner Sarkisian, I attended two different meetings of Cub Scouts at the town building. The focus of our discussions was Citizenship.

Open Burning Season

Open burning season is January 15th – May 1. The Commonwealth's DEP makes the rules and the local fire departments are charged with enforcing the regulations. Sometimes, this leads to frustrated residents who want to burn on a particular day when the state has restricted burning. In an effort to get everyone on the same page, I have issued press releases to clarify the rules and procedures. As in past years, the season-long permits and the daily activation request may be obtained on-line. For those who have limited internet access we are more than willing to help. There is no charge for the permit or the permission to burn. The state's recorded phone line has been publicized and I hope that will limit the frustration. My thanks go to MaryAnn DiNapoli, Executive Assistant, who posted info on the town Website and Firefighter Todd Winner who updated our WFD web pages.

WFD Incident Statistics This Month

Incident Types Actually Found- These figures include outgoing mutual aid incidents.

2 Fires

- 0 *Building Fires*
- 0 *Mutual Aid, Engine/Ladder Truck Response*
- 0 *Structure Fire, Not A building*
- 1 *Cooking fire (confined to container)*
- 1 *Chimney Fire (confined)*
- 0 *Burner/boiler Malfunction (confined)*
- 0 *Vehicle Fires (passenger vehicles)*
- 0 *Brush Fires*
- 0 *Vehicle Fire (watercraft)*
- 0 *Dumpster/Trash Fires*
- 0 *Outside Equipment Fire*
- 0 *Special Outside Fire, Other*

0 Overpressures, Ruptures

- 0 *Overpressure, Rupture, Explosion, Overheat, Other*

95 Rescue and Emergency Medical Service

- 73 *EMS Calls*
- 10 *Mutual Aid Ambulance (non-motor vehicle accident)*
- 3 *Mutual Aid Ambulance (motor vehicle accident)*
- 6 *Vehicle Accident With Injuries*
- 0 *Motor Vehicle Accident (no injuries)*
- 0 *Lock Ins*
- 0 *Rescue, Emergency Medical Call (EMS), Other*
- 0 *Search for person on land*
- 3 *Well Being Checks*

15 Hazardous Conditions (no fire)

- 0 *Oil or Other Combustible Liquid Spill*
- 4 *Carbon Monoxide Incidents (includes CO investigation)*
- 0 *Heat from Short Circuit (wiring defective, worn)*
- 3 *Wires Down, Arcing*
- 0 *Arcing, shorted electrical equipment*
- 0 *Explosive/Bomb Removal*
- 8 *Hazardous Conditions (other)*

32 Service Calls

- 10 *Lock outs*
- 3 *Water or Steam Leak*
- 0 *Smoke or Odor Removal*
- 0 *Animal Problems*
- 0 *Assist Police or Other Governmental Agency*
- 0 *Public Service*
- 7 *Assist Invalid*
- 0 *Unauthorized Burning*
- 0 *Cover assignment, standby, move up*
- 1 *Mutual Aid Covering Assignment*
- 11 *Service Call, Other*

3 Good Intent Calls

- 3 *Dispatched & Canceled En Route*
- 0 *Wrong Location, Not a malicious false alarm*
- 0 *Authorized, Controlled Burning*
- 0 *Smoke Scare, Odor of Smoke*
- 0 *Steam, vapor, fog or dust thought to be smoke*
- 0 *Good Intent Call, Other*

7 False Alarm and False Calls

- 0 *Municipal Alarm System, Malicious False Alarm*
- 0 *Bomb Scare, No Bomb*
- 0 *Sprinkler Activation Due to Malfunction*
- 0 *Sprinkler Activation, no fire, unintentional*
- 3 *Smoke Detector Activation Due to Malfunction*
- 2 *Smoke Detector Activation, No Fire, Unintentional*
- 0 *Heat Detector Activation Due to Malfunction*
- 0 *Alarm System Sounded Due to Malfunction*
- 0 *Carbon Monoxide Activation Due to Malfunction*
- 0 *Sprinkler Activation, No Fire, Unintentional*
- 1 *Detector Activation, No Fire, Unintentional*
- 0 *Alarm System Sounded, No Fire, Unintentional*
- 0 *Carbon Monoxide Detector Activation, No CO Found*
- 1 *False Alarm or False Calls, Other*

0 Severe Weather & Natural Disasters

- 0 *Lightning Strike (no fire)*

157 Other

0	<i>Citizen Complaints</i>
28	<i>Fire Alarm Work (from dispatch)</i>
0	<i>Details</i>
4	<i>Error (or training) Incidents</i>
0	<i>Fire Alarm System Maintenance</i>
21	<i>Fire Alarm Disconnection/Reconnections</i>
2	<i>Fire Drills</i>
20	<i>Inspections (Sale of home)</i>
0	<i>Inspections (follow up)</i>
2	<i>Inspections (demolition)</i>
0	<i>Inspections (LP Gas)</i>
5	<i>Inspections (Occupancy)</i>
1	<i>Inspection, Oil Burner</i>
1	<i>Inspections (Placement)</i>
42	<i>Inspections (Quarterly)</i>
9	<i>Site Inspections</i>
4	<i>Inspections (Tank Removal)</i>
0	<i>Inspections (Tank Truck)</i>
3	<i>Mechanical Work</i>
0	<i>Mutual Aid – Fire Investigation</i>
0	<i>Mutual Aid (Non-Fire)</i>
7	<i>Public Education Sessions</i>
2	<i>Smoke Detector Installations</i>
1	<i>Special Type of Incidents</i>
5	<i>Training Sessions</i>

311 Total Incidents

WFD Response Times For The Month

These figures include all emergency incidents, including outgoing mutual aid incidents. The time range that is considered is from the time the Fire Department was notified that a response is necessary until the first Fire Department personnel arrive at the scene.

Cumulative percentages

Less than 1 minute	7.5%
Less than 2 minutes	32.5%
Less than 3 minutes	57.5%
Less than 4 minutes	85.0%
Less than 5 minutes	91.3%
Less than 6 minutes	97.5%
Less than 7 minutes	98.8%
Less than 8 minutes	100.0%



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOS

RECEIVED

JAN - 9 2015

Board of Selectmen
Town of Wayland

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 January 7, 2015

Septic work and building approvals- Septic system installations, soil testing and field work have basically ended for this stretch of the winter due to cold winter conditions. We continue to have a push on the backlog of septic and building plan reviews (with the help of consultants). The backlog of work is still pretty significant but now that construction has ended I will be continue to make this a priority and focusing on doing final reviews and getting caught up on paperwork over the next few weeks.

Tobacco Compliance checks-I will be adding this to my duties when out doing inspections to begin rounds of compliance checks with our new regulations at the retail tobacco stores.

Flu Clinics- reimbursement administration processing and MIIS (Mass immunization information system). We have provided flu vaccinations to 1,600 people so far this season. At this point we are in the process of determining how much time it will take to enter all the information into the vaccine registry as this is a mandated reporting requirement to DPH. This is a new process for us and although we have had success using tax-work off help in the past, that is not the case this season due to fewer available resources to us and the skill sets needed (computer skills). We will need additional staff hours (or contract hours) to do this work (it is a lot of data entry). Due to short staffing we have not had time to put numbers together on this but will be doing soon. This will also apply to the administration of the reimbursement processing function with the same issue. Office staff has been absorbing this function as we are able and we are doing the best that we can to keep up but have been behind on other responsibilities. We will be reviewing processes and determining steps for improvement and potential increased staffing needs for going forward.

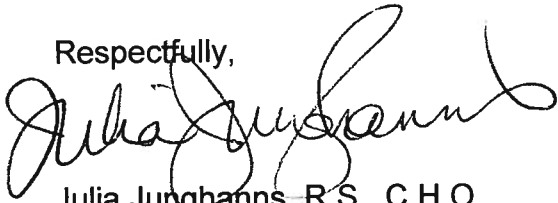
Health Agent/Sanitarian Position- We are considering searching for a trainee or intern to fill the position and provide on the job training. We have discussed this with the HR Director who is in agreement of this approach as it has been successful in other departments. Until we have a new hire I will continue to do both jobs due to this vacant position and we will utilize contracted resources as we are able.

All permits have been processed and mailed for annual renewals; 9 types of Food permits, DWCP, Animal Keeping, Refuse Haulers, Septic Hauler, Tobacco, Swimming Pools. We are beginning to receive checks for payments of the renewals.

Ruth Mori, PHN/Nurse Leader-has been working with the School Nurses on internal Lice Guidelines in accordance with evidence based practices (as a nuisance not communicable). Focus is on education and treatment. If there are questions please contact her directly and she would be happy to assist.

FinCom BoH Budget Review-We are on the agenda for Fincom on Monday January 12th at 7pm. We should meet at 6:30 pm for a refresher review of the budget before we go before FinCom.

Respectfully,

A handwritten signature in black ink, appearing to read "Julia Junghanns", written in a cursive style.

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



Town of Wayland Massachusetts

Council on Aging / Community Center Advisory Committee

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

Steven Correia
Carol Martin
Julie Secord, ex officio

Ken Isaacson
Jean Milburn
William Sterling, Co-Chair

Council on Aging / Community Center Advisory Committee (CCAC)

Minutes: December 10, 2014

Present: Ken Isaacson, Andrew Reck, Frank Krasin, Bill Sterling, Steve Correia, Jean Milburn, Carol Martin. Ben Keefe, ex officio. Absent: Julie Secord.

Public present: Tom Largy, Tonya Largy, Selectman Mary Antes, Betty Salzberg, Molly Upton

7:04: the meeting was called to order by Bill Sterling in the B.o.S. meeting room at Town Building.

Bill Sterling distributed some handouts to the committee members including a group of maps, a letter from the Director of Recreation, and a letter from the WCPA leadership to the recreation department.

Bill directed our attention to the study done by DeVellis Zrein, Inc., a civil engineers/site planning service, who performed studies when the CoA and Library were considering a shared structure on the site. They provided a map that showed the relationship between the municipal pad site, the wetland Line, the flood plain, the 100' setback and the 200' riverfront setback. The additional maps show "what if" scenarios in which the proposed building site is measured to determine the square footage of impact within the 200' wetland set-back. At the time of this study, it was estimated that the relevant area was about 298,106 sq. ft. for the entire 20 Wayland project. The local ConCom may choose to allow alterations in up to 10% of such an area.

Guest Tom Largy asked if the Public Comment period could begin. The committee agreed. Mr. Tom Largy is particularly interested in matters related to surface water. He asked how the subject of building a boat house had arisen. We briefly described Ellen Tohn's visit to the committee and her interest in a boat house. Mr. Largy pulls one of his boats on a trailer behind his truck, and feels that people with similar rigs need a "turn-around" area next to the launch site in order to be able to use it easily. He expressed disappointment that he found the Greenways launch site to be inaccessible.

We were asked if we would be discussing archeological matters at the site. Bill replied that we would do so only in the context of planning for any site disturbance, but that there is a "walk around" with the Historical Commission on Friday for the purpose of introducing them to the site and asking for guidance regarding any archeological examination that might be appropriate. Betty Salzberg asked about any "gift" amount owed to the town by the developer related to the site. At this point, only the BoS would know about any negotiations with the property owners regarding any gift.

The group reviewed the Nov. 24 minutes. Suggested edits included: specify that the meeting was held in the small conference room on the second floor, make sure to mention that the chairman declared a recess when we left the room to visit another meeting, also state that we reconvened, revise statement regarding the Long-range planning working group. Steve noted that he was not present at the meeting.

Bill informed the group that we have a posted meeting at 7 p.m. on Monday to present our report. Carol will be in a FinCom meeting and asked to be called when it is time to meet BoS.

The group was asked if anyone had thoughts to share about the most recent batch of letters from the public which had been forwarded to us by Julie Secord. It was noted that the Thompsons sent a long letter encouraging us to look at the Weston Community Center and encouraging the town to seek private funds to build the facility so that the taxes would not rise. There was also a letter from the recreation director, and several letters from the general public.

Jean Milburn described the Raytheon PIP presentation made by the company engaged by Raytheon to conduct clean-up on the site. She described the remediation program as extensive with many wells located under and around the new Town Center project. Much active remediation is still underway. The presenter stated that the municipal pad site has pollutants that are located about 40 feet below the surface. Since the ground water flows are located about 2 feet under the soil, this area is not considered a remediation target since the water will not be redistributing it. The entire site is described in an activities use limitations document (AUL). Jean also spoke with the LSP, Benson Gould, who is retained by the Wayland BoS for advice on matters related to this site. He mentioned that the AUL document describing the municipal pad is actually the purview of another LSP to whom he and/or the BoS would speak if they decided to pursue developing the site. When asked about why the daycare center was occupied, Bill responded that Raytheon itself decided to terminate construction due to concerns. We speculated that since much lead soldering was done at the site, lead, a hazard to very young children, may have been a concern.

Discussion moved to environmental testing for the municipal pad. If the BoS submits an article to Town Meeting, the plan described in the article should make the environmental testing and reporting a first step, so only those funds are expended if the site conditions are not acceptable. A quick estimate suggests that a budget of about \$150,000. should be adequate to do all the testing needed to inform the BoS before any design monies could be spent.

Bill reported on his recent meeting with ConCom. He described our discussions to this date and collected a list of ConCom concerns which have been folded into the most recent draft of our report.

The group returned to examination of the provided maps of the site. We discussed various ways in which building and parking could be sited to minimize the construction/paving areas within the 200' set-back. If we can meet citizen's needs with minimal intrusion into that area, it would be very desirable.

The group began to read, discuss, and edit the draft of the cover letter. There were several edits, including: mention the ConCom meeting, add more detail about our activities, reorganize the order of the points made in the letter, check the number of seniors served by CoA for accuracy on page 2, delete an extra *. We'll put the cost estimates in a separate attachment. It appears that all costs related to renovating the existing building will be approx. \$4.1M. A small edition for a 3,000 sq. ft. art center would run about \$660K. Bill will do more detailed estimates for the attachment.

The group turned to the process of reading, discussing, and editing the draft of the committee report. Bill asked Jean to find the first letter sent by the recreation director and send it to him. The group reviewed her most recent letter for information that could be transferred to the report. Jean was asked to read the approx. 30 letters from the public and try to summarize the major themes into a paragraph for the BoS.

On the first page of the report: it was suggested that we list three options, 1) renovate the existing building, 2) renovate the building and add a 10,000 to 20,000 sq. ft. facility, 3) demolish the existing building and build 30,000 sq. ft. building outside the 200' setback so that more of the recreation department's needs could be met.

