



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

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

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

BOARD OF SELECTMEN
Monday, February 1, 2016
Wayland Town Building
Selectmen's Meeting Room

Proposed Agenda

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

- 6:00 pm 1.) Enter into Executive Session pursuant to Massachusetts General Laws Chapter 30A, Section 21a(3), to Discuss Strategy with Respect to Pending Actions regarding 150 Main Street LLC v. Zoning Board of Appeals, Nelson v. Conservation Commission, Bernstein, et al v. Planning Board, et al, Boelter, et al v. Board of Selectmen, Moss, et al v. Lingleys and Town, Frishman V. Lanza, et al, and West Beit Olam Corporation v. Board of Assessors
- 6:45 pm 2.) Call to Order by Chair
- Announcements; Review Agenda for the Public
- 6:47 pm 3.) Public Comment
- 7:00 pm 4.) Special Town Meeting Warrant Hearing
- 7:20 pm 5.) Discuss Petitioners' Request for Information for Town Meetings
- 7:25 pm 6.) Update on February Special Town Meeting Logistics
- 7:30 pm 7.) Discuss FY17 Budget Requests: IT and Facilities
- 7:45 pm 8.) Report from WayCAM, Interview and Appointment of Jonathan Ward to the WayCam Board of Directors as the Representative of the Board of Selectmen
- 8:15 pm 9.) Meet with Town Treasurer:
- Vote to Award Bonds
 - Vote to Refund/Refinance Debt
 - Vote to Recommend Annual Town Meeting Article L: Rescind Debt
 - Update (RFP, Tax Liens, Cash Reconciliation)
- 8:45 pm 10.) Discuss and Vote Positions on Annual Town Meeting Articles, Including:
- Identify Abbreviated Motion Articles
 - (P) Fund Glezen Lane Traffic Control Measures
 - (S) Adopt Massachusetts General Laws Chapter 44, Section 53 E 1/2 , Revolving Accounts

**BOARD OF SELECTMEN
Monday, February 1, 2016
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Proposed Agenda Page Two

- (T) Amend Chapter 36, Section 18 of Town Code, Attendance and Participation of Nonresident Town Officials
 - (V) Amend Chapter 145 – Inspection, Testing, Maintenance of Private Fire Hydrants
 - (FF) Establish 53D Recreation Revolving Fund for the Wayland Town Beach
 - (GG) Establish and Fund a Recreation Stabilization Fund
 - (OO) Set Aside Community Preservation Funds for Later Spending
 - (PP) Transfer Community Housing Funds to Wayland Municipal Affordable Housing Trust Fund
 - (QQ) Appropriate Funds to Restore Monuments at North Cemetery
 - (RR) Appropriate Funds to Restore Cochituate Town Clock
- 9:30 pm 11.) Mainstone Farms: Vote to Approve Conservation Commission's Request for Special Counsel and Authorize Town Administrator to Take Next Steps
- 9:45 pm 12.) Review and Approve Consent Calendar (See Separate Sheet)
- 9:50 pm 13.) Review Correspondence (See Separate Index Sheet)
- 10:00 pm 14.) Report of the Town Administrator
- 10:10 pm 15.) Selectmen's Reports and Concerns
- 10:20 pm 16.) Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
- 10:25 pm 17.) Adjourn

(5) Petitioners
Request

DATE: February 1, 2016
TO: Board of Selectmen
FROM: John Senchyshyn, Asst. Town Administrator/HR Director
RE: **Petitioner's Articles**

REQUESTED MOTION:

NONE.

BACKGROUND:

For the February 11th STM, an issue arose regarding a petitioner's request for staff to provide a map to accompany the petitioner's article. After staff denied the request the Finance Committee voted to support the request and have the map produced. From a historical perspective, staff has not prepared maps or supporting information for petitioners.

Preparation of maps for Town Meeting can be a lengthy and complex process for the Town Surveyor. A good deal of work normally goes into each map. Multiple petitioners' requests during a Town Meeting with a high volume of board and committee articles could present a real problem for the Surveyor.

I raised the question of providing maps for petitioners with Town Counsel. Counsel points out that staff can not alter a petitioner's article in any way. It is Counsel's opinion that Items accompanying the article should be handled in the same manner, i.e. produced by the petitioner without staff's assistance or input.

I would also point out that having staff produce maps or supporting information for a petitioner's article uses public resources and funds to support a private initiative.

Thanks for taking the time to consider this matter.

(6) STM
LOGISTICS

DATE: February 1, 2016
TO: Board of Selectmen
FROM: John Senchyshyn, Asst. Town Administrator/HR Director
RE: February 11, 2016 Special Town Meeting Update