On the second page: we discussed that the CoA offers a really impressive set of Health and Safety services, perhaps they can elaborate on the additional services that could be offered with more space. On third page: mostly typo edits. On point 4d, indicate that there is no dedicated space for Veterans' services. The visiting expert has to sit in the computer lab. Point 5d, strike, redundant. Point 10b, include US Fish and Wildlife in the list. No additional substantive edits.

Ken will incorporate all the edits into the draft and send it to co-chair Sterling.

The group was reminded that the Historical Commission will walk the municipal pad on Friday and a couple of us should be there to answer their questions.

We will meet again on Monday at 7 p.m. to appear before the BoS. We plan to meet to approve final version of our Report and cover letter and meeting minutes.

Jean made the Motion to Adjourn. Carol seconded the motion. The vote was 7-0 in favor at 10:45 p.m.



Town of Wayland Massachusetts

Council on Aging / Community Center Advisory Committee

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

Steven Correia
Carol Martin
Julie Secord, ex officio

Ken Isaacson
Jean Milburn
William Sterling, Co-Chair

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

Minutes: December 15, 2014

Present: Ken Isaacson, Andrew Reck, Frank Krasin, Bill Sterling, Steve Correia, Jean Milburn, Ben Keefe, ex-officio. Julie Secord, ex-officio. Absent: Carol Martin.

The meeting was called to order at 7:02pm by Bill Sterling in the Large Hearing Room at Town Building.

Public Comment: None.

First order of business was review of the Minutes of previous meetings:
The Minutes of Nov. 24, 2014 were reviewed and edits and corrections made and accepted. Bill moved to accept the edited minutes. Seconded by Jean. Approved 3/0/3.

The Minutes of Dec. 2, 2014 were reviewed and edits and corrections made and accepted. Bill moved to accept the edited minutes. Seconded by Jean. Approved 6/0.

The Minutes of Dec 10, 2014 were reviewed and edits and corrections made and accepted. Ken moved to accept the edited minutes. Seconded by Andrew. Approved 6/0.

The committee next discussed two diagrams created by Sterling Associates showing shifting and shortened parking area which would allow for the usage of the existing building and potentially a second building of approximately the same size footprint in the altered area. Combined, they would use only about 12,600 square feet of the allowed 29,810 prox. square feet. 298,106 square feet is the size of the entire 20 Wayland project and development is limited to maximum 10% of that. All construction would be outside the 200ft. conservation restriction.

Resident Tanya Largy entered at 7:28pm and exited at 7:31pm

The committee next reviewed the draft cover letter of Dec 15 and made corrections; however we did not make any changes to the attached draft Warrant article page (dated 12/2/14), which was included simply to represent our intent to develop one at a later date. Motion was made by Ken to approve the final cover letter as amended; Seconded by Bill. Approved 6/0.

Next item was discussion of the revised Capital Improvement Report. After short discussion Bill moved to accept the final Report; seconded by Steve. Approved 6/0.

At 7:50pm Bill moved to adjourn the meeting. Frank seconded. Approved 6/0.

Respectfully submitted,
Ken Isaacson



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, October 06, 2014

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

1. Call to Order

The meeting was called to order at 7:00 PM in the Senior Center of the Wayland Town building. The meeting was video taped.

2. Public Comment

- Ken Issacson, Lake Shore Drive: 1) Encouraged FinCom to discuss return of \$1.5 million of free cash to reduce the FY2014 tax rate. 2) Disagrees with the School Committee request to FinCom re: payment from reserve fund of AG OML fine. 3) Appreciates FinCom's work, but FinCom needs to cap debt service in order to gain trust of residents.
- Linda Segal, Aqueduct Road: Discuss email and attachments sent earlier regarding the date for 2015 Annual Town Meeting. Encouraged late date for 2015 ATM. Reviewed history of ATM dates and prior year's actions by FinCom re: ATM window.
- Margo Melnicove, Lake Shore Drive: Email re: FinCom should not use reserve fund to pay for School Committee AG OML fine.
- FinCom members engaged in a spirited discussion regarding individual opinions on use of the reserve fund to pay for fines resulting from unintentional violation of the OML.
- T.Greenaway and K.Issacson had a further discussion on certified free cash, retroactive reduction of FY2015 tax rate, and consideration of options to influence the FY2016 tax rate.

3. Appoint Representative to Council on Aging / Comm Center Advisory Committee

B.Steinberg, C.Martin, and G.Wolin all expressed interest. T.Greenaway moved to appoint C.Martin as FinCom representative to the COA/CC Advisory Committee. Seconded by B.Steinberg. The motion was approved unanimously (6-0-0).

4. Consider Annual Town Meeting Schedule Dates

Discussion on the merits of holding 2015 Annual Town Meeting in early April vs. late April. Two bar chart schedules were distributed and reviewed by the committee depicting work flow to meet the alternative dates. FinCom members essentially split as to date preference; the overall effort by FinCom would be materially the same regardless of the date of ATM. T.Greenaway departed the meeting to report the FinCom discussion to the Board of Selectmen; N.Funkhauser chaired the meeting until his return at 8:02pm)

5. Report from Finance Director, Brian Keveny:

- **Free Cash:** Information has been sent to the Department of Revenue requesting certification of free cash - awaiting response.
- **Capital Improvement Plan Forms:** a revised packet of CIP forms was distributed updating Recreation Department submissions.
- **Five Year Model:** discussion on on-going development of a five year model of the town's financial information including free cash, capital expenditures, and debt service. Discussion on the use of "debt balancing accounts" in other municipalities.
- **School Committee Capital Items:** C.Martin provided information on the School Committee review and discussion on their five year capital plan. SC is voting this evening on the plan but with placeholders for certain items. A needs assessment of the elementary schools building condition was suggested by the retired/outgoing Facilities Director. SC will be requesting funds for this study from FinCom.
- **Public Question on Five Year Model:** Ken Issacson, Lake Shore Drive, questioned if the Five Year Model would have a cap on debt service. B.Keveny stated this would be a policy decision by FinCom. G.Wolin and B.Steinberg stated that any recommendation for such a cap would be presented by FinCom to Town Meeting.

6. Capital Improvement Plan Review - Fire Department

- Chief Smith began with a request for additional current year funds in the amount of \$31,258.
 - \$18,200 Ambulance Service Quality Assurance and Quality Improvement Program.
 - \$10,000 Ambulance Patient Reporting Software.
 - \$2,601 Maintenance Contracts on the Paramedic's Monitor/Defibrillators.
 - \$457 Support charge, wireless PSB connections.
- Discussion on the request: Although Chief Smith projects a turn-back of \$45k in personnel budget for FY15 personnel funds cannot be used for other line items. There has been increasing pressure from the State to implement the quality monitoring program during FY15 and this was not anticipated while preparing the FY15 budget request. FinCom will again review this request at a later date in FY15; it was noted that there are four pending requests to access the reserve fund for unanticipated FY15 expenses.
- Chief Smith then presented the FY16 CIP requests:
 - \$48,000 SCBA Air Tank Replacement (48 units)
 - \$55,000 Duty Officer Vehicle Replacement
- Discussion on the request: Requested that the Chief update the CIP form to just show the air tanks rather than all capital costs; discussion on "open cash balance" and potential use of Ambulance Fund for these requests; question on who is paying for the John Deere ATV requested by DPW - this is a shared cost DPW-FD; discussion on age when vehicles are traded in.
- Discussion on Wayland Housing Authority request for Cochituate Village Apt sprinkler system and input from the Fire Department - Chief is available to speak to the subject at 2015 ATM if requested.
- Discussion on old FD capital projects - Chief Smith to work with B.Keveny to close out brush truck, boat and other account balances.

7. Capital Improvement Plan Review - Other

- There were no representatives from DPW, IT, Conservation or Water. B.Keveny will coordinate Dept Heads to make presentations at upcoming FinCom meetings.

8. Liaison Report/Roles

- C.Martin – the School Committee requests clarification of the phrase “unmet needs”. T.Greenaway replied that the FinCom FY16 Guidelines is consistent with existing SC procedures. Further discussion on the definition of “unmet needs”.
- C.Martin – attended SC finance subcommittee meeting: the School Business Administrator reported that the year-end rpts have been send to DoE and will be reviewed by SC at the Oct 6 mtg. SPED to be reviewed for program and cost. The subcommittee asked C.Martin is it was appropriate to request capital funds from the FinCom reserve fund to perform the Elementary School Assessment.
- B.Steinberg - Planning Board is also seeking for additional funds for Town Building review. Rivers Edge group is currently evaluating nine law firms for possible engagement.

9. Long-Range Planning Project Discussion and Assignments:

- Long Term Land Use - B.Steinberg - Planning Board to drive this issue. T.Greenaway discussed developing a “process” / “home” for this. Planning Board to implement process to how best to use town owned property.
- Peer Town Evaluation - N.Funkhouser - has reviewed prior methodology and criteria; will contact K.George re: participation in evaluation process.
- Prior Goal Evaluation - no action to date.
- Financial Policies - C. Martin reviewing; Sustainability to be collapsed into Financial Policies; discussion on FinCom policy development.
- Financial Functions - B.Keveny to review with C.Lewis re: OPEB.

10. OML Complaint:

- T.Greenaway reported on July 10, 2014 complaint. Received call from Assist. AG requesting a copy of the May 19, 2014 ES minutes to consider.
- Report on complaint filed September 30, 2014 - T.Greenaway prepared a draft response for FinCom review; response had been reviewed by Town Counsel. Draft response included reference to retrieval of previously misplaced minutes from former FinCom members. N.Funkhouser moved, C.Martin seconded, that the draft response be submitted to the AGs Office. The motion was approved unanimously (6-0-0).

11. Members Reports and Concerns (I):

- T.Greenaway - Letter from P.Gossels re: town maintenance of Nike Site parcel. Investigated the possibility of the Heard Farm farmer maintaining the Nike Site - response: too small & remote.

12. Minutes:

- B.Steinberg moved, T.Greenaway seconded, to accept the September 2, 2014 minutes as corrected (typos). The motion was approved unanimously (6-0-0).
- C.Martin moved, and T.Greenaway seconded to accept the September 22, 2014 minutes as amended (wording of ES entering paragraph; “no action taken” by FinCom re: cap for CIP spending). The motion was approved unanimously (6-0-0).
- Discussion on July 16, 2014 meeting minutes - no approval needed as not an official meeting.
- Per N.Funkhouser - need to complete review of Sept 10, 2014 minutes and May 19, 2014 ES minutes.
- Discussion on the need to enter Executive Session to vote on ES minutes - unresolved.

13. Members Reports and Concerns (II):

- B.Steinberg - questions for Conservation Commission on 40 Acres Drive parcel acquisition plans.
- C.Martin - CPC capital information request for B.Keveny.

- T.Greenaway - Long Range Planning; Eastern Bank future presentation; CIPs.

14. Chair's Report

- Report on BoS Meeting - Discussion on Free Cash; Utility Budgets - properly sized?; possible consolidation across departments; Pushing Costs Down - 32B insurance discussion (currently over budget by 3%, premium set to increase by 5%)
- Report on Moderator's Rules Committee Meeting - seeking "user friendly" rules improvements
- Next planned FinCom meetings - Oct 15; Oct 27; Nov 12; Dec 1; Dec 8.

- 15. Adjournment:** At 9:51 pm B.Steinberg moved to adjourn the meeting and C.Martin seconded the motion. The motion was approved unanimously (6-0-0).

Respectfully submitted,
/s/Tom Abdella

Documents:

1. Revised Agenda – Oct 06, 2014
2. L.Segal - email and attachments dated Oct 06, 2014
3. K.Issacson - letter dated Oct 06, 2014
4. M.Melnicove - email dated
5. Departmental CIP Forms (revised Oct 06, 2014)
6. 2015 ATM Alternative Date Bar Chart Schedule Graphics
7. Draft OML Response to Sept 29, 2014 complaint



Town of Wayland Massachusetts

Finance Committee

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

Finance Committee Meeting Minutes, December 1, 2014

Attendance: T. Abdella (7:20 PM), T. Greenaway, N. Funkhouser C. Martin, B. Steinberg, D. Watkins and Finance Director Brian Keveny. Absent: G. Wolin

I. Call to Order

The meeting was called to order at 6:30 PM in the Senior Center of the Wayland Town building. The meeting was video taped.

II. Public Comment

Dennis Berry (Town Administrator) – Mr. Berry notified members that the dates for 2015 Annual Town Meeting will be April 6, 2015, April 7, 2015 and April 8, 2015. Mr. Berry is requesting that all Town Boards and Committees prepare for Annual Town Meeting in order to increase efficiency. He will allow the capital budget to be separated into more than one motion, within the budget article, but only at the time the Article is presented.

III. Review Draft Tax Recapitulation Package and consider split-tax rate recommendation to Board of Selectmen as needed in anticipation of Tax Rate Public Hearing

Mr. Keveny presented a handout of the Tax Rate Recapitulation Package. He discussed his estimates of local receipts and his rationale for maintaining a budget of \$4.18million. Mr. Keveny pointed out to FinCom that any funds allocated in the Certification of Appropriations requires that funds must be then available, otherwise the first available funds in the next fiscal year shall be allocated to such fund.

The valuation by class of Property in Wayland has been set by the assessors at \$3.24 billion, which is an increase of approximately 9.4% from the prior year's valuation of approximately \$2.9 billion.

FinCom Members discussed the merits of a split tax rate (commercial vs. residential) and the impact on both residential and commercial property owners if the maximum increase on commercial users of 150% were levied. Upon discussion, the consensus among FinCom Members was to recommend to the Board of Selectmen that the tax rate not be split in Fiscal 2015. There was a suggestion that in future years data should be provided to show the impact of increasing the tax rate on only commercial properties with a value in excess of \$1 million.

D. Watkins and B. Keveny left the meeting at this point to attend the Tax Recapitulation Hearing between the Board of Assessors and the Board of Selectmen.

IV. Town Clerk Reserve Fund Transfer Request

The Town Clerk, Beth Klein, presented FinCom with a handout detailing the costs incurred and projected with regard to hiring former Town Clerk Lois Toombs as a consultant for training. She is requesting that FinCom transfer enough funds to continue such training. It was pointed out that the former Town Clerk had been in her position for many years and had served as the Assistant Town Clerk prior to her election as Town Clerk. The Town has a scenario today whereby both the Town Clerk and the Assistant Town Clerk are new to the position, so there is no continuity in that office. It was suggested that funds for ongoing training might be included in the FY 2015 budget from the Town Clerk's office.

After discussion, which reached a consensus that the FinCom should provide funds to continue such training until Annual Town Meeting, a motion was made by B. Steinberg to provide for a current year transfer in the amount of \$3,500 to provide for the hiring of a consultant to assist the Town Clerk in their training. The motion was seconded and was approved by a vote of 4 – 0. Mr. Abdella was not yet in attendance and Mr. Watkins was at the hearing noted above.

V. Long Range Planning

Colleen Sheehan, Planning Board Chair, discussed the work of the group analyzing a potential process to evaluate the long-term use of Town-owned properties (presented at a previous FinCom meeting). They have identified all Town-owned parcels, large and small. They are considering recommending that a committee (interim or permanent) be designated to make recommendations regarding the long-term use of such assets. This could be done by the Planning Board or by a sub-committee consisting of members/designees of all or some boards in Town. The goal is to have a process of determining the use of such assets that is in the best interest of the Town and not just in the best interest of any particular board, committee or constituency in Town. The consensus of FinCom members is that any such new committee should not include all Town Departments and Boards, as that committee would be too large to be effective (suggestion was for designees of the Board of Selectmen, FinCom, Planning Board and perhaps one or two other Boards and Committees) and that the committee should not be permanent, but should be formed for the time required to make recommendations regarding such assets.

D. Watkins returned from the Tax Recapitulation hearing and reported that the Board of Selectmen had voted against a split tax rate.

D. Watkins reported that he continues to analyze the process of determining peer towns, as part of the long range planning process. He found that based upon the formula used to determine peer towns, the standard deviation of towns within our current peer town group has only six towns within a 35% standard deviation, which is quite large. He will continue to analyze this.

VI. FY 2016-20 Capital Improvement Plan Deliberations

FinCom discussed a suggestion by Mr. Greenaway that is vote a 5-year capital plan. There was a discussion of what that really means in terms of recommendations with regard to individual proposed capital projects. Members recommended that the years beyond the current year might be considered based upon a consideration of how those future years tie to the FinCom long-range debt service policy. FinCom will follow-up on this at its next meeting.

With regard to specific capital requests, discussion was as follows:

- Facilities items will await recommendations of the new Facilities Director;
- Library rotunda windows are being considered by the CPC;
- Town Building painting and repairs are recommended by FinCom;

- Public Building sewer pump station of \$50,000 has requested funds from other repairs at that building and there was a discussion without conclusion as to whether Town Meeting needs to allocate funds for this project;
- Library oil tank removal is recommended by FinCom;
- Water items will be discussed at the next FinCom meeting.

VII. Report of the Finance Director

The Tax Recapitulation Sheet is expected to be certified in the next week or two, subsequent to the hearing this evening between the Board of Selectmen and the Town Assessors. The Audit Committee is expected to present to the Board of Selectmen on or about December 15th the management letter from the outside auditors.

VIII. Reports From Liaisons

Ms. Funkhouser requested that Members take ownership of the CIP forms being finalized by the departments to which they are liaisons. It is important that these forms be properly and fully completed.

IX. Chair's Update

The Chair reported that the Warrant for Annual Town Meeting opens in December and closes on or about January 15, 2015. Tentative dates for FinCom meetings in 2015 are as follows: 1/5; 1/12; 1/20; 1/26; 2/2; 2/5; 2/9; 2/12; 2/23; and 3/2/15.

The Chair noted that with regard to a previous open meeting law complaint, the complainant, Mr. Harris, had submitted a new letter to the Office of the Attorney General.

X. Meeting Minutes

Members discussed and approved the following meeting minutes, as amended:

- 9/10/14 (motion by Mr. Steinberg and second by Ms. Funkhouser by a vote of 6 – 0.
- 10/6/14 (motion by Mr. Steinberg and second by Ms. Funkhouser by a vote of 6 – 0.
- 10/15/14 (motion by Mr. Steinberg and second by Ms. Funkhouser by a vote of 6 – 0.
- 10/27/14 (motion by Ms. Funkhouser and second by Mr. Steinberg by a vote of 6 – 0.

XI. Adjourn

At 10:29 PM, the Committee voted unanimously to adjourn based upon a motion from Ms Martin and a second from Mr. Watkins.

Respectfully submitted,

William Steinberg

Documents: Handout – Tax Recapitulation Package
Handout – Request for Current Year Transfer by Town Clerk

**THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF REVENUE
TAX RATE RECAPITULATION**

FISCAL 2015

**OF
WAYLAND
City / Town / District**

I. TAX RATE SUMMARY

1a. Total amount to be raised (from IIe)	\$	<u>79,347,938.29</u>
1b. Total estimated receipts and other revenue sources (from IIIe)		<u>19,761,646.00</u>
1c. Tax levy (1a minus 1b)	\$	<u>59,586,292.29</u>
1d. Distribution of Tax Rates and levies		

CLASS	(b) Levy percentage (from LA - 5)	(c) IC above times each percent in col (b)	(d) Valuation by class (from LA - 5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	94.9030%	56,549,178.97	3,074,997,622	18.39	56,549,206.27
Net of Exempt					0.00
Open Space	0.0000%	0.00	0		0.00
Commercial	3.7144%	2,213,273.24	120,350,478	18.39	2,213,245.29
Net of Exempt					0.00
Industrial	0.1395%	83,122.88	4,518,700	18.39	83,098.89
SUBTOTAL	98.7569%		3,199,866,800		58,845,550.45
Personal	1.2431%	740,717.20	40,279,600	18.39	740,741.84
TOTAL	100.0000%		3,240,146,400		59,586,292.29

Board of Assessors of WAYLAND
City / Town / District

MUST EQUAL IC

NOTE : The information is preliminary and is subject to change.

Do Not Write Below This Line --- For Department of Revenue Use Only

Reviewed By Andrew Nelson
Date :
Approved :
Director of Accounts

TAX RATE RECAPITULATION

FISCAL 2015

WAYLAND

City / Town / District

II. Amounts to be raised

Ila. Appropriations (col.(b) through col.(e) from page 4)	\$	78,245,962.00
Ilb. Other amounts to be raised		
1. Amounts certified for tax title purposes	0.00	
2. Debt and interest charges not included on page 4	0.00	
3. Final court judgements	0.00	
4. Total overlay deficits of prior years	0.00	
5. Total cherry sheet offsets (see cherry sheet 1-ER)	30,335.00	
6. Revenue deficits	0.00	
7. Offset receipts deficits Ch. 44, Sec. 53E	0.00	
8. Authorized Deferral of Teachers' Pay	0.00	
9. Snow and ice deficit Ch. 44, Sec. 31D	0.00	
10. Other (specify on separate letter)	0.00	
TOTAL Ilb (Total lines 1 through 10)		30,335.00
Ilc. State and county cherry sheet charges (C.S. 1-EC)		122,112.00
Ild. Allowance for abatements and exemptions (overlay)		949,529.29
Ile. Total amount to be raised (Total Ila through Ild)	\$	79,347,938.29

III. Estimated receipts and other revenue sources

IIIa. Estimated receipts - State		
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	\$ 4,581,007.00	
2. Massachusetts school building authority payments	0.00	
TOTAL IIIa		4,581,007.00
IIIb. Estimated receipts - Local		
1. Local receipts not allocated (page 3, col(b), Line 24)	4,180,404.00	
2. Offset Receipts (Schedule A-1)	0.00	
3. Enterprise Funds (Schedule A-2)	4,901,461.00	
4. Community Preservation Funds (See Schedule A-4)	845,000.00	
TOTAL IIIb		9,926,865.00
IIIc. Revenue sources appropriated for particular purposes		
1. Free cash (page 4, col.(c))	2,115,442.00	
2. Other available funds (page 4, col.(d))	3,138,332.00	
TOTAL IIIc		5,253,774.00
IIId. Other revenue sources appropriated specifically to reduce the tax rate		
1a. Free cash..appropriated on or before June 30, 2014	0.00	
b. Free cash..appropriated on or after July 1, 2014	0.00	
2. Municipal light source	0.00	
3. Teachers' pay deferral	0.00	
4. Other source :	0.00	
TOTAL IIId		0.00
IIIe. Total estimated receipts and other revenue sources (Total IIIa through IIId)	\$	19,761,646.00

IV. Summary of total amount to be raised and total receipts from all sources

a. Total amount to be raised (from Ile)	\$	79,347,938.29
b. Total estimated receipts and other revenue sources (from IIIe)	\$	19,761,646.00
c. Total real and personal property tax levy (from Ic)	\$	59,586,292.29
d. Total receipts from all sources (total IVb plus IVc)	\$	79,347,938.29

Wayland Historical Commission Meeting Minutes – December 15, 2014

Minutes: approved as amended

Attendees: Rick Conard, John Dyer, Tonya Largy, Mike Lowery, Elisa Scola, Gretchen Ryder Sharry, Mike Lowry (Associate Member)

Guests: Duane Galbi, Gretchen Schuler

Chairperson Elisa Scola called the meeting to order

1. Minutes of the November 24, 2014 meeting were approved as amended

2. Public Comment: Mike Lowery presented a gingerbread house model version of a Wayland fixer-upper house and accompanying music to 'Save This Old House' as an introduction to the proposed Demolition Bylaw discussion

3. Review Proposed Demolition Delay Bylaw: (Elisa)

Suggested title of bylaw: Preservation of Historically Significant Buildings through Demolition Delay as opposed to Demolition Delay Bylaw. Discussion of draft and proposed wording changes made to draft of proposed bylaw. Elisa will make the proposed changes and review with Town Counsel, Planning Board, Building Commission. Proposal for 2016 Town Meeting. Need to plan for education of the public/story as to what Town has lost without a bylaw, find out number of demo permits issued in past years; old photos of before and after properties.

4. Railroad Update: (Rick)

Rick has copies of DCR report and a letter from Brauna Simon re rail trail site. There is a cursory cultural resource report, needs more information. Rick spoke with Sarkis and is waiting for report. The Town has hired a firm to do a study re: the railroad bridge. Suggested to apply to CPC for additional money to expand stone dust trail.

5. Archaeology Update/North Cemetery Project: (Tonya)

The GPR has been completed, report is in process. Invoice for work has been received. Conditions assessment/field work has been done. The report is not yet done. Dr. Trinkley wanted more information and sent a list of questions to the DPW. DPW personnel had problems with the process and the questions, as they felt they were condescending. There is no budget for care of North Cemetery. There is \$35,000 from CPC to pay for project. \$20,000 (2012 Town Meeting) does not mention a preservation management plan as part of project. The DPW had not been informed of the amount of DPW employee time that would be required. Elisa stated that a previous meeting with Don Oulette did include discussion of a preservation management plan. GPR was part of the new plan and continuation of old plan. Mike Lowery stated that the DPW was insulted by the tone and style of the questions submitted, and that we are spending money for particulars that were not approved at Town Meeting. DPW does not have additional grounds person to do work. There is not enough staff to get job done. WHC did

not know that a questionnaire was being sent. The DPW has fixed stones in the cemetery and never received credit for it. Discussion as to how to go forward from here.

Tonya suggested starting a "Friends of the North Cemetery" group (5013C group). She will share the idea with the Historical Society. Mike Lowery will go to Stubby and say that we would like to get this done when reasonable and recommended that future questionnaires come to the WHC first. Tonya and Elisa will meet with Stubby regarding this. The consultant can't bill on the conditions report until they receive the information. Mike L asked if the questions pertained to one section or the whole cemetery. Need to find out in order to answer the questions.

Tonya, Sheila, and Bill Sterling visited the proposed boat house site. The area is very disturbed. In 2005, U Mass-Amherst did a survey of the area, which was ordered by DOT. Tonya has a copy of the survey.

6. Stone's Bridge Preservation Update: (Duane Galbi)

Duane mentioned that the CPA has a new form for application for funding. He has completed the form for funding to restore the first arch of Stone's Bridge (\$250,000.). Duane to email finished application to Elisa. He will keep Tom Sciacca informed of spring/summer clean-up project.

7. CPC Update: (Elisa)

CPC to review application for Stone's Bridge. There will likely be a warrant article to restore WHC portion of funding that was taken out.

8. Ceremonial Landscapes Update: None

9. New business and other items not identified prior to submission of Agenda:

Septage facility plaque cannot be stored in the archaeology lab. John Senchyshyn said it had been removed and is now stored in a secure place.

Liz Knourenko needs to submit an official letter of resignation to the Selectmen-she is still considered a member.

Next Meeting: Monday, January 12, 2015 at 7:30 PM

Meeting adjourned: 9:45 PM

Respectfully submitted,

Gretchen Ryder Sharry

Wayland Historical Commission

**Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting December 17, 2014
Raytheon Room, Wayland Free Public Library**

Present: Library Director Ann Knight, Trustees Aida Gennis (chair, presiding for the second part of the meeting), Sally Cartwright (vice chair, presiding for the first part of meeting), Anne Heller, Nan Jahnke, Lynne Lipcon, Thaddeus Thompson **Absent:** None

Call to Order: 8:05 a.m.

Visitors and Public Comment

Public Buildings Director Kenneth "Ben" Keefe joined the Trustees for a portion of the meeting. There were no other visitors and no public comment.

Minutes of Previous Meeting(s)

The minutes for the meeting of November 17, 2014 were approved unanimously.

Financial and Statistical Reports

Circulation was up in November compared to the last two years, and electronic circulation in the Over-Drive collection is at an all-time high. Five months into the fiscal year, expenditures are on track.

Library Building and Grounds

Mr. Keefe, the Town's new Public Buildings Director, discussed with Trustees several facilities matters that concern the Library, including energy-efficient lighting for the Main level, heating and cooling issues throughout the building, site drainage, repair of the Rotunda windows, and care of the ivy on the Library's façade.

Mr. Keefe presented lighting and fixture specifications for the Library that were suggested by Ameresco, the energy consulting firm that is implementing a town-wide energy efficiency upgrade; the upgrade was spearheaded by the Energy Initiatives Advisory Committee and approved by Town Meeting last year. The recommendation includes replacing 16 overhead fixtures in the Circulation area, Reference area, Main Reading Room, and stacks on the Main Level. While Trustees supported an upgrade to quiet, dimmable, LED lighting, they found the recommended fixtures to be too "industrial looking" for an historic library building. Mr. Keefe will inquire whether different fixtures can be substituted.

Mrs. Knight asked Mr. Keefe for help with air circulation in the Raytheon Room, which has no windows. She also asked for advance warning when it comes time to replace the current oil burner with a gas furnace, in case staff need to close off part or all of the building for the work.

Mr. Keefe said site drainage work approved under a \$350,000 state and federal grant is proceeding slowly as the Town's consulting engineers and Department of Public Works team continue to identify existing structures and solutions. The grant, awarded by the Federal Emergency Management Agency and its state counterpart the Massachusetts Emergency Management Agency, was awarded after flooding in 2010 closed the Library for five months. Work is expected to be finished in 2015 or 2016. Mrs. Knight reiterated that, in the meantime, the Children's Room continues to flood at the emergency exit

door in stormy weather despite ad hoc efforts to divert water and keep the drains clear.