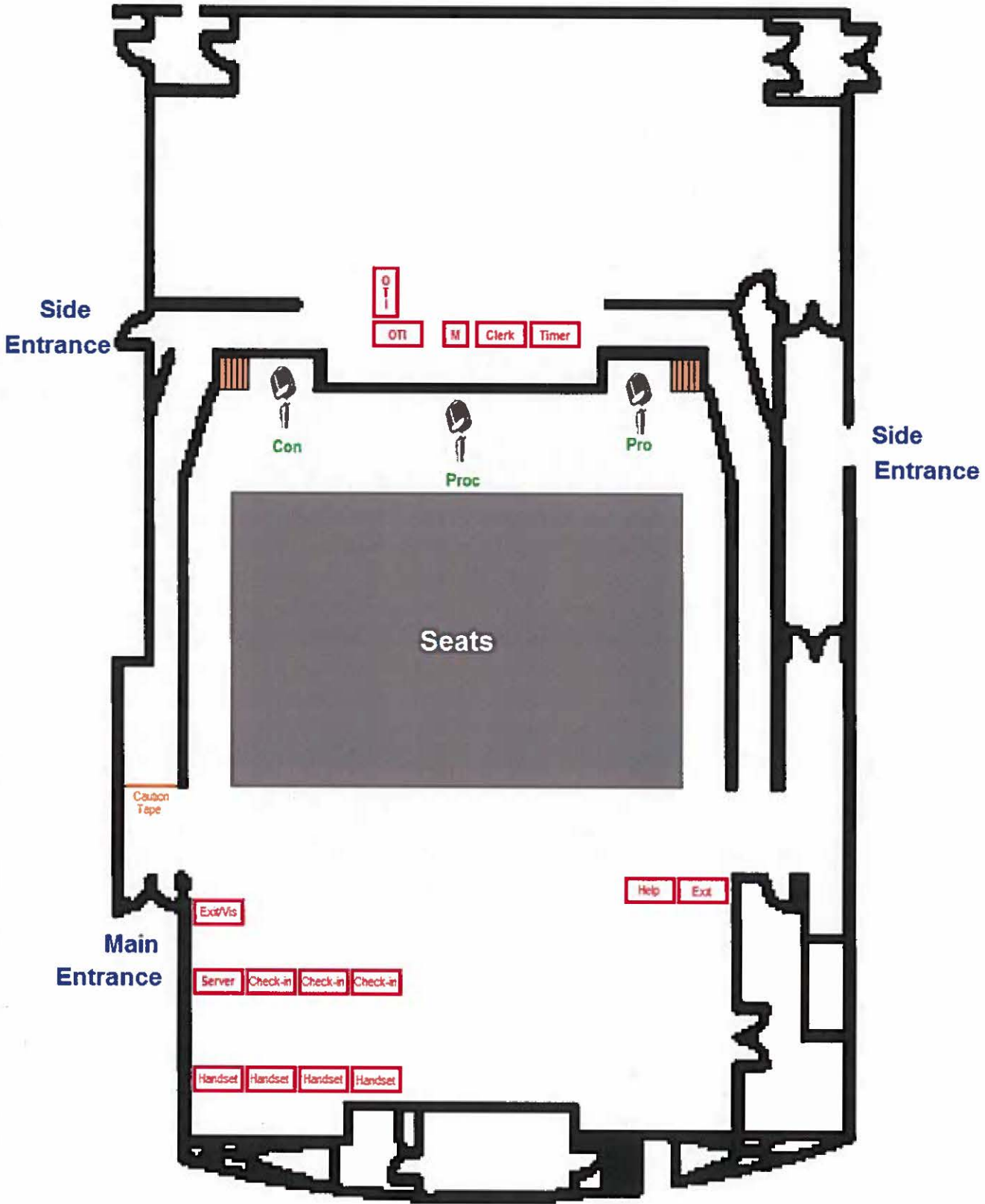
REQUESTED MOTION:

NONE.

BACKGROUND:

On Wednesday, January 27th, Ben Keefe, Pat Morris, Jim Mullane, Beth Klein, Dave Bernstein and I met in the Middle School Auditorium to review plans for the February 11th STM. Dave produced the schematic of the Auditorium (thanks to Dave) to pinpoint locations and set-ups that we identified and agreed upon. Following are several key points:

- Approximately 275 stationary seats are available; 200 handsets are ordered.
- OTI will begin the electronic voting set-up on February 11th at 11:00 am.
- The Voting System Controller, Moderator, Town Clerk, and Timekeeper will be seated on the Auditoriums' raised stage.
- The Pro, Con and Procedural microphones will be placed at the seating level, facing the voters.
- The gap between the Moderator's podium and the OTI desk enables the Moderator to speak with voters at the Procedural microphone, if desired.
- The first row of seats will be kept clear to permit access to the procedural microphone.
- The second row of seats will be reserved for the Selectmen and Finance Committee members.
- A total of 6 signs will be placed to route voters from the Middle School front door to the Check-in area located in the Auditorium.
- No audio/visual equipment will be rented for the event.
- Police and Fire have been contacted to provide the appropriate details.



(7) FY17 BUDGET:
IT

DATE: FEBRUARY 1, 2016
TO: BOARD OF SELECTMEN
FROM: NAN BALMER, TOWN ADMINISTRATOR
RE: FY 17 BUDGET: IT AND FACILITIES: REQUEST FOR BOARD'S REVIEW AND COMMENT

1. FACILITIES

The Finance Committee agreed the Facilities Director needs project management assistance (See attached from Ben Keefe). The Finance Committee is willing to fund project management on a case by case basis.

2. INFORMATION TECHNOLOGY

The proposed Information Technology budget was presented to the Finance Committee. The Finance Committee requested and staff is working on a more user – friendly presentation and asked for information on potential reductions in the budget. As you know the FY 17 budget proposal is based on the recently issued IT Master Plan. A reduction of \$187,938 can be made to the original proposal by using the low rather than the high end of the estimates provided by the town's IT consultant. Further refinement of FY 17 budget needs will be made upon hiring of an IT Director.

FY 16 APPROVED TOWN BUDGET FOR INFORMATION TECHNOLOGY: \$322,032

PERSONNEL:

In FY 16, one position solely dedicated to town functions was funded in town budget. The School Budget funded the personnel to manage the shared part of the IT infrastructure.

EXPENSE:

In FY 16, the town budget included services, materials and equipment for town only operations and was funded for consulting services managed by the schools for the shared infrastructure.

FY 17 RECOMMENDED BUDGET BASED ON IT MASTER PLAN: \$937,466

In FY 16, a breach in security in the Treasurer's office led to a comprehensive review of IT security and to the school – town IT operation. A Master Plan was funded at the 2015 Special Town meeting. Other consultants were funded to explore the cause of the security breach and make changes in the security and operation of the shared system.

These efforts were led by the town with a strong town – school collaboration. After much work and the issuance of a report, it was concluded that the shared system should be under the supervision of a town IT Director reporting to both Town Administrator and School Superintendent. A support position of Business Systems Analyst was approved by the Personnel Board for development of town only modern IT applications.

PERSONNEL: An additional \$200,000 is requested in the town budget to supervise the shared IT system and employ a Business Systems analyst.

EXPENSE: Significant increased costs are recommended for the following:

- Munis off-site hosting \$30,625
- Recurring cost for capital projects: Storage array and Automated Patch Management \$25,000
- Recurring cost for Special Town meeting projects: hosted email server, firewall upgrade \$27,000
- Create stabilized and reliable systems with improved manageability
 - o Virtual Desktop Infrastructure reconfiguration \$40,000
 - o New Anti-Virus software \$10,000
 - o Network and hardware replacement of end-of-life equipment \$75,000
 - o Improved Service Management Tool \$7,000
 - o Policies and Procedures \$3,000
 - o Full deployment of virtual desktops \$8,000
 - o Library server and desktop replacements of aged hardware \$20,000
- Secure Systems:
 - o Network penetration testing \$25,000
 - o Security training and IT staff technical training \$13,780
- Improved service to community and staff productivity
 - o Business system software upgrades \$15,000
 - o Training \$12,000

FY 17 ALTERNATIVE IT BUDGET

\$749,528

The original budget proposal can be reduced by \$187,938 by using the low rather than the high end of the Master Plan estimates and by eliminating a contingency fund. We expect to hire an IT Director within the next two weeks who will be asked, as a first task, to review the proposed IT budget. Because projects are sequential and contingent, crafting a reduced budget will require technical expertise.



(7) FY 17 Budget:
FACILITIES

TOWN OF WAYLAND

41 COCHITUATE ROAD

WAYLAND, MASSACHUSETTS 01778

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

TO: Town Administrator

January 28, 2016

FROM: Public Buildings Director

SUBJ: Funding for project management assistance

I am requesting an additional \$36,000.00 in FY17 funding to assist in project management for the Facilities Department. I have previously provided and attached to this memo a listing of all projects expected to be completed in the immediate future. Several projects already have assigned administrative assistance in the form of an assigned Owners Project Manager (OPM), continued support from John Moynihan, or support by Pat Morris. Even with the current assigned assistance there still remain over 25 projects totaling more than \$1.5M that I will attempt to complete during this and next fiscal year.

When requested the budgets for these projects did not include any funding for OPM or project management other than the existing Facilities Department. I would use the additional funding to hire consulting/OPM services for approximately 35% of the project workload without currently assigned assistance. By hiring assistance services by project I will be able to determine for the future whether it is more cost effective to include OPM services in each project budget or to seek additional personnel for the Facilities Department.

The contracted services would include drafting statements of work, bid document preparation, and construction management including project budgeting and accounting. The individual consultants would answer directly to me and I would retain accountability and responsibility for all projects.

Respectfully submitted

Kenneth "Ben" Keefe

(8) Appointment
to WayCAM

DATE: JANUARY 29, 2016
TO: BOARD OF SELECTMEN
RE: APPOINTMENT TO WAYCAM BOARD OF DIRECTORS

REQUESTED ACTION:

Vote to Appoint Jonathan Ward to the WayCAM Board of Directors as the Representative of the Board of Selectmen for a Term to Expire on June 30, 2018

Attached: Letter of Interest from Jonathan Ward

**WAYCAM 2015 ANNUAL REPORT HAS BEEN PLACED
SEPARATELY IN YOUR DROPBOX**

January 4, 2016

1/11/16

Nan Balmer, Wayland Town Administrator
Board of Selectmen, Town of Wayland
Wayland, MA 01778

Dear Nan and Selectmen:

I am writing to you to express my intent to be the Wayland Board of Selectmen's elected representative of WayCam, Wayland's Community Media Center.

I have been a board member of WayCam since November 2013, when I was elected to replace outgoing board member Frank Fuller. At last December's monthly meeting, my fellow board members asked me to replace Jerry Boos as the appointed representative on your board, and I accepted their request pending your approval.

Here is a brief history of my employment record and qualifications. Please feel free to contact me if there is any additional information you may need.

- November 2013 – Present Member, Board of Directors, WayCam
- May 2002 – Present Engineer, Massachusetts Institute of Technology*
- August 2001 – Present Chief Engineer, Dean College HD Television and WGAO-FM
- March 2000 – April 2001 System Integration and Test Technician, Trakus, Inc.
- 1995 – 1998 Producer/Technical Director, KTVB News Group (NBC)
- 1994 – 1995 Photographer, WTVD Eyewitness News Group (ABC)
- 1990 – 1993 Engineer, KRMA Rocky Mountain PBS (PBS)

*I have been with MIT almost 14 years. Due to 4 reorganizations during this period, I have held several positions. As a Technical Consultant, I ran the MIT cable television system, designing and operating a cable plant with approx. 7500 users. I later joined the Information Services & Technology as a computer network engineer. Currently, I serve in IS&T as a Campus Safety & Security Infrastructure Engineer.