Mrs. Gennis asked if Mr. Keefe could help resolve a discrepancy between two appraisals and estimates the Library has received for work to repair the windows in the Rotunda, and he agreed to do so. Trustees also mentioned the continuing need for care of the ivy on the Library's brick façade.

Revised Operating Budget Request

After internal review and discussion with our Finance Committee liaison, Bill Steinberg, Trustees revised the Library's FY2015-2016 budget request to delineate three separate scenarios: a "Level Service Budget," a "Restoration of Service Budget" (which restores evening and weekend hours cut in FY2011), and the "Requested Budget" (which includes an additional \$24,000 to support a part-time, unbenefited, Digital Services and Communications Specialist). The Library is scheduled to present its budget request in January.

Personnel Board Review of Requested Staff Change

Mrs. Knight reported that the Personnel Board has recommended against the Trustees' request for a 17-hour-a-week Digital Services and Communications Specialist after hearing the Library's case in November. The Personnel Board noted that the described duties involve "non-traditional librarian work" and questioned whether avenues for using volunteer and/or intern labor had been adequately explored.

Finance Committee Planning Series

In December, Mrs. Knight and Mrs. Heller made a short presentation to the Finance Committee on the Library's anticipated long-range capital projects and answered questions about construction schedules should the Library receive a Massachusetts Public Library Construction Program grant for renovation or new construction. Other departments have made similar presentations about their capital requirements, in an effort to get a better view of needs to guide the Finance Committee's long-range planning.

Long-Range Planning for Town-Owned Parcels

Mrs. Lipcon reported on a meeting of the group considering what to do with Town-owned parcels. The current group, which is considering procedural matters, will finish its work soon and report to the Board of Selectmen in January, handing off work to a new group that will consider the actual disposition of parcels. Town boards with interests in Town-owned parcels, like the Library Board of Trustees, are not expected to have seats on the new committee, which will make its recommendations to the Planning Board.

Library Planning Committee Composition

Trustees are working to fill the remaining seats on the Library Planning Committee, which is scheduled to have its first meeting in early 2015. Mr. Thompson and Mrs. Jahnke will contact two candidates who might represent young families in the community. Once the committee is complete, Trustees will send out letters of appointment.

Library Building Program

Trustees have received the draft Library Building Program, a 97-page document prepared by our consultant Tom Jewell, for review. Mrs. Knight requested edits and comments by Christmas if possible, or in early January, before Mr. Jewell meets with Trustees at their January meeting.

Community Survey Update

Mrs. Gennis reported that the University of Massachusetts Donahue Institute will conduct our 2015 Community Survey at a cost of \$12,800 not including print and mailing.

Website and Logo Update

Mrs. Heller reported that Stirling Technologies will redesign our website and Library logo at a cost of about \$14,000. Trustees gave input on design elements for the logo.

Wayland Reads

Mrs. Cartwright reported that plans for this winter's Wayland Reads program are on track and distributed a bookmark publicizing the reading selection: "The Opposite of Loneliness," a collection of essays by Marina Keegan. Trustees agreed that while a Gossels Lecture would be welcome in 2015, it should be kept separate from the Wayland Reads programming.

The Meeting Was Adjourned at 10:47 a.m.

Documents for This Meeting

1. Agenda of Meeting 12/17/14 [erroneously dated "Wednesday, November 17, 2014"]
2. Minutes of Meeting November 17, 2014
3. November Circulation Report
4. Financial Report, "Summary Reports as of 2014.12.16"
5. Two PowerPoint slides for presentation to the Finance Committee for planning purposes
6. Proposed FY2016 Library operating budget titled "(Revised) Wayland Free Public Library Proposed Operating Budget & Narrative for Fiscal Year 2016," dated December 5, 2014.
7. Memo from the Personnel Board to Finance Committee and Nan Balmer, Town Administrator, "FY 15 Staffing Requests," December 9, 2014
8. "Wayland Public Library Building Program," draft, by [Library consultant] Thomas N. Jewell dated December 2014
9. "Library Planning Committee—Potential members, Updated 12/16/14"
10. Email, Jan DeMeo to Ann Knight, report of patrons registered for Library's OverDrive electronic media access, by year, 2009-2014
11. Stirling Technologies, online worksheet for logo design, "Logo Design Starter Kit," <http://www.stboston.com/logo-design/>
12. Email, Emily Kristofek to Aida Gennis, "Logo meeting—notes for Trustees," summary of staff discussion of new Library logo elements
13. Specification sheet for Corelite Stellar 12" suspended fluorescent light fixtures under consideration for Library table area and stacks
14. Bookmark, "Wayland Reads ... March 2015, Join the Discussion"

Next Meeting

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

Respectfully submitted by Nan Jahnke, Trustee, Board Secretary

Notes of August 22, 2014 Organizational Meeting
9:00 – 10:30 a.m.
Wayland Long-Range Planning – Town-Owned Land

Following up on the Finance Committee's July 16, 2014 Long-Range Planning Project Public Forum, Colleen Sheehan, Chairman of the Planning Board, convened an August 22, 2014 meeting to start discussing the review of town owned lands and recommending a process for considering future needs/uses for same. Invitees were Gretchen Schuler, Anette Lewis, Frank Krasin of the Recreation Commission, Kent Greenawalt of the Planning Board, and Mary Antes for the Housing Authority.

Those in attendance at the kick-off in the Planning Board office on the morning of August 22, 2014 were Sheehan, Schuler, Lewis, Krasin, and Brian Boggia of the Housing Authority sitting in for Mary Antes. Town Planner Sarkis Sarkisian was also in attendance.

A discussion ensued with regard to the need to post all meetings concerning this Finance Committee long-range planning effort. The goal is to have an open, transparent discussion so that other members of the public can participate and follow along. In addition, under the Open Meeting Law, it would appear that such meetings would be of a sub-committee of either the Finance Committee or the Planning Board. Ms. Sheehan stated that in the future, meetings would be posted.

In the absence of a posting for August 22, the group discussion was limited to possible dates for future meetings and sharing of extant documents and reports identifying town-owned lands. A review of a recently prepared "Town Owned Properties Map 2014" had some inaccuracies that were pointed out by members in attendance. Mr. Sarkisian agreed to work on updating the map.

Ms. Sheehan offered to get the extant documents onto the Town web site at an easy to find location so that the public and those on the sub-committee would have access to them. Among the documents are: 1) Salt Shed Siting Study, February 2003, Revised March 2004, prepared for the Wayland Highway Department by Weston & Sampson Engineers, Inc.; 2) May 29, 2014 e-mail and attachments from Anette Lewis to Colleen Sheehan & Sarkis Sarkisian providing a spread sheet of detailed information on "capital facilities" committees in numerous Massachusetts towns and the Planning Board's 3/3/05 draft outline of how a Public Facilities Planning and Coordinating Committee could be organized in Wayland; 3) lists of all town-owned parcels -- one organized by controlling board and one organized by parcel I.D.; 4) Town Owned properties map; 5) May 16, 2014 letter from Peter Gossels to Board of Selectmen with October 15, 1969 legal opinion concerning restrictions on use of land occupied by the Town Hall Building.

There was a brief discussion of the recommendation in the 2004 Master Plan and the 2010-11 Master Plan Review for consideration of a Public Facilities Planning and Coordinating Committee which could also maintain the master list of town-owned lands and oversee consideration of uses for same.

Those in attendance agreed to meet next on Wednesday, September 3 at 9:00 a.m. in the Planning Board office.

Wayland Long-Range Planning – Town-Owned Land

October 3, 2014 – 9:00 AM

Present: Kent Greenawalt, presiding; Frank Krasin, Mike Lowery, Gretchen Schuler. Also attending: Sarkis Sarkisian, Town Planner; Jessica Brodie, Recreation Director; Linda Segal, Brett Leiford.

The meeting began with introduction of Jessica Brodie who is the new Recreation Director for the Town.

The conversation began with a discussion of an important step – possibly a first step – in the process: determination of ownership and control of a property. Mike Lowery explained that this may be more involved than simply known which board owns a property as there are a variety of state laws that govern municipal property. For instance state law distinguishes between park and recreation land saying that a town deals with parkland differently than land that is only declared recreation land. In addition it was noted that there may be legal limitations on specific parcels that can only be gleaned from reviewing the contract/deed of acquisition.

This Committee is focused on structure, form and process of developing long range planning for town owned parcels (improved and not improved land).

Additional discussion on a potential Capital Facilities Committee occurred referring to the chart that was handed out at last meeting. Someone asked if we should see if there are other communities that have developed Capital Facilities Committees beyond the 14 on the chart that was drawn up in 2005 (distributed at last meeting).

There was continued confusion as to what our charge or direction from Finance Committee is and Frank requested that the FinCom be asked to be more specific to clarify the charge. Those present referred again to the chart that FinCom issued for September 10th meeting that had a list of Long Range Planning Topics and those who would be part of a working group to consider. The project heading for this working group is “Process of Evaluating Town-Owned Property,” with committee owner being the Planning Board. When asking Tom Greenaway about the charge it would be helpful to understand what the FinCom plans to do with information gathered – its goals, objectives and output.

Anne Harris, co-chair of the Energy Committee was present for part of the meeting as Sarki had urged her to attend to present projects that the Energy Committee is looking into that would require use of town owned parcels. They are in need of locations for solar power collection equipment. The town has a contract with AMERESCO to find places where solar power could be harnessed. Presently they are looking at three locations for installation of solar equipment:

1. New DPW roof which has been designed to support the equipment;
2. Parking lot canopies at the Middle School (particularly because school roof would not support;

3. Parcel at High School – a sloping site on northeast side of high school parcel near waste water treatment with a potential conflict with leaching field.

The issue of whether a zoning change would be required to allow ground mounted solar collectors was mentioned. However, several of us named residential properties that already have such systems. Kent also wondered if a super structure could be built over the Middle School to keep all collectors on roofs rather than creating parking canopies.

Frank and Mike reiterated their concern about a charge for this working group and believe that we should not continue to meet until that charge has been issued. Kent will ask Colleen to contact Tom Greenaway for a written charge – a simple paragraph – not a lengthy document.

NEXT MEETING – OCTOBER 10 at 9:00 AM. Meeting for October 24 remains as options for the time being.

Adjourned at 10:10 AM.

Respectfully submitted,

Gretchen G. Schuler

Wayland Long-Range Planning – Town-Owned Land

October 24, 2014 – 9:00 AM

Present: Colleen Sheehan, presiding; Mary Antes, Kent Greenawalt, Frank Krasin, Anette Lewis, Mike Lowery, Gretchen Schuler. Also attending: Sarkis Sarkisian, Town Planner; Alf Berry, Surveyor; Brendan Decker, GIS Coordinator; Leisha Simon, IT Director/Schools; Lynne Lipcon, Library Trustee; Sherre Greenbaum, ConCom Chair; Bill Sterling, Council on Aging Board.

Colleen gave a brief background of this working group. In July the FinCom started a long range planning process and asked a group of people to look at how to plan (process) for town-owned property. In mid-October, the BOS asked the PB to consider a similar process. And there was a petitioners' article (that did not pass) in 2008 to establish a committee that would take on a similar task. This working group will report to FinCom and the PB will report to the BOS on establishing such a committee.

The first part of meeting was devoted to discussing the utility of the GIS tools. Brendan Decker explained the GIS tables tied to Parcel IDs with various existing layers for many topics desired in a town-owned property listing such as aquifer zones, zoning, acreage, etc. It is trickier to show such relationships as adjacency to other lands. Mike pointed out that there are layers from other sources such as MassGIS, which has layers from DEP and National Heritage and Endangered Species Act, et.al. At the moment the local GIS shows all or none of town-owned land – one cannot isolate (for instance) all land controlled by DPW. There was a brief discussion about how to handle “errors’ in data. Brendan must rely on Assessors for information in order to make any changes to maps. Thus this group should send a memo to Assessors (copy to Surveyor/GIS) with a list of presumed inconsistencies or errors. Alf Berry offered to this working group a short “show and tell” in order to inform us about the capabilities of the GIS.

Next the group heard from Leisha Simon about a Document Management program that she is administering for the town. The long range vision is to convert all resources in filing cabinets – plans, decisions, etc. – to digital format with accessibility on website through a query process. She encouraged us to look at Westford's system where data is available to the public. Anette pointed out that the town had begun to invest in a system for coordinating all land use information; however it was not compatible with MUNIS (a digital financial system for municipalities). Leisha is exploring the needs for land use document management.

The discussion turned to the Tools and Considerations that a Capital Facilities Committee would use in evaluating projects. Frank suggested separating tools and factors according to types of projects. There was some discussion about this topic and it was decided that a permanent committee may want to address that; however our role was simply to lay the ground work.

Additions to Tools list:

- Surveys
 - Charrettes
-

Additions to Considerations list:

- Other available funds
- Existing uses of a property
- Confluence of town goals
- Proximity to user base
- Existing distribution of like facilities
- Community/neighborhood consideration
- Public perception of the needs.

There was discussion about the role of compromise in determining solutions for projects in which there would be negotiations leading to resolutions. Also there was some discussion about the usefulness and reliability of surveys.

Lynne Lipcon explained that there often are conflicting objectives and goals – for instance the Library must do certain tasks to fulfill requirements of the Massachusetts Board of Library Commissioners (such as a survey) that may be different than the way in which a community wishes to engage the public.

Next there was discussion about who carries out investigations for information – for instance if recommendations for a particular parcel require more information – who is responsible for gathering that information and who pays for the study – a case in point would be the future use of the present DPW site once the new one is online. Who would do (and pay for) the environmental studies of the old site? These are issues to be considered and reviewed by the appointed committee.

A task of a Capital Facilities Committee – or should it be a Long Range Planning Committee for Facilities? – is to help lead the town through needs assessment and then help to marry a project with availability and suitability of locations. It would be an analysis and communication vehicle for projects.

Before the meeting concluded the remaining attendees focused on who would serve on this committee and how. Each person stated their preference:

- Gretchen – Town Meeting adopted – independent – 5 to 7 members – with mixed appointments (some by TM, some by BOS, maybe some by PB)
- Anette – Town Meeting adopted – independent – 3 to 7 members – not sure on who appoints.
- Mike – Town Meeting adopted – 7 appointees (representatives) one each of BOS, PB, School, Rec, DPW, Housing, ConCom.
- Colleen – Town Meeting adopted – 3 to 5 members acting in collaboration with PB (elected board) and reporting to TM.