Sincerely,
Jonathan Ward



Town of Wayland
Treasurer/Collector's Office
41 COCHITUATE ROAD WAYLAND
MASSACHUSETTS 01778
www.wayland.ma.us TEL. 508-358-3633

9. MEET WITH
TREASURER
REPORT

Date: January 13, 2016

TO: Board of Selectmen

FROM: Zoe Pierce, Treasurer/Collector

RE: Treasurer's Presentation:

- Award of Bonds
- Refunding/Refinancing Debt
- Article on Rescinding Authorized/Unissued Debt
- Moody's Credit Report
- RFP for Financial Advisor
- Tax-Title Foreclosure/Sale of Tax Liens
- Cash Reconciliation

(I) BOND ISSUANCE

REQUESTED ACTIONS:

Vote to award the bonds to Robert W. Baird at a True Interest Cost (TIC) of 2.13699%, with a premium of \$113,009.21. Bond Counsel (Locke & Lord) has prepared the formal documents.

Signatures on the following documents:

- 1) *Bonds-Each to be signed by the Selectmen and Treasurer.*
- 2) *No Litigation and Official Statement Certificate-To be signed by the Selectmen, Treasurer and Town Clerk. This document certifies that the bonds have been signed, that the Selectmen are authorized to borrow pursuant to a vote at Town Meeting, states the purpose of the bonds, lists other debt incorporated into the borrowing, confirms approval of the sale of the bonds and finally that there is no litigation affecting the validity of bonds.*
- 3) *Tax Certificate-To be signed by the Selectmen and Treasurer. This document lists the projected spending of the proceeds to ensure compliance with spending requirements set forth in MGL.*
- 4) *Continuing Disclosure Certificate-To be signed by the Selectmen and Treasurer (with the exception of Exhibit B). This document is to ensure that all post borrowing reporting, such as annual reports, reporting of significant events, etc are understood and adhered to.*

BACKGROUND:

The town is issuing 3,101,000 in bonds. These documents represent the standard forms required for any borrowing. After being signed, the Town Clerk will place the Town seal on the appropriate documents. On February 2, 2016, our Financial Advisor will pick up the documents and hand deliver them to Locke & Lord, our Bond Counsel. Settlement of the bonds is scheduled for February 12, 2016. A summary of our bonds issuance is attached(see attachment A).

(II) REFUNDING (REFINANCING) DEBT

REQUESTED ACTION:

Vote to authorize the Treasurer to refund the proposed bond issuances listed below. A majority vote is required.

BACKGROUND:

As mentioned in an earlier debt presentation, it has been recommended that the Town refund the following issuances:

- (a) 2003-interest savings of approximately \$25,000 over the life of the issuance**
- (b) 2005-interest savings of approximately \$250,000 over the life of the issuance**
- (c) 2006-interest savings of approximately \$27,000 over the life of the issuance**
- (d) 2007-interest savings of approximately \$124,000 over the life of the issuance**

Because of our recent bond issuance, it should be a relatively easy process and should be able to settle a few weeks after the new issuance.

(III) FINAL ARTICLE ON RESCINDING AUTHORIZED/UNISSUED DEBT

REQUESTED ACTION:

Vote to approve article for Annual Town Meeting.

BACKGROUND:

An article has been submitted (see attachment B) to rescind the authorized/unissued debt at the next Annual Town Meeting. While it is mostly considered a housekeeping issue, it is also considered to be a "best practice" with respect to managing a Town's debt. The last time the town was presented with this type of article was April of 2014.

UPDATES:

(IV) MOODY'S INVESTORS SERVICE CREDIT OPINIION

Moody's released their Credit Opinion for Wayland on January 25th. The Town was issued once again a AAA rating. A copy of the complete opinion is attached (see attachment C).

(V) RFP FOR FINANCIAL ADVISOR

The Town has had the same Financial Advisor for 15+years. The number of Town capital projects has dramatically increased. While we technically have the capacity to borrow (138,000,000), we should take a very hard look at the way we borrow, when we borrow, and what we borrow for. Brian Keveny and myself feel that we need to issue a RFP to open up the Financial Advisor position, refining our expectations, thus ensuring that the Town is getting the best professional advice possible. We are currently working on an RFP with a deadline for applications mid-March.

(VI) TAX TITLE FORECLOSURES/SALE OF TAX LIENS

As of June 30, 2015, the Town's Tax Title Lien accounts totaled @\$1,390,000. The interest on these accounts at that time was @\$670,000. Prior year schedules of where we are in comparison to peer towns is attached (**see attachment D**). There are two courses of action that can be pursued to collect on these delinquent accounts. The first is to foreclose directly on the property, using the Town's resources. We currently have 51 properties in tax title and would have to develop a fair process in determining the order in which we foreclose. I am currently working on the criteria. The second course would be to hold an auction and out-right sell the liens themselves to a third party. A description of the process is attached (**see attachment E**). My preference would be to handle the foreclosures in house. The impact of a town like Wayland actually foreclosing on a property usually has a domino effect. Between 30% to 60% will settle before another foreclosure round happens. Selling the Tax Title Liens does have benefits though. The Town, at the close of the auction, would be paid in full, interest included, for the respective properties. We need to move forward on our strategy and determine what road we are taking.

(VII) CASH RECONCILIATION

As of January 28, 2016, cash is reconciled through December 31, 2015. We have changed our procedures and are recording revenue from all sources on a daily basis. Our cash register system is tracking our daily collections and proving to be an invaluable resource in keeping us on track. Finally, we are keeping our cashbook current to expedite the month end process of reconciling to the bank accounts.