Others did not weigh in due to the hour. This discussion will continue at next meeting.

NEXT MEETING . No meetings scheduled beyond this date. Adjourned at 11:00 AM.

Respectfully submitted,
Gretchen G. Schuler

Wayland Long-Range Planning – Town-Owned Land

October 31, 2014 – 8:30 AM

Present: Colleen Sheehan, presiding; Mary Antes, Kent Greenawalt, Frank Krasin, Gretchen Schuler. Also attending: Sarkis Sarkisian, Town Planner; Sherre Greenbaum, ConCom Chair; Linda Segal.

Distributed at meeting:

- BOS Policy: “Disposition of Town-Owned Land” 2010
- MAPC Memo: “Professional Technical and Planning Assistance to MAPC Municipalities” 10/20/14

Permanent Municipal Building Committee. Colleen began with information about the PMBC. She has contacted a member to learn about their mission – tasks – and what may be missing from projects when they take them on. Colleen will attend PMBC meeting at 7:30 PM on Wednesday November 5, 2014. She indicated that the PMBC has not yet finalized its charter, that it has a group of permanent members and when working on a specific project two more members from group in charge of project join PMBC – e.g. two DPW members have joined while overseeing construction of the new Highway facility.

Long Range Planning Committee Membership. Before beginning a discussion about the work flow of a Long Range Planning Committee, Gretchen suggested that we add Mary’s and Frank’s thoughts on membership to the list as they left before weighing in at last meeting. Both indicated that a Town Meeting established committee should have basic members representing various land use agencies in town. Sarki said that he believed it should be a very large committee with staff and board representation of all departments, boards, commissions and groups that may need capital facilities expenditures. There was some discussion about this concept. At the end of last meeting others weighed in with TM committee, between 3 and 7 members; independent (not members or representatives of existing land use boards or commissions) or PB + independent; and appointed by Moderator or BOS or PB or combination.

Strategic Plan. The plan may be in the form of a matrix to include information such as:

- Parcel ID
- Current Use: justification based on efficiency and suitability
- Future Use: justification based on efficiency and suitability
- Capital (20-year investment including 20-year maintenance),
- Phasing (year of funding need).

The lists of tools and of considerations would be the information used in assessing each parcel. A consideration to be added is state mandates that can change the nature of certain parcels and their suitability to certain uses. It was noted that the Master Plan should be consulted for future uses. Once a project is identified, the matrix can be consulted to see if there is agreement between the matrix and the project. The Strategic Plan would be reported to TM annually.

Work Flow. As discussions continued, Colleen prepared a work flow chart/diagram in order to sort out the various steps and players involved. There also were some discussions of pending projects and how they would be evaluated.

Persons and Groups.....>Tools, Considerations, \$s.....>Strategic Plan....>Project.

Persons and Groups may include: Planning Board, Selectmen, Town Moderator, Town Meeting, Permanent Municipal Building Committee, Project Proponents, Long Range Planning Committee, Finance Committee (CIP also), Consultants, Facilities Director.

Tools and Considerations include the lists prepared at other meetings - master plans etc, and new studies done for specific parcels such as environmental and feasibility studies with funding from undefined sources (perhaps as CPC has administration funds such an account could be made available to this long range planning committee).

Strategic Plan to include locations, capital, phasing and would be reported to TM annually.

Projects carried forward by project proponents - to refine with additional design and specifications until ready to go to PMBC.

BOS Policy of Disposition of Town Owned Land. The written policy was distributed for reference. Presently the ownership group (responsible board or commission) must approve of transfer of land for a new use. There was some discussion as to whether this should be changed; whether use of a parcel is a decision that should be made by TM which could override an owner's decision. A case in point is River's Edge. Town Meeting voted new zoning and transferal based on the Board of Public Works vote to transfer, which has not yet happened. When should this discussion and resolution have occurred?

Temporary Long Range Planning Committee. There was some discussion of whether this working group should ask to be "formally" appointed at a temporary long range planning committee to begin the work of a permanent committee that would not be appointed until late spring 2015 at the earliest - assuming that some board or group was prepared to take an article to ATM 2015 asking for the establishment of such a committee. This may be part of the recommendation to the FinCom in mid-November.

Issues to Resolve. A number of issues will need resolutions in the future and include:

- Immediate needs - before long range planning committee is established - how will gap be filled - who will do so?
- Will there be needed appropriations for studies and consultants to assist long range planning group in assessing town owned buildings and parcels?
- How do we handle disposition of town-owned land in light of ownership challenges - can owner board override proposed future use of parcels and where in process is that issue addressed?

Agenda November 7th. At the next meeting the agenda will include: How to address immediate needs - bridge the gap between now and when a permanent long range planning committee is appointed; and preparation of a presentation of this working groups recommendations to FinCom on November 12th to possibly be used by Planning Board when reporting back to BOS on same issue on November 17th.

NEXT MEETING . November 7 at 8:30 AM. This meeting adjourned at 10:00 AM.
Respectfully submitted, Gretchen G. Schuler

Wayland Long-Range Planning – Town-Owned Land

November 7, 2014 – 8:30 AM

Present: Colleen Sheehan, presiding; Mary Antes, Kent Greenawalt, Frank Krasin, Gretchen Schuler. Also attending:; Sherre Greenbaum, Lynne Lipcon, Linda Segal, Molly Upton; Ben Keefe, Facilities Director; Sarkis Sarkisian, Town Planner.

Distributed at meeting:

- Draft Statement of Long Range Planning Committee taken from Notes of working group - attached

Permanent Municipal Building Committee. Colleen attended a meeting of the PMBC on Wednesday evening. The PMBC does not want any part of the planning process – only implementation of plans. They are the technical group that can oversee construction but do not want to conduct feasibility studies or any part of getting to design. They are still working on a charter or statement about what they do. Gretchen pointed out that their charter is online as it was issued to them by the BOS when appointed. Colleen got the impression that they want to refine it.

Planning Board Meeting on Long Range Planning. Colleen reported that the BOS asked for a process to be defined by the PB of how to evaluate municipal space projects and to focus on the present issues. The PB discussed a recommendation of a committee similar to what this working group has been discussing and said they would like to see 5 to 9 members and think that it should have PB members (about 2) with some neutrality and that stake holders should not be part of a temporary committee at this time. They mentioned 2 PB members, 3 at large, 1 BOS member. This committee would grapple with immediate needs working for about 2 years and that one charge would be to draft scope of a permanent municipal space committee.

Additions to Committee Description. Gretchen had taken the language from notes/minutes of last several weeks and put into Committee Description format with many blanks and choices as well. Colleen suggested adding:

Mission Statement: Helping town make informed investment decisions on municipal spaces.

Scope: Add a third bullet for temporary or interim committee only. Develop long term composition and process and use overlay in the interim to evaluate current projects/needs.

Slides. There followed a discussion of the slides that Gretchen will prepare for FinCom presentation of this working group. The same may be used for meeting with BOS and will also be presented to Planning Board. At the moment those meetings are scheduled for November 12th (FinCom – Gretchen will present); November 17th (BOS-Colleen will present); November 20th (PB – Colleen and Kent will present).

There will be about 5 slides to include: 1) Mission and Charge; 2) Scope. Land Use Planning and Strategic Plan; 3) Tools; 4) Consideration Factors; 5) Recommendation of temporary committee.

Interim Committee. Some suggested that an interim committee could also try to address the projects that are presently being considered by various groups such as Senior Center, Library, several fields, and use of existing Town Building. However, Ben Keefe, new Facilities Director asked about consideration of those projects without a master plan and noted that we would simply be putting the cart before the horse, which is exactly what we are trying to avoid. The validity of this point was acknowledged and it was pointed out that if the Interim Committee could really dig in they may be in the position to turn over much needed information in the form of a draft plan to a permanent committee.

Part of the recommendation going forward will be to appoint an Interim Municipal Space Planning Committee (finalizing on this name) to include: 1 FinCom designee, 2 Planning Board members or designees, 2 Board of Selectmen members or designees, 2 appointed by the Town Moderator and three ex-officio members to include Facilities Director, Town Planner and Town Administrator. The intent is to have at least three at large (2 Moderator appointments and one BOS appointment).

It is anticipated that the FinCom, BOS and PB will give feedback and that this working group will finalize a recommendation.

Both Frank and Sherre believe that the interim committee should include stake holders in addition to the somewhat independent committee recommended above. These would include a member representing: School Committee, Conservation Commission, Housing Authority/Partnership, Recreation Commission, Library, Board of Public Works, Board of Health and Council on Aging. Another way to consider stakeholders would be either elected boards or land owner or space stewardship boards. Kent stated that he believes it is important to indicate that presently this working group is not in concert about membership and size of the interim municipal space planning committee.

NEXT MEETING . December 1st at 8:30 AM. This meeting adjourned at 10:30 AM.

Respectfully submitted,
Gretchen G. Schuler

Committee for Long-Range Planning for Town-Owned Properties

Charge

- To work with Town departments, boards and commission to identify the Town's capital infrastructure needs and plan for them accordingly.
- To conduct needs assessments and connect projects with available and suitable locations.

Scope

Land Use Planning

- a) consider site uses/reuses and viable combinations of reuse and new construction to meet identified needs
- b) maintain a watch list of key privately-owned properties that the town may want to consider for purchase in the future.

Strategic Plan

- a) identify town-owned parcels
- b) current uses
- c) future uses
- d) capital funding
- e) phasing of potential projects.

Tools (Evolving List)

- Up-to-date land list including information (fields) such as owner/responsible town entity; location; acreage; zoning, etc.
- GIS with ability to create elements within GIS that will be useful to this planning process;
- Deed restrictions on property
- Aggregation potential
- Utilities – water, sewerage, electricity
- Facilities list with year of construction, additions, renovations
- Prior studies
- Conditions reports (should be on a cycle administered by facilities staff)
- Census information – growth
- Master Plan
- Environmental reports
- State GIS with information such as ground water data...
- Historical Commission sensitivity map.
- Surveys
- Charrettes

Consideration Factors – (Evolving List)

- Environmental factors – wetlands, well heads, flood plain, contaminations, river front, topography, etc.
- Ownership and responsibility

- Deed restrictions
- Availability of utilities
- Needs evaluation – e.g. town water supply
- Access availability – roadways, topography etc.
- Other available funds
- Existing uses of a property
- Confluence of town goals
- Proximity to user base
- Existing distribution of like facilities
- Community/neighborhood consideration
- Public perception of the needs
- State mandates

Membership

The Committee to be adopted by Town Meeting and to report to Town Meeting annually.

1) How Many?

- a) 5 members
- b) 7 members
- c) 15 members

2) Who?

- a) Members shall be independent of existing boards
- b) Members shall be representatives of existing boards
- c) Existing boards and staff such as department directors
- d) Combination of a) and b).

3) Who appoints?

- a) Town Moderator
- b) Board of Selectmen
- c) Planning Board
- d) Respective committees represented
- e) Combination of a) thru d)

Municipal Affordable Housing Trust Fund (MAHTF)

Meeting Minutes—November 5, 2014

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

ABSENT: Kevin Murphy; Armine Roat

OTHERS IN ATTENDANCE: Amy Lepak, Sudbury Affordable Housing Trust, Co-Chair

PUBLIC COMMENT: None

MATERIALS DISTRIBUTED:

- Draft minutes for meeting held on October 8, 2014
- Listing of the Municipal Affordable Housing Trusts in Massachusetts
- By-Laws Template provided by Mark Lanza, Town Counsel

NOTES:

Mary Antes called the meeting to order at 7:30 PM.

1. Amy Lepak, Sudbury Affordable Housing Trust Co-Chair, spoke to this committee about Sudbury’s experience, scope of work and its processes. The Trust has been in existence since 2007, and focuses on providing subsidies and grants.
 - Process to obtain and Increase Affordable Housing Stock: The Sudbury committee has purchased existing homes primarily. Members from the committee look at 2-5 homes at a time, and determine which home will serve their needs best. They negotiate the price directly. Their Housing Coordinator helps coordinate the various inspections, maintains the “ready to buy” list of prequalified buyers, and completes the lottery. The identified buyer obtains the mortgage. The homes are affordable at or below 80% of AMI. The Affordable Housing Trust Fund provides the subsidy in the purchase of the home, which creates the deed restriction.
 - There are instances when the Sudbury AHT will provide additional money for upgrades. These upgrades are written in a contract, specifying how the additional money will be used.
 - The Sudbury AHT has had two experiences in the development of affordable units. One has been with Habitat for Humanity. Currently the committee holds the title to, and is working on developing three units on property the committee purchased.
 - The Sudbury AHT also has a grant program, offering \$15,000, three times a year. These grants are geared toward senior citizens and low income residents, though there are no restrictions. These grants are to assist residents to remain in their homes. The focus is on health and safety, such as plumbing and roof improvements. CPA funds are not used with

these grants. The committee separates the CPA funds from other receivables, as there are different regulations and restrictions.

- The Sudbury AHT committee increased the number of its members to increase specific expertise and meet quorums. Having a banker, real estate agent, contractor, lawyer, property manager and architect on the committee is very beneficial.
- The committee does have insurance through the town.
- The Sudbury AHT goes to their Board of Selectmen for each significant project.

ACTION: The Wayland Trustees found this information very helpful, and agreed to have additional speakers from other towns, to learn about other affordable housing trust fund committee's priorities, processes and procedures. Mary Antes will reach out to other AHT committees, such as Bedford, Lincoln and Natick, to invite them to speak to this committee.

2. The Trustees briefly reviewed the by-laws template.

ACTION: Committee members agreed to consider our primary purpose and mission statement. We will discuss this further at the next meeting.

ACTION: Stephen Greenbaum and Jackie Ducharme will meet and begin working on the (draft) by-laws.

3. Mark Lanza submitted a request for a Tax ID number for the Affordable Housing Trust Fund.

- He sent the request by mail.

ACTION: Once there is a Tax ID number, Brian O'Herlihy will open an account.

4. Brian O'Herlihy spoke to John Senchyshyn, Wayland Human Resource Director, about insurance for the AHTF committee. Because this committee is not under the control of the Board of Selectmen, the committee cannot be under the town's insurance.

ACTION: Brian O'Herlihy will explore this further.

5. Sue Weinstein spoke to the Chair of the Community Preservation Committee (CPC) about a Warrant Article at Town Meeting to transfer CPC funds to the AHT fund. The CPC chair indicated that it was the role of the CPA to write the Warrant Article.

6. The Trustees reviewed the draft minutes meeting held on October 8, 2014. No comments or revisions were made. Jackie Ducharme moved to approve the minutes as written. Stephen Greenbaum seconded. Motion approved 5-0.