SUMMARY OF BORROWING

(A)

SUMMARY OF WAYLAND BOND ISSUANCE*

	Term	Amount
Water Main Replacement Bonds	40yr	\$700,000
Building Remodling & Repair Bonds	30yr	\$700,918
Culvert Repair Bonds	30yr	\$100,000
Paving and Road Construction Bonds	15yr	\$352,000
Station 2 Septic Repair and Paving	15yr	\$35,000
Departmental Equipment Bonds	5yr	\$249,986
Oil Tank Removal Bonds	5yr	\$25,000
Approved at ATM 4/6/15		<u>\$2,162,904</u>
Claypit tile & Remodeling		\$431,000
ESCO		\$507,096
Approved at ATM 4/12/14		<u>\$938,096</u>
Total Borrowing		<u><u>\$3,101,000</u></u>

*True Interest Cost of %2.13699

ATM ARTICLE
RESCIND UNISSUED
DEBT

(B)

ARTICLE 12: RESCIND AUTHORIZED BUT UNISSUED DEBT

Proposed by the Board of Selectmen

To determine whether the Town will vote to rescind the following borrowings, authorized at the corresponding Town Meetings, that are deemed no longer necessary because the projects funded by the borrowings have been completed:

- | | | | |
|--|----------|----|-----------|
| 1) Septic System Repair/ Article 6 | 5/08/00 | \$ | 188,425 |
| 2) Feasibility Study-High School / Article 7 | 4/13/09 | \$ | 411,000 |
| 3) High School /Article 2 | 11/18/09 | \$ | 2,313,814 |
| 4) Middle School Replacement 7(3a)/Article 5 | 4/07/13 | \$ | 890,000 |

FINANCE COMMITTEE COMMENTS: The purpose of this article is to rescind borrowing authorization that is no longer necessary because the relevant projects have been either completed, are no longer being considered or been inactive for a long time. Passage of this article will rescind the borrowing authorized at the above mentioned Town Meetings, for the corresponding projects listed. It does not prevent the Town from funding a similar capital item in the future.

ARGUMENTS IN FAVOR: Approval of this article will remove the Town's ability to borrow for these items since it is no longer necessary. This action will increase the Town's existing borrowing capacity.

ARGUMENTS OPPOSED: The Finance Committee is unaware of any.

RECOMMENDATION:

QUANTUM OF VOTE: Majority

CREDIT OPINION

25 January 2016

New Issue

Contacts

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Robert Azrin 212-553-7436
VP-Senior Analyst
robert.azrin@moodys.com

Wayland (Town of) MA

New Issue - Moody's assigns Aaa to Wayland MA's GO Bonds

Summary Rating Rationale

Moody's Investors Service has assigned a Aaa rating to the Town of Wayland MA's \$3.1 million General Obligation Municipal Purpose Loan of 2016 Bonds (Bank Qualified). Concurrently, we have affirmed the Aaa rating of \$76.8 million of outstanding general obligation (GO) debt. The outlook is stable.

The Aaa rating reflects a stable tax base with strong socio-economic indicators, satisfactory financial position, and manageable debt and pension burdens. The rating also incorporates the town's comprehensive fiscal management that includes aggressive funding of long-term liabilities.

Credit Strengths

- » Comprehensive fiscal management
- » Stable tax base with strong wealth and income levels
- » Aggressive funding towards OPEB liability

Credit Challenges

- » Recent use of reserves to balance operations
- » Limited revenue flexibility given the tax levy limitation of Proposition 2 1/2
- » Above average debt burden

Rating Outlook

The stable outlook reflects the positive trend in valuation of the tax base and above average socio-economic indicators of taxpayers that bolster the town's financial operations. While the town has relied more on reserves to balance operations in recent years, we expect budgeted operations to return to a more structurally balanced position over the near term. Although failure to achieve balanced operations could lead to downward rating pressure.

Factors that Could Lead to a Downgrade

- » Fiscal 2016 and 2017 operating deficits
- » Trend of available general fund balance below 20% of revenues
- » Material increase in the debt burden

Key Indicators

Exhibit 1

Wayland (Town of) MA	2011	2012	2013	2014	2015
Economy/Tax Base					
Total Full Value (\$000)	\$ 3,288,025	\$ 3,288,025	\$ 3,103,339	\$ 3,103,339	\$ 3,174,626
Full Value Per Capita	\$ 253,042	\$ 247,499	\$ 230,834	\$ 230,834	\$ 236,137
Median Family Income (% of US Median)	N/A	239.9%	239.9%	239.9%	239.9%
Finances					
Operating Revenue (\$000)	\$ 71,963	\$ 70,731	\$ 67,655	\$ 70,052	\$ 70,407
Fund Balance as a % of Revenues	29.8%	26.9%	22.8%	18.6%	21.3%
Cash Balance as a % of Revenues	111.6%	32.2%	28.1%	23.7%	26.8%
Debt/Pensions					
Net Direct Debt (\$000)	\$ 62,422	\$ 66,996	\$ 70,189	\$ 76,821	\$ 77,611
Net Direct Debt / Operating Revenues (x)	0.9x	0.9x	1.0x	1.1x	1.1x
Net Direct Debt / Full Value (%)	1.9%	2.0%	2.3%	2.5%	2.4%
Moody's - adjusted Net Pension Liability (3-yr average) to Revenues (x)	N/A	0.7x	1.2x	1.3x	N/A
Moody's - adjusted Net Pension Liability (3-yr average) to Full Value (%)	N/A	1.6%	2.6%	3.0%	N/A

Fiscal year end June 30
Source: Moody's Investors Service

Detailed Rating Considerations

Economy and Tax Base: Stable Residential Valuation with Strong Wealth Levels

Wayland's \$3.2 billion (2016 equalized value) tax base will remain healthy given its desirable location 18 miles west of Boston (Aaa stable), strong housing values and affluent population. The fiscal 2016 assessed value reflected a 3.9% increase, bringing the five year compound annual growth to 1.8%. New growth in 2016 increased by \$974,000 representing the strongest year of growth in recent history, attributed to the town center project including new condos coming online. Wealth levels in the town are strong with median family income equal to 256% of the US median and full value per capita of \$236,137. The unemployment rate of 3.3% (November 2015) continues to trend below the commonwealth (4.5%) and US (4.8%).

Financial Operations and Reserves: Increased Appropriations of Reserves Uncharacteristic of Rating Category

The town's financial position has been reduced in recent years after three consecutive years (fiscal 2012-2014) of operating deficits attributed to the reliance on free cash to balance operations. While the position remains relatively healthy, it is uncharacteristic of towns within the highest rating category. We expect this trend to stabilize over the near term given the town's history of conservative fiscal management. The fiscal 2015 audited financials reflect a \$1.4 million operating surplus (net of bond premium) due to positive variance in both revenues and expenditures. The surplus helped to improve the available general fund balance (committed, assigned and unassigned) to \$15 million or 21.3% of revenues including transfers. The primary revenue source is property taxes (84% of 2015 revenues) with strong collection rates, while the largest cost is education (51% of 2015 expenditures).

The fiscal 2016 budget increased by 3% over 2015 driven by education and health insurance costs. The budget is balanced with a reduction of 1.9% in the tax levy and increased free cash appropriations of \$4.5 million for operations and an additional \$300,000 towards capital expenditures. Year-to-date revenues and expenditures are trending positive, but given the increased use of free cash compared to 2015 (\$2.3 million), management does not expect to fully replenish the appropriations and could end the year with an estimated \$2.2 million operating deficit. The deficit could reduce available general fund balance to below the 20% of revenues threshold.

Over the next two to three years we expect the town to reduce annual free cash appropriations for operations and return reserve levels to above 20% of revenues. Wayland has \$10.1 million of unused levy capacity in 2016, which could provide additional revenue.

This publication does not announce a credit rating action. For any credit ratings referenced in this publication, please see the ratings tab on the issuer/entity page on www.moody's.com for the most updated credit rating action information and rating history.

flexibility. We expect this capacity to be tapped as the town's budget projects for fiscal years 2017 through 2020 indicate only \$1.5 million in free cash appropriations. A continued trend of reducing reserves in fiscal 2017 and beyond could lead to downward rating pressure.

LIQUIDITY

Cash and investments at the end of fiscal 2015 represented \$18.9 million or a healthy 26.8% of revenues including transfers.

Debt and Pensions: Above Average Debt Burden Remains Manageable; Strong Management of Long Term Liabilities

Wayland's direct debt burden (including the current issue) of 2.5% of equalized value is above average for the rating category including other Massachusetts Aaa-rated entities. We expect this burden to remain manageable given plans for moderate future annual borrowing of an estimated \$4-5 million. The town's capital budgets in recent years have averaged around \$6 million with most funded through debt.

DEBT STRUCTURE

All debt is fixed rate with 63% of principal retired in ten years. Debt service in fiscal 2015 represented an elevated 11% of expenditures.

DEBT-RELATED DERIVATIVES

The town has no derivatives.

PENSIONS AND OPEB

The town contributes to the Middlesex Regional Retirement System, a multi-employer cost-sharing plan. The town is required to fully fund its Annual Required Contribution (ARC), which was \$3.7 million in 2015, representing a manageable 5.4% of general fund expenditures. The town's three-year average 2014 adjusted net pension liability, under Moody's methodology for adjusting reported pension data, is \$93.6 million, or an average 1.34 times general fund revenues. Moody's uses the adjusted net pension liability to improve comparability of reported pension liabilities. The adjustments are not intended to replace the town's reported liability information, but to improve comparability with other rated entities.

The town has fully funded its annual OPEB contribution since 2009, indicating an aggressive willingness to address the long term liability. In fiscal 2015, the town funded 147% of the cost representing \$1.9 million. The town's OPEB liability is currently funded at 40.9%, with a total Unfunded Actuarial Accrued Liability (UAAL) of \$17.8 million as of the latest December 31, 2014 valuation report. Based on the latest valuation, the liability could be fully funded by 2045.

Total fixed costs in 2015 including debt service, required pension contributions and retiree healthcare payments, represented \$13.4 million or 19.2% of expenditures.

Management and Governance

The town adheres to comprehensive fiscal policies including a long-range financial plan and five-year capital plan.

Massachusetts towns have an institutional framework score of "Aa," or strong. Revenues are highly predictable due to a heavy reliance on property taxes. Towns have a moderate revenue-raising ability given the Proposition 2 ½ levy limit. Expenditures primarily consist of personnel costs, as well as education costs for towns that manage school operations, and are highly predictable given state-mandated school spending guidelines and employee contracts. Towns have a moderate expenditure reduction ability given the high presence of collective bargaining contracts, offset by low fixed costs in most cases.

Legal Security

The bonds are secured by the town's general obligation, limited tax pledge as debt service has not been excluded from the levy limitations of Proposition 2 ½.

Use of Proceeds

Proceeds will be used for various capital projects of the town.

Obligor Profile

Wayland is primarily residential with a population of 13,166 and is located 18 miles west of Boston, MA.

Methodology

The principal methodology used in this rating was US Local Government General Obligation Debt published in January 2014. Please see the Credit Policy page on www.moody.com for a copy of this methodology.