Adjourn: Brian O'Herlihy moved to adjourn the meeting at 9:04 PM. Susan Weinstein seconded. Motion approved 5-0.

Respectfully Submitted

Jacqueline Ducharme

Municipal Affordable Housing Trust Fund (MAHTF)

Meeting Minutes—December 3, 2014

Wayland Town Building

ATTENDANCE: Mary Antes; Jacqueline Ducharme; Stephen Greenbaum; Brian O’Herlihy; Armine Roat; and Susan Weinstein

ABSENT: Kevin Murphy

PUBLIC COMMENT: None

MATERIALS DISTRIBUTED:

- Draft minutes for November meeting
- Draft of Wayland MAHTF by-laws
- Draft of Mission Statement and Primary Purpose
- Wayland Community Preservation Committee document
- E-mail from Beth (Liz) Rust regarding Sudbury Housing Trust

Notes:

Mary Antes called the meeting to order at 7:37 PM

1. November minutes were reviewed. Brian O’Herlihy moved minutes be approved, with revisions, and Stephen Greenbaum seconded. Motion approved 6-0.
2. Mary Antes reported that no other Affordable Housing Trust Fund committee representatives could come to this meeting tonight.
 - Lincoln provided Mary with their Housing Commission's Annual Reports for 2012 and 2013, which provided a summary of their housing goals and activities.
 - Lincoln has three housing agencies: The Housing Commission, The Housing Trust and the Lincoln Foundation. These three entities create the Affordable Housing Coalition, which has a unified mission: Provide housing for people with low or moderate incomes and for others whose needs are not met by the regular housing market.
 - The Housing Commission is the lead policy entity.
 - The Housing Trust is essentially the developer and financier of new developments.
 - The Lincoln Foundation is a private, not for profit, fund raiser.
 - Natick Affordable Housing Trust Fund suggested that someone from our committee go to their meeting on 12/9.
 - We thought it would be more productive and helpful if all of Wayland Trustees could hear how Natick’s Committee functioned
 - Mary Antes has not heard back, as of this meeting, from Bedford’s Affordable Housing Trust Fund Committee.
3. The Trustees reviewed and made additional revisions to the draft by-laws.

ACTION: The Trustees will review Article 11

The Trustees will further review and revise the draft by-laws at the next meeting

- 4. The Trustees also reviewed a draft Mission statement and primary purpose of the MAHTF, which will be included in the by-laws.**

ACTION: The Trustees will review and revise this draft for further discussion at the next meeting.

- 5. Brian O’Herlihy reported that he hoped to open a MAHTF account by the next meeting in January. Brian reported that Wayland has received some money earmarked for the Affordable Housing Trust Fund.**
- 6. Susan Weinstein discussed the process of transferring existing CPC housing funds to the MAHTF account. The request for funds must be made at Town Meeting by the CPC, following approval of eligible applications. The MAHTF Trustees also discussed that CPC submit a warrant article for funds each year. Brian O’Herlihy moved that Susan Weinstein submit an application for CPC funds for the MAHTF. Stephen Greenbaum seconded the motion. Motion approved 6-0.**
- 7. The Trustees also discussed the Housing Coordinator’s position, such as the Sudbury ATF coordinator. Currently, Brian Boggia, the Wayland Housing Authority’s Executive Director, does some of the job duties of the housing coordinator’s position. Additionally, the Planning Board staff may also cover some of these responsibilities.**
- 8. Susan Weinstein moved that we adjourn the meeting, Stephen Greenbaum seconded the motion, and it was approved unanimously. The meeting was adjourned at 9:15 PM**

Respectfully Submitted

Jacqueline Ducharme

JAN 14 2015

Board of Selectmen
Town of Wayland

Personnel Board Meeting
Wayland Town Building – Large Hearing Room
Meeting Minutes
December 8, 2014 7:05 pm

Members Present: J. Green (JG), M. Peabody (MP), P. Schneider (PS), M. Jones (MJ)

Also Present: J. Senchyshyn (JS)

JG called the meeting to order at 7:05 pm

D. Cohen (DC) arrived at 7:10.

Public Comment

Conservation Commissioners Sherre Greenbaum and Betty Salzberg spoke to the Commission's request for a Land Manager. Additional documentation had been forwarded to the Board earlier in the day. It identified locations where seasonal laborers had worked and not worked during the year. MP inquired into the viability of Parks workers performing work for Conservation during the winter months. Greenbaum noted that if a position is not approved the Commission will likely seek additional funding for contracted services. PS spoke to developing a comprehensive work plan. Board members discussed with the ConCom members alternatives for accomplishing the work along with potential sources of candidates.

Resident Cliff Lewis urged the Board to look hard at adding new positions. He noted that since 1979 national GNP has doubled, fewer children are in local schools, the Town's population is smaller, but efficiencies have not increased. He cited the work of the OPEB Committee as an example of residents coming up with solutions. He also spoke to the steep benefit costs, approximately \$120K per employee over the next 25 years. If a new employee is hired, he suggested that \$25K should be added to the OPEB account. Lewis again noted the inefficiencies of Town government.

Resident Anette Lewis stated that when she was a member of the Road Commissioners, job audits were performed. She said no new position should be added until job audits are conducted. She believes there should be a criteria established for creating new positions. The fully loaded cost of positions should be identified and shared with employees. Employees are not as productive as they should be. Workload should be shared. She stated that boards requesting positions should go before the BOS first.

JS suggested that the Board revise the agenda and move the OML violation discussion closer to the executive session.

Staffing Reviews

The Board reviewed a draft staffing recommendation memo to the FinCom prepared by JS. Members discussed the response position-by-position. Members discussed again the merits of the Conservation request. At the conclusion of the discussion, the Board maintained its voted stances from the previous meeting on the staffing requests. The Conservation section of the memo was changed from

“... there is no substantive plan...” to “there is no updated plan ...”. JG announced the Board’s recommendations which favored the COA request, but recommends against the requests from Conservation, the Library and the Town Clerk.

MJ moved to approve the draft memo to the FinCom as amended with the Board’s recommendations on the FY 16 staffing requests. MP seconded the motion. Five members having voted in the affirmative, the motion passed.

2015 ATM Classification and Compensation Warrant Article

JS presented a proposed Classification and Compensation Warrant Article. He was presenting it now because it is not clear if the Board would meet during the period of time when the warrant was open. He confirmed with Town Counsel that the Board could vote an article prior to the opening of the warrant. The Board has the option of amending its warrant article following the closure of the warrant. JS said the article includes a 1.5% wage increase for non-union employees. The estimated cost is \$26 - \$27K. This amount was consistent with the recent Teamster and Library Union settlements for FY 16. JS stated there were no other language changes included in the proposed article.

MP moved to approve the Classification and Compensation Warrant Article with a 1.5% increase for non-union employees. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

JG signed the article as Chair of the Board.

1/1/15 Change in the Minimum Wage

JS noted that the minimum wage is increasing to \$9.00/hour 1/1/15. There are increases to \$10.00/hour and \$11.00/hour on 1/1/16 and 1/1/17. JS referenced the current Classification and Compensation Plan. There are 3 positions which are below \$9.00/hour: Library Page, Snack Bar II - seasonal and Jr. Counselor – seasonal. He suggested amending the pay rates to \$9.00/hour effective 1/1/15. JS stated that he is talking with Department Heads on a plan to address subsequent years’ increases.

DC moved to change the hourly rate for the Library Page, Snack Bar II and Jr. Counselor positions to \$9.00/hour effective 1/1/15. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Draft Domestic Violence Policy

The Board reviewed draft domestic violence policies provided by JG and DC. The policy is necessitated by the Legislature’s passage of “An Act Relative to Domestic Violence”. The Board discussed aspects of the policy that were left to the employer’s discretion, i.e., the 12 month period, paid vs unpaid leave, notification by the employee, notification to the supervisor, and record keeping. In some cases, sufficient guidance has not yet been provided. Following discussion on many of the options, JS suggested that he incorporate the Board’s comments into a revised policy and present it at the January meeting. Members were in agreement with the approach. Anette Lewis inquired about

the viability of the Personnel Board's policy applying to School employees once adopted. JS responded that Town Counsel had previously opined on a similar suggestion. Town Counsel had stated that the Personnel Board had no jurisdiction over School employees. Lewis asked if there was a written opinion available.

Award of Personal Time for New Employees

JS reviewed the award of paid-time-off for newly hired employees. While both Vacation and Sick Leave accrue from the hire date, time is not available until an employee completes the 6 month probationary period. Personal Days are only awarded on the first of each calendar year. The practice does not give a new employee any relief if a day off is needed during the probationary period, other than an unpaid absence. Members noted that in the private sector, probation often lasts 3 months. JS proposed allowing new employees to receive pro-rated personal days based upon date of hire: 1/1 through 6/30 – 2 Personal Days; 7/1 through 11/30 1 Personal Day; no Personal Days if hired in December. Members discussed the ramifications and possible alternatives.

MJ moved to approve awarding new employees hired from 1/1 through 6/30 2 Personal Days and awarding new employees hired from 7/1 through 11/30 1 Personal Day. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Review of November 17, 2014 Meeting Minutes

MP moved to approve the draft minutes of November 17, 2014. DC seconded the motion. Four members having voted in the affirmative, the motion passed. PS abstained as he did not attend the meeting.

Review of November 24, 2014 Meeting Minutes

The minutes were amended as follows:

... need considerable ~~venting~~ **vetting** before taking ...

MJ moved to approve the draft minutes of November 24, 2014 as amended. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Executive Session

JG made a motion to move into Executive Session pursuant to MGL Ch30A, Sec 21(1) to discuss Counsel's input regarding the 11/18/14 OML Complaint from George Harris and the Board's Strategy for a response; and pursuant to MGL Ch30A, Sec 21(2) to discuss contract negotiations and employment agreements for the DPW Director, Police Chief, Asst. Town Administrator and Town Administrator; and pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(3) to Discuss Collective Bargaining Negotiations with Library, SEIU, Police, Fire, Teamsters, AFSCME, Teachers, WESA, Custodian and Food Service Unions; Discuss SEIU, Teamster and AFSCME Grievances; Discuss an SEIU Wage Settlement; Discuss MOAs with SEIU, Teamsters; AFSCME, Police and Fire; and to Review and Potentially Vote to Release the Following Executive Session Minutes

1/29/09	9/10/12	2/10/14
3/9/09	2/11/13	2/24/14
4/27/09	3/18/13	3/31/14
5/18/09	4/19/13	5/5/14
6/8/09	4/22/13	6/2/14
9/21/09	6/24/13	8/6/14
8/1/11	8/5/13	8/11/14
9/19/11	11/1/13 (2)	9/15/14
10/17/11	12/16/13	10/20/14
1/23/12	1/15/14	11/24/14
5/7/12	1/27/14	

as an open discussion might have a detrimental effect on the town's negotiating position. MJ seconded the motion.

JG took a roll call vote:

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

The Board having voted 5-0 to move into Executive Session, the motion carried. JG announced that the Board would be going into Executive Session for approximately 1 hour for the stated purpose. The Board would be returning to Open Session.

The Board Entered Executive Session at approximately 9:10 pm.

The Board returned to Open Session at approximately 9:55 pm.

Discuss Response to Harris 11/18/14 Open Meeting Law (OML) Complaint

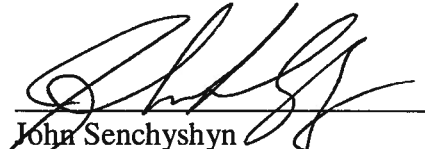
Members discussed their response George Harris' OML complaint of 11/18/14. The response is due the following day. MJ gathered the comments and will assemble the comments from the meeting into a letter of response and forward the response to JS in the morning. JS stated that he could have the revised redacted documents ready for release to Harris on Friday morning.

Next Meeting

JS suggested that the Board might want to consider a special meeting to finish the executive session minute review. The members decided to meet on 1/12/15 for the sole purpose of finishing the executive session minutes.

JS informed the Board that the Police union requested 1/26/15 as a date for their grievance hearing. The Board agreed to hold its regular monthly meeting on 1/26/15.

MP moved to adjourn. PS seconded the motion. Five members voting in the affirmative, the motion passed. The Board adjourned at 10:30 pm.



John Senchyshyn
ATA/HRD

Documents From Personnel Board Meeting

Regular Session

December 8, 2014

Document:

2014-11-17 Draft Minutes

2014-11-24 Draft Minutes

Draft Memo To FinCom - FY 16 Staffing Requests

Staffing Request - Land Manager, ConCom

Personnel Board Warrant Article 2015 ATM

2014-11-18 Harris OML Complaint

Domestic Violence Policy - Section by Section Summary

Domestic Violence Policy - Cohen Draft

Domestic Violence Policy - Green Draft

Change in Minimum Wage Docs

Leave Excerpts from the Personnel By-laws

WAYLAND BOARD OF PUBLIC WORKS

Wayland Public Safety Building

December 17, 2014

7:00 PM

MEETING MINUTES

M. Lowery (Chair), C. Brown, B. Goldsmith (left at 7:29), J. Mishara, M. Wegerbauer (left at 8:21), S. Kadlik (Director),

Meeting opened at 7:00 PM

(Lowery announced that the meeting is being broadcast live and videotaped)

Lowery opened the meeting with a review of the agenda.

Lowery asked for public comment – there was none.

Discussion on the Status of the Water Account of the Wayland Community Pool

Ben Downes and Cherry Karlson appeared before the Board on behalf of the Wayland Community Pool to discuss their outstanding water bill.

Downes described an arrangement with previous DPW Director Don Ouellette for payment on the Community Pool water bill.

Lowery asked if there is any formal agreement on file between the DPW and the Community Pool.

Downes described the financial status of the Community Pool, and noted that the pool does not turn a profit.

Brown made a motion to waive all interest and penalty fees to date with the understanding that the Community Pool will be paying \$1000 month plus current charges.

Lowery 2nd.

Wegerbauer asked Downes what caused the high water bill.

Downes replied that it was the expense incurred during the initial fill of the pool.

Mishara amended the motion to include that Kadlik also draft a written agreement with the Community Pool superseding any past agreement.

All in favor.

Downes discussed the water rate tier structure with the Board and the nature of their water usage.

Goldsmith asked Downes if the pool had investigated utilizing water recycling.

Lowery asked if there have been any instances of leaks.

Downes replied that there have been no significant leaks.

Discussion of DPW Financial Reports Requested by the BoPW

Lowery noted that Goldsmith had produced a graph analyzing town water production.

Lowery added that since Goldsmith had to leave the meeting early, this discussion will be delayed until a future meeting.

Discussion of Town Land Parcels Designated for Park Purposes Under the Purview of the BoPW

Lowery described the nature of several parcels of varying sizes that have been designated for Park Purposes and fall under the purview of the Board of Public Works.

Lowery distributed a handout listing the Park Land in question as well as GIS images of the parcels in question.

Lowery noted that discrepancies in town records exist regarding the designation of some of the parcels.

Lowery reviewed each parcel listed in the handout with the Board, describing the parcels' locations and potential uses.

Wegerbauer noted that the Board should examine if any of the parcels may potentially be used as storage for the DPW to replace any parcels potentially conveyed to the REAC.

Lowery noted that the Board would also need to investigate any restrictions on the parcels before discussing any potential uses.

Lowery noted that it is important to understand what property is under the purview of the Board, as any development needs to be signed off on by the legal custodian of the land.

Mishara noted that the deed would be the controlling document as to who has authority over a parcel of land.

Lowery noted that the possible uses and dispositions of the parcels in question need to be discussed at an upcoming meeting.

Lowery asserted that permission of the Board is required when placing any signs on the Park Land parcels in question, such as the temporary signs placed on heater pieces throughout town.

Discussion of DPW Facilities Needed to Replace Parcels Potentially Conveyed to the REAC

The Board discussed the current uses of the land in question, noting that the DPW uses the land for compost storage, woodchip storage, and as a contractor staging area. The area is also used for school bus parking and police firearms training.

Kadlik added that construction and road work material is also stored at the site in question.

DPW Park Superintendent Michael Lindeman described the amount and variety of material stored at the site, and the importance of maintaining a storage area for the needed material.

Lowery noted that he feels it is important that the Board of Selectmen and REAC be advised of the DPW's use of the land and the important role it plays in daily operations.

Wegerbauer requested that Kadlik compile a comprehensive list of things the land is used for to be given to the REAC.

Kadlik described the costs the DPW would incur should the material currently stored need to be taken off site.

Wegerbauer discussed with Kadlik what size land would be needed to continue the current level of material storage, and what size would be needed to stage material for removal.

Mishara suggested that this be a recurring agenda item to ensure that this issue be addressed and resolved.

Board Members' Reports, Concerns, and Updates

Wegerbauer noted that Town Counsel will draft the conveyance of the land for the REAC.

Lowery noted that he had a conversation with John Senchyshyn about interviewing candidates for Water Superintendent, and indicated that he would like to sit in on interviews.

Lowery discussed the status of School Department playgrounds, and who is responsible for their care and maintenance.

Lindeman discussed with the Board the history of the maintenance of school fields and playgrounds, and how maintenance is conducted and funded.

Lowery noted that the Park Department lacks the manpower to monitor the safety of the playground, and the School Department should ensure that the playgrounds are safe.

Kadlik noted there is a meeting between several departments scheduled next week to determine responsibility for playgrounds.

Kadlik noted that he is going to seek a quote for having the playgrounds professionally inspected by an outside contractor.

Lindeman described to the Board the costs associated with having the playgrounds inspected.

Lowery noted that a formal memorandum outlining the care and responsibility of the playgrounds needs to be issued after responsibility is determined.

Lowery noted that the Board of Selectmen will be receiving their meeting packets electronically, and requested that this be explored for the Board of Public Works as well.

Lowery asked about the status of easements at the Route 27 / Route 30 intersection.

Kadlik noted that the project is on schedule, and the DPW is waiting for MassDOT before progressing forward.

Lowery discussed a letter that the five former members of the Wellhead Protection Committee sent to the Board urging them to take action regarding the drainage of the artificial turf field.

Lowery suggested that their concerns be considered after the planned drainage analysis is completed.

Lindeman described what he believes are test holes that were drilled approximately five years ago to test groundwater in the vicinity of the turf field.

Lowery requested that a price quote be ascertained to conduct a water lead and zinc test of the water coming directly out of each of the wells.

Lindeman added that past test data may be available for comparison.

Review and Approve Minutes

Mishara noted a correction to be made on page 5.

Lowery noted corrections to be made to page 6.

Mishara made motion to approve the minutes of the 12/3/2014 meeting as amended.

Brown 2nd, Mishara and Lowery in favor; Brown abstain.

Lowery made a motion to adjourn.

Mishara 2nd, all in favor.

Meeting adjourned at 8:46 PM.

**Wayland Town Meeting Rules Advisory Committee
October 1, 2014 Meeting Minutes**

Present:

Tom Fay (Chair), David Bernstein, Elizabeth Butler, Kim Reichelt, Miranda Jones, Tom Greenaway (7:45 p.m. arrival)

Not Present:

Anette Lewis

Also Present:

George Harris

Mr. Fay commenced the meeting at 7:00 p.m.

Mr. Fay stated he intended the Committee to meet no more than four times to complete its task. He surveyed the Committee for comments on the need for and goals of this Committee. Discussion about reviewing prior Town Meeting (TM) videos. Agreement that Committee's purpose is to focus on the Moderator's Rules only.

Committee began its review of the Moderator's Rules (MR):

1. Format of MR
 - A. Suggestions that MR could be revised to include an index, some font in bold, placing items more sequentially.
 - B. Committee **recommends** that a condensed, user-friendly sheet aka a cheat sheet, be created and included with the MR.
2. Substance of MR
 - A. II The Voters
 1. II(B)
 - a. Committee **recommends** including Public Buildings Director to mirror bylaw language
 - B. IV The Meeting
 1. IV(A)(2) – discussion of Rule that “Moderator will omit reading of the articles...”
 - a. Committee agreed to leave language as is
 - b. Committee **recommends** encouraging Moderator to follow Rule for one meeting as part of pilot program to discern whether that makes TM more efficient
 2. IV(B) – To Address TM
 - a. IV(B)(2)(a) – Procedural Microphone
 - i. Committee **recommends** that Moderator should utilize an Assistant Moderator to serve as traffic cop to field questions to make sure voters are speaking at correct microphone
 - ii. Committee **recommends** Moderator to try at one TM as pilot program
 - iii. Purpose would be to clear out bodies from in front of Moderator so as not to distract Moderator or TM

3. IV(B)(3) and IV(B)(4)
 - a. Discussion about inclusion of Town Counsel in (B)(3)
 - b. Agreement that bylaw precludes this and Town Counsel may speak pursuant to (B)(4)
 - c. Committee **recommends** that Rules include Public Buildings Director to mirror by-law language
4. IV(C) The Debate
 - a. Committee **recommends** putting laminated cards on Pro & Con podiums that inform speaker how to address the Moderator and TM and identify self
 - b. Discussion on including a glossary in MR
 - i. Will bring & discuss glossary at next Committee meeting
 - c. IV(C)(2) (a) & (b)
 - i. Committee **recommends** that last sentence in (b) should be copied and included in (a)
 - ii. Discussion about (2)(a)
 - A. Should Rules reduce the 10 minute time allotment to present warrant articles?
 - B. 10 minute time allotment is not often used
 - C. Introducing Omnibus Budget gets 3 -10 minute allotments
 - D. Agreement to leave 10 minute allotment
 - d. Discussion whether to have 15 minute break prior to presentation and debate of Omnibus Budget
 - i. Purpose would be to allow Moderator to field & organize budget issues, such as amendments, and inform various boards that TM members may have questions
 - e. IV(C)(3) – Abbreviated Presentation Procedure (APP)
 - i. Committee **recommends** that Moderator be more aggressive at Warrant Hearing in soliciting articles that are appropriate for APP
 - ii. Committee **recommends** deleting 2nd sentence in IV(C)(3)(a) as redundant of 1st sentence
 - f. IV(B)(2)(d) and IV(C)(4)
 - i. Committee **recommends** adding IV(B)(2)(d) that states “An exception to having to be recognized by the Moderator occurs when a vote has a question concerning the legality or propriety of the proceeding. See paragraph IV(C)(4).”
 - ii. Committee agreed this language will be wordsmithed at a later date.

Meeting adjourned at 8:45 p.m.

Town Meeting Rules Advisory Committee
Draft Meeting Minutes
October 27, 2014

School Committee Room, 7pm

Present: Tom Fay (Chair), Dave Bernstein, Beth Butler, Miranda Jones, Kim Reichelt, Anette Lewis (arrived 7:09pm)

Absent: Tom Greenaway

Also present: Dennis Berry, Mike Lowery

Accept Minutes from Prior Meeting. Beth Butler moved (Dave Bernstein seconded) to accept the minutes from the prior meeting, as amended to correct George Harris' name. Unanimous agreement.

Starting from last minutes – edits to 4d were to be wordsmithed; agreed that we'll pick up from that point, but leave the wordsmithing of that particular segment until we have gone through the rest of the rules.

Discussion by Rule #:

Discussion of 5c (on page 4): Motions greater than 10 words should be written.

Recommendation: this rule should be consistently enforced. Ideally, these written motions should be displayed for all attendees to see.

There was a discussion whether to require *all* motions (not just those over 10 words) to be in writing. Vote was 3-3 whether to change the rule to require all motions in writing (in favor: Miranda, Dave, Kim, opposed: Anette, Tom, Beth)

Discussion of 5e – Beth Butler suggested that we should include acceptance of gifts of land. There was some discussion over whether this would create an obstacle or whether it would be a useful addition. Tom Fay suggested that probably the existing wording is based on state statutes requiring the phrasing that was included, but not implying that additions to it are not allowed. At the end of the discussion, there was general agreement that we should recommend: Also consider whether this should cover conservation restrictions, easements, gifts of land as well.

Discussion of 7a. There was significant discussion over amendments and amendments to amendments and multiple amendments to a main motion. There was general agreement that we would like to discourage amendments to amendments, but we did not agree on a specific wording change to reflect this. Recommendation: discourage amendments to amendments

Dennis posed two questions to the group of particular interest to him:

(1) Should a moderator accept an amendment that eviscerates a main motion? There was general agreement that this should be actively discouraged. Rather than moving to affect the opposite of the main motion, it would be more efficient and less confusing to instead work to defeat the main motion. Recommendation: the moderator should actively douse any effort to thwart the purpose of the main motion.

(2) Should the moderator allow a motion to pass over after the debate has started? After significant debate, we agreed that the moderator should allow a motion to pass over (primarily so the proposer can withdraw an article should they realize it's not ready or not going to pass), but that the moderator should discourage these if all the mover is trying to do is accomplish a "no" vote.

Discussion of 7c. reword to clarify: You may move to advance or postpone ***to a time certain within the meeting (i.e., take out of order)*** consideration of an article listed in the warrant. (emphasis represents added wording)

We left off at a discussion of the types of motions to be allowed, and the need to make clear what each motion does.

Tom Fay moved to adjourn at 8:45. Kim Reichelt seconded. Unanimous agreement.



Town of Wayland Massachusetts

Wayland Town Meeting Rules Advisory Committee October 28, 2014 Meeting Minutes

Present:

Tom Fay (Chair), David Bernstein, Elizabeth Butler, Tom Greenaway, Anette Lewis, Miranda Jones, Kim Reichelt

Also Present:

Dennis Berry, Moderator

At 7:05 PM, Mr. Fay called the meeting to order in the School Committee room of the Town Building.

After discussion, some suggested changes, a motion and a second, the minutes of October 27, 2014 were approved by unanimous vote.

The Committee considered the 60-minute time limit available for debate for non-budget articles under section I(C)(8) of the rules. After discussion, the Committee decided it could not reach a consensus as to the advisability of a change to this provision.

The Committee next considered the rules governing the motion to terminate debate under section I(C)(8) of the rules. After discussion, the Committee agreed by consensus that the provision should read as follows:

~~Although the Moderator has absolute authority to regulate the proceedings at town meetings, d~~[D]ebate under a motion can be terminated by a TWO-THIRDS vote of the Town Meeting. Therefore, if you believe that debate under a motion has gone on long enough, approach the Procedural Microphone, and, when you have been recognized, make a motion to terminate debate (move the previous question). [A motion to terminate debate is not debatable and not amendable.] If your motion receives a second, the Moderator ~~will ask if anyone, who has not spoken to the motion under consideration, wishes to be recognized. If no one expresses~~

~~such a wish by raising his or her hand, the Moderator will immediately terminate debate and take a vote upon your motion without permitting any amendment or debate; but if one or more persons, who have not spoken to said motion, raise their hand, the Moderator may, but need not, defer the termination of debate for a reasonable time to permit both sides of the issue to be heard. If a motion to terminate debate carries by a TWO-THIRDS vote, the Moderator will put the previous motion under consideration to a vote without further debate; but if said motion does not carry by a TWO-THIRDS vote, the Moderator will permit debate to continue.~~

After a motion and a second, the Committee unanimously agreed to recommend the proposed changes.

The Committee next discussed reconsideration of articles under section I(C)(9) of the rules. Ms. Lewis pointed out that this rule mirrors section 36-10 of the bylaws. After a short discussion, the consensus of the Committee was that changes to the bylaw were outside the scope of the charge to the Committee.

The Committee next considered the rules regarding the Vote under section I(C)(10) of the rules. The Committee discussed whether it made sense to allow town meeting members to stand in order to show their vote. The Committee did not reach consensus on the point. The Committee then discussed whether it made sense to ask the Selectmen to stand to show their vote. After discussion, a motion, and a second, the Committee recommended, by a 4-3 vote, that the Moderator invite the Selectmen to stand to demonstrate their vote on motions before Town Meeting. The Committee then discussed updates to the electronic voting provisions. After discussion, the Committee made no recommendations for change other than to recommend by consensus that the stray quotation mark at the end of paragraph I(D)(4) should be deleted.

The Committee agreed by consensus to recommend that the heading for Section VI, "Miscellaneous Rules" should be underlined.

At the recommendation of the Moderator, the Committee agreed by consensus that the minute-takers for the three meetings would draft redlined versions of the rules including recommended changes and comments, and that Mr. Fay would circulate the redline to the members of the committee to inquire from the group as to whether another meeting was in order.

The Committee then returned to consideration of common subsidiary motions under section I(C)(7) of the rules, a discussion that had started in the meeting on October 27.

Some thought that all the potential subsidiary motions available to town meeting should be laid out in the rules; others thought that the available motions should be clarified, consolidated, and limited to those set out in the rules. After discussion, the Committee reached no consensus as to recommended changes to this paragraph aside from the agreed changes from the meeting on October 27, 2014.

The Committee then considered an email from Mike Lowery from the Board of Public Works, who suggested a change to procedures with respect to the presentation of the capital budget. After discussion, the Chair volunteered to respond to Mr. Lowery that his proposed changes deserved further consideration and study.