Ratings

Exhibit 2

WAYLAND (TOWN OF) MA

Issue	Rating
General Obligation Municipal Purpose Loan of 2016 Bonds (Bank Qualified)	Aaa
Rating Type	Underlying LT
Sale Amount	\$3,101,000
Expected Sale Date	01/28/2016
Rating Description	General Obligation

Source: Moody's Investors Service

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REPORT NUMBER 1013669

TAX TITLE :
PEER TOWNS

(D)
TAX TITLE LIEN ACCOUNTS

Municipality	Account Balance FY2013	Account Balance FY2014	Account Balance FY2015
North Andover	\$ 1,992,276	\$ 1,968,114	\$ 2,355,202
Hopkinton	\$ 1,726,789	\$ 1,852,205	\$ 1,701,644
Scituate	\$ 1,316,404	\$ 1,216,716	\$ 1,143,937
Wayland	\$ 1,064,142	\$ 1,363,831	\$ 1,389,929
Concord	\$ 823,964	\$ 814,870	\$ 470,457
Hingham	\$ 724,248	\$ 735,316	n/a
Sharon	\$ 676,698	\$ 606,956	\$ 717,314
Cohasset	\$ 609,466	\$ 371,899	\$ 477,555
North Reading	\$ 526,716	\$ 457,903	\$ 711,734
Westford	\$ 516,296	\$ 549,083	\$ 641,774
Sudbury	\$ 508,129	\$ 905,679	\$ 777,043
Westwood	\$ 404,713	\$ 495,281	\$ 453,483
Medfield	\$ 187,637	\$ 211,307	\$ 170,585
Lincoln	\$ 597	\$ 1,220	\$ 1,220

(E) 1 of 2

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	<ul style="list-style-type: none"> ✓ 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 (see reverse side)
14 Days Before Auction*	<ul style="list-style-type: none"> ✓ 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*	<ul style="list-style-type: none"> ✓ Send pre-auction notification to all owners of affected properties
1 Day Before Auction	<ul style="list-style-type: none"> ✓ Generate revised list of tax liens for sale after pre-auction payoffs
After Auction	<ul style="list-style-type: none"> ✓ 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. On average between 40 – 60% of the liens on your auction list will be redeemed between the mailing of the notices and the auction.
- Require each bidder to sign a statement that he/she has read your Auction Rules and agrees to comply with them.

2 of 2

Recommended Auction Rules and Regulations

The liens being offered in an Assignment of Tax Title Auction have NOT been foreclosed by the City/Town of _____.

The City/Town of _____ reserves the right to reject any and all bids.

The minimum bid is the amount due for redemption on this date. Any price paid in excess of the minimum bid ("premium") may not be reimbursable by the assignee from a party redeeming the property. See, DOR IGR 05-208, p. 5.

The purchaser must pay a 10% deposit at the time of the auction. The deposit shall be made in the form of cash or a check made payable to the "City/Town of _____."

After full payment is received, the Treasurer will issue an Instrument of Assignment and Purchaser's Statement for each lien assigned. Full payment must be received within 30 days of the date of the auction. If full payment is not received within such time, the lien will be offered to the next highest bidder, and the City/Town reserves the right to keep the deposit from the initial bidder.

Any error, misstatement or omission in the description of the property shall not annul the assignment or be grounds for any abatement or compensation.

The Purchaser must pay for all recording fees. The Instrument of Assignment and the name of the person or agent authorized to release the lien (purchaser's statement) must be recorded at the _____ County Registry of Deeds.

The Purchaser must keep future taxes current until he/she forecloses the lien with the Massachusetts Land Court or until the assigned tax title has been redeemed. Failure to keep taxes current shall render the purchaser ineligible to participate in future tax lien assignment auctions.

All bidders, if not a natural person, must be qualified to do business in the Commonwealth of Massachusetts, and provide documentation to that effect.

[For Bundles] All of the liens to be sold in this auction will be bundled and sold as one unit to the highest bidder. The minimum bid for this unit shall be \$ _____. In the event that there are multiple parties bidding the same price, the person recognized first by the Treasurer will be selected as high bidder in accordance with standard auction procedures. The minimum incremental bid will be \$ _____.

To be eligible to participate in the auction, bidders must pre-register by 3PM on TBD, 2012 (the day before the scheduled auction).

9. MEET WITH TREASURER
VOTE - BONDS

VOTE OF THE BOARD OF SELECTMEN

I, the Clerk of the Board of Selectmen of the Town of Wayland, Massachusetts (the "Town"), certify that at a meeting of the board held February 1, 2016, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: that the sale of the \$3,101,000 General Obligation Municipal Purpose Loan of 2016 Bonds of the Town dated February 12, 2016 (the "Bonds"), to Robert W. Baird & Co., Inc. at the price of \$3,214,009.21 and accrued interest, if any, is hereby approved and confirmed. The Bonds shall be payable on October 1 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2016	\$291,000	2.00%	2023	\$135,000	2.00%
2017	270,000	2.00	2024	135,000	2.00
2018	265,000	2.00	2025	130,000	2.00
2019	265,000	2.00	2027	240,000	2.50
2020	255,000	4.00	2029	240,000	3.00
2021	165,000	2.00	2031	210,000	3.00
2022	140,000	2.00	2035	360,000	3.00

Further Voted: that the Bonds maturing on October 1, 2027, October 1, 2029, October 1, 2031 and October 1, 2035 (each a "Term Bond") shall be subject to mandatory redemption or mature as follows:

Term Bond due October 1, 2027

<u>Year</u>	<u>Amount</u>
2026	\$120,000
2027*	120,000

*Final Maturity

Term Bond due October 1, 2029

<u>Year</u>	<u>Amount</u>
2028	\$120,000
2029*	120,000

*Final Maturity

Term Bond due October 1, 2031

<u>Year</u>	<u>Amount</u>
2030	\$120,000
2031*	90,000

*Final Maturity

Term Bond due October 1, 2035

<u>Year</u>	<u>Amount</u>
2032	\$90,000
2033	90,000
2034	90,000
2035*	90,000

*Final Maturity

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated January 13, 2016, and a final Official Statement dated January 28, 2016 (the "Official Statement"), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Bonds, as applicable,] for the benefit of the holders of the Bonds from time to time.