The Moderator thanked the Committee for its work, the debate, and its efforts after making some brief remarks. He suggested he may hold a Moderator's forum to discuss upcoming articles for Annual Town Meeting.

After a motion and a second, the Committee voted unanimously to adjourn at 8:55 PM.

Respectfully submitted,

Thomas Greenaway

Chair



Town of Wayland Massachusetts

Wayland Town Meeting Rules Advisory Committee December 17, 2014 Meeting Minutes

Members Present: Tom Fay (Chair), David Bernstein, Tom Greenaway, Anette Lewis, Miranda Jones. *Members Absent:* Elizabeth Butler, Kim Reichelt. *Also Present:* Dennis Berry, Moderator

At 7:05 PM, Mr. Fay called the meeting to order at The Local Restaurant in Wayland. After discussion, one suggested change, a motion and a second, the minutes of October 28, 2014 were approved by unanimous vote.

The Committee considered the redlined version of the Moderator's rules that had been circulated before the meeting, collecting the agreed changes and notes discussed at prior meetings. The committee made several corrections and clarifications to the redline:

In sections (II)(b) and IV(b)(3), the title "Town Facilities Director" was changed to "Public Buildings Director" by consensus. The Committee clarified, by consensus, with respect to the second clause of section IV(a)(2), that the Moderator should omit the reading of the motion if it is the same as the Article printed in the Warrant. The Committee discussed the comments noted in the redline with respect to section IV(B)(2)(a). The consensus was that the recommendation was comprehensible.

Ms. Lewis engaged in a discussion with the Moderator on several recommendations. The Moderator stated he was comfortable that he understood the recommendations.

The Committee then reviewed the minutes of the meeting. After a motion and a second, the minutes were accepted by unanimous vote.

After a motion and a second, the Committee moved to adjourn *sine die* at 7:22 p.m.

Respectfully submitted,

Thomas Greenaway
Documents reviewed: Redline



Framingham Public Schools

King Administration Building

454 Water Street

Framingham, Massachusetts 01701

Telephone: 508-626-9117 Fax: 508-877-4240

Stacy L. Scott, Ed.D., Superintendent of Schools

RECEIVED

JAN 14 2015

Board of Selectmen
Town of Wayland

January 9, 2015

INVITATION – SAVE THE DATE

Plan to join us on February 27, 2015 from 2:00 p.m. - 4:00 p.m. in Nevins Hall for a conversation with Michele Gay, founder of Safe and Sound Schools: A Sandy Hook Initiative. Safe and Sound Schools was founded to provide school communities a platform for building local and national partnerships between parents, educators, students, first responders, safety and security experts, and community members in order to maintain safe and secure schools. Our presenter will be Michele Gay, a mother, former teacher, and now one of the founders of Safe and Sound: A Sandy Hook Initiative. After losing her daughter, Josephine Grace on December 14, 2012, she chose to take action as an advocate for improved school security and safety in our nation's schools.

Michele's background as a teacher and involved parent, along with her personal loss and post tragedy perspective, have left her uniquely positioned to help school communities prevent tragedy, and better prepare and respond in the event of an emergency in their own schools. Michele holds a Bachelor of Science in Elementary Education from Towson University and a Master's degree in Curriculum and Instruction from McDaniel College. She taught at the elementary level in Maryland and Virginia public schools before staying home to raise her three daughters and advocate for the special needs of her youngest daughter, Josephine. Michele is dedicated to honoring Josephine in her work to make schools in our country more safe and secure.

Please do not miss out on this exciting opportunity to hear Ms. Gay speak! Her compelling message is in complete alignment with and highly instructive regarding the mandates set forth for public schools in the Multi-Hazard Evacuation Plans, Section 363 of Chapter 159 of the Acts of 2000, An Act Relative to Medical Emergency Plans for Schools, Chapter 77 of the Acts of 2012, and An Act Relative to the Reduction of Gun Violence, Chapter 284 of the Acts of 2014.

We will be sending you RSVP cards closer to the date. Please feel free to extend this invitation to others within your organization. There will be no charge for this special event.

The Planning Committee: Dr. Edward Gotgart, Chief Financial Officer (508-626-9100), Ms. Nancy Piasecki, Executive Director of Superintendent's Office (508-626-9117) and Ms. Judith Styer, BSN, RN, BA, NCSN, Director of Health and Wellness (508-626-9197).

Town Moderators Bill signed into law

Nashoba Publishing

POSTED: 01/12/2015 04:55:58 PM EST

Establishes new process for postponing town meetings due to public safety emergencies

BOSTON -- Town Moderators have been given expanded powers to implement safer, alternative methods for postponing Town Meetings due to a weather-related or public safety emergency, thanks to legislation approved by the Massachusetts Legislature in the closing days of the 2013-2014 legislative session.

Senate Bill 2121, filed by Senate Minority Leader Bruce Tarr (R-Gloucester) and Senator Michael J. Rodrigues (D-Westport), was signed into law by former Governor Deval Patrick last week as Chapter 487 of the Acts of 2014, An Act Further Regulating Town Meeting Notices. An emergency letter filed by Governor Patrick at the request of legislators and the Massachusetts Moderators Association makes the law effective immediately.

The new law allows Town Moderators, in consultation with local public safety officials and the Board of Selectmen, to recess and continue a scheduled Town Meeting to a time, date and location certain upon declaration of a weather-related or other public safety emergency. Previously, Town Moderators and Town Clerks had to be physically present at the scheduled meeting location to open, recess and continue the Town Meeting, a process that has raised legitimate public safety concerns among local officials.

"In the fall of 2012, the town of Georgetown had to postpone its Town Meeting due to Hurricane Sandy, but town officials could only do so by opening Town Meeting in the middle of the storm without a quorum present and adjourning the meeting until a later date," said Senator Tarr. "No public official should ever be placed in harm's way or forced to risk his or her own personal safety to comply with the law. This new process will ensure that Town Meetings, under limited circumstances, can be rescheduled in a safe and effective manner."

"When Hurricane Sandy made landfall along the Massachusetts coast back in the fall of 2012, many town meeting officials across the state from the North Shore to the South Coast, including the communities of Freetown and Swansea which I represent, braved life-threatening weather conditions just to convene town meeting to postpone during a declared state of emergency," said Senator Rodrigues. "This new law addresses an important local governance issue by eliminating the need to convene a town meeting during a declared state

of emergency that puts lives in harm's way and ensures that public safety always comes first."

Efforts to reform the law governing Town Meeting notices were supported by a bipartisan coalition of legislators, including Senators Richard T. Moore (D-Uxbridge), Thomas M. McGee (D-Lynn), Jennifer L. Flanagan (D-Leominster), James E. Timilty (D-Walpole) and Ryan C. Fattman (R-Webster), and Representatives Geoff Diehl (R-Whitman), Ann-Margaret Ferrante (D-Gloucester), Steven S. Howitt (R-Seekonk), James M. Cantwell (D-Marshfield), James Arciero (D-Westford), David T. Vieira (R-East Falmouth), F. Jay Barrows (R-Mansfield), Frank I. Smizik (D-Brookline), Susan Williams Gifford (R-Wareham), Louis L. Kafka (D-Stoughton), Sarah K. Peake (D-Provincetown), Tom Sannicandro (D-Ashland), Peter J. Durant (R-Spencer), William Smitty Pignatelli (D-Lenox), Bradford Hill (R-Ipswich), Matthew A. Beaton (R-Shrewsbury), Stephen Kulik (D-Worthington), Kate Hogan (D-Stow) and Alice Hanlon Peisch (D-Wellesley).



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CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

January 8, 2015

Mr. Joseph C. Nolan, Chairperson
Town of Wayland
41 Cochituate Road
Wayland, MA 01778

Dear Mr. Nolan:

We are pleased to inform you that the Chapter 90 local transportation aid funding for Fiscal Year 2015 has increased from \$200 million to \$300 million statewide.

This letter certifies that the Town of Wayland's Chapter 90 apportionment for Fiscal Year 2015 has been increased from \$475,423 to \$713,134. This apportionment will automatically be incorporated into your existing 10-Year Chapter 90 contract, which will soon be available on the MassDOT website. <http://www.massdot.state.ma.us/chapter90>.

We look forward to working closely with your community to ensure the continuing success of the Chapter 90 program in the years to come.

Please feel free to contact Matthew Bamonte at (857) 368-9151 with any questions you may have regarding the Chapter 90 program.

Sincerely,

A handwritten signature in black ink that reads "Charles D. Baker".

Governor

RECEIVED

JAN 12 2015

Board of Selectmen
Town of Wayland

(21)

T TALLAGE · LLC

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JAN 12 2015

Board of Selectmen
Town of Wayland

January 9, 2015

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

Re: MMA Annual Meeting

Dear Members of the Board of Selectmen:

The 2015 MMA Annual Meeting is just a couple of weeks away on January 23rd and January 24th. Tallage will once again have a booth at the Trade Show and we are looking forward to meeting with municipal officials from across the Commonwealth to discuss how cities and towns can eliminate or at least reduce their property tax receivables at no cost.

It has been a busy time with regards to tax title sales. In the last three months the following communities have had tax title sales and brought in millions of dollars of revenues from delinquent property taxes under MGL. Ch 60 Section 52.

Braintree – Treasurer Barbara Walls, Tax Title Sale on September 3, 2014
Dartmouth – Treasurer Greg Barnes, Tax Title Sale on November 14, 2014
Quincy – Treasurer Deb Coughlin, Tax Title Sale on December 4, 2014
Templeton – Treasurer Kate Myers, Tax Title Sale on November 5, 2014
Uxbridge – Treasurer Nick Federico, Tax Title Sale on October 29, 2014
Weymouth – Treasurer Bill McKinney, Tax Title Sale on October 21, 2014

Other recent tax title sales include Hopedale, Lowell, Orange, Paxton, Somerset, Spencer, Ware, Westport, West Springfield, Worcester & Yarmouth.

You may not know that municipalities can assign tax titles even if they have already been filed by your attorneys in Land Court. Under G.L. c. 60, §52, municipalities can sell their tax liens at any time before the right of redemption is foreclosed. The assignee (purchaser) steps into the shoes of the municipality, and assumes all of the municipality's rights and obligations under the law. The enclosed brochure explains how these auctions work, and how they can be an effective tax collection tool for cities and towns, eliminating the need to chase down delinquent taxpayers and initiate costly litigation.

Please stop by **Booth #1128** at the Trade Show and say hello, or if you'd like to schedule a meeting, please contact me at Bill.Cowin@TallageLLC.com or 617-543-7214.

Yours truly,
Bill Cowin

T TALLAGE · LLC · 165 Tremont Street, Suite 305, Boston, MA 02111

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Converting Tax Receivables Into Revenue: Tax Title Sales Under Mass. General Law Chapter 60, s. 52

Selling a municipality's interest in a tax taking (a "tax title") is an alternative to the Land Court foreclosure process, giving municipalities the ability to immediately recover what is owed and to avoid the cost and delay of a foreclosure action. Assignments are expressly authorized and governed by G.L. c. 60, s. 52.

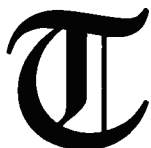
Tax title assignment auctions convert tax receivables into revenue, and put delinquent properties back on the tax rolls. Purchasers of tax titles step into the shoes of the municipality, earning 16% interest on the principal amount of the outstanding taxes.

Probably the biggest benefit to municipalities is the immediate payoff of outstanding taxes and the infusion of cash into municipal coffers and an immediate reduction of accounts receivable on the balance sheet. Communities also save the legal costs of prosecuting tax title foreclosure cases in Court and avoid the risks of debtor bankruptcies and property value deterioration.

Simply advertising a tax title auction has proven to be an excellent motivator for delinquent taxpayers. Typically, 30 - 40% of tax titles redeem or enter into payment agreements between the publication of notice of the auction and auction day.

Tax titles can be sold individually or in bundles. Tax titles sold at auction pursuant to G.L. c. 60, §52 must be sold for at least the redemption price (no discount). After the auction, the municipality delivers an assignment instrument to the purchaser, which is recordable at the Registry of Deeds.

The assignment of tax titles has been on the books in Massachusetts since the 18th century. Over the last 12 months, well over a dozen cities and towns have entered the market by conducting their own tax title assignment sales.



TALLAGE

A Massachusetts Municipal Tax Lien
Investment Company

Phone: 617-543-7214

E-mail: Bill.Cowin@TallageLLC.com

SETTING UP A TAX TITLE ASSIGNMENT SALE AUCTION
M.G.L. c. 60, §52

<i>Date</i>	<i>Action Item</i>
One Month Prior to Auction	Develop list of tax titles the municipality wants to sell; Calculate tax title account balances through the date of the auction; Develop protocols, rules and forms for auction.
14 Days Before Auction*	Advertise auction in newspaper of general circulation once, listing all tax liens for sale; Post notice in at least two public places.
10 Days Before Auction*	Send pre-auction notification to all owners of affected properties.
1 Day Before Auction	Generate revised list of tax liens for sale after pre-auction payoffs.
After Auction	Collect deposit(s) from winning bidder(s); Prepare Assignment forms for winning bidder(s); Exchange Assignment forms for full payments.

*statutory minimum requirement

Statutory Rules and Restrictions

Tax liens may be sold individually or in bundles. The minimum bid must be the redemption payoff amount as of the auction date including all fees (legal, publication, recording, etc.).

Property owners and parties-in-interest may still redeem after an assignment, up and until a foreclosure judgment has entered. Owners may redeem by paying the municipal treasurer up and until a foreclosure complaint has been filed in Land Court; after that, all redemptions must be processed through the assignee (winning bidder).

The redemption price is the same as if the municipality still held the lien; assignees may not allocate any premiums paid at auction to the redemption amount.

Assignees assume the same rights and obligations of the municipality in the administration of tax titles under Mass. General Laws Chapter 60.

Assignees may "sell back" any defective tax title liens to the municipality with interest.

Assignment Auction Practice Tips

Develop auction list well in advance of the auction and give prospective purchasers an opportunity to review the list and provide comment before finalizing the list for public notice. Municipal tax title inventories often have liens that are invalid due to assessment errors, or mistakes made in the tax taking. Many errors are capable of being fixed before the auction. Those liens that cannot be fixed should be taken off the list. A pre-auction comment period also allows the municipality to "test the waters" to see whether the liens on the list are likely to attract buyers.

Mail the required pre-auction notice to property owners at least a few weeks in advance of the auction to allow owners time to assemble funds for payoffs. Typically, 30 - 40% of the liens on your auction list will be redeemed or enter into payment agreements between the mailing of the notices and the auction.