Further Voted: that we authorize and direct the Treasurer to establish post issuance federal tax compliance procedures in such form as the Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Bonds were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended.

Dated: February 1, 2016

Clerk of the Board of Selectmen

AM 56919476.1

DATE: FEBRUARY 1, 2016
TO: BOARD OF SELECTMEN
FROM: NAN BALMER, TOWN ADMINISTRATOR
RE: ANNUAL TOWN MEETING ARTICLES

REQUESTED ACTIONS:

VOTE POSITIONS ON ANNUAL TOWN MEETING ARTICLES

BACKGROUND INFORMATION:

1. IDENTIFY ABBREVIATED MOTION ARTICLES

- Excerpt from Moderator's Rules:

3. Abbreviated Presentation Procedure. With notice to and leave of the Moderator any person making a main motion under an article may present that motion under the Abbreviated Presentation Procedure. Under this procedure:

- a. The motion must be presented in or be substantially consistent with the words of the Article as printed in the Warrant, and without making further presentation in support of that article. The Moderator may allow minor or editorial variation from the words of the Article as printed in the Warrant.*
- b. The Moderator will ask if anyone wishes to speak in opposition to the motion or if anyone has a question regarding the motion.*
- c. Should there be a question, the questioner will be permitted to state his or her question and the presenter of the motion will be permitted to answer that question.*
- d. Should any individual state that he or she is opposed to the motion, or if the Moderator determines that the questions are of significant depth or importance, the presentation and debate will continue in the normal course as set forth in these Rules.*

2. (P): FUND GLEZEN LANE TRAFFIC CONTROL MEASURES

- \$55,000 Estimate Attached (Includes 25% contingency)

3. (S): ADOPT MGL CHAPTER 44 SECTION 53 E ½ REVOLVING ACCOUNTS

- The Town operates Revolving Funds for the Recreation Commission, Council on Aging and Transfer Station. The School Department requests to establish 2 new Revolving funds in FY 17 under this statute. The Board of Selectmen has the legal responsibility to recommend to Town Meeting the conditions under which the funds are authorized.
- Important requirements under 53 E ½ include:
 - A revolving fund established under the provisions of this section shall be by vote of the annual town meeting in a town, upon recommendation of the Board of Selectmen.

- Such authorization shall be made annually prior to each respective fiscal year.
- Each authorization for a revolving fund shall specify: (1) the programs and purposes for which the revolving fund may be expended; (2) the departmental receipts which shall be credited to the revolving fund; (3) the board, department or officer authorized to expend from such fund; (4) a limit on the total amount which may be expended from such fund in the ensuing fiscal year.
- The maximum expenditures in all revolving funds is 10% of taxation. The maximum expenditures allowed under any department's control is 1% of taxation.
- If wages are paid from this fund, benefits must also be paid.

Attached please find a draft article, revised within the scope of the original article, to more closely match the Department of Revenue recommended model article.

4. (T): AMEND CHAPTER 36 –ATTENDANCE AND PARTICIPATION OF NON RESIDENT TOWN OFFICIALS

- Proposed to allow Town Counsel to speak at Town meeting without vote.

5. (V): AMEND CHAPTER 145 – PRIVATE FIRE HYDRANTS

- Minor amendments to by-law passed last year

6. (FF): ESTABLISH 53 D ACCOUNT FOR RECREATION

- Would account for beach revenues and expenses to provide additional spending capacity in FY 17 to operate recreation programs through the 53 E ½ fund which has an expense cap.

7. (GG): ESTABLISH AND FUND A RECREATION STABILIZATION FUND

- The Recreation Commission proposes the establishment of a Recreation Stabilization Fund. The fund could receive an appropriation from the general fund assuming that an equal appropriation would be made from the 53 E ½ Revolving Fund to close out excess revenue. Creation of the fund and transfers into and out of the fund will require a 2/3 vote of Town Meeting.

8. (PP, QQ, RR): CPC ARTICLES

- Includes annual CPC set asides, funding of Affordable Housing Trust, restoration of monuments in North Cemetery and restoration of the Town Clock.

(P) GLEZEN LANE:
CONSTRUCTION
ESTIMATE

CONSTRUCTION COST ESTIMATE

DATE: 1/28/16	PROJECT DESCRIPTION: Route 27 (Old Sudbury Road) at Glezen Lane
TEC PROJECT #: T0558.05	PROJECT LOCATION: Wayland, MA
DESIGN LEVEL: 25%	CHECKED BY: SJM
ESTIMATOR: LEN	

ITEM	QTY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
120.1	40	CY	UNCLASSIFIED EXCAVATION	\$40.00	\$1,600.00
151.	15	CY	GRAVEL BORROW	\$40.00	\$600.00
156.	5	TON	CRUSHED STONE	\$50.00	\$250.00
201.	2	EA	CATCH BASIN	\$3,000.00	\$6,000.00
202.	1	EA	MANHOLE	\$3,500.00	\$3,500.00
220.3	1	EA	DRAINAGE STRUCTURE CHANGE IN TYPE	\$750.00	\$750.00
241.12	100	FT	12 INCH REINFORCED CONCRETE PIPE	\$80.00	\$8,000.00
472.	10	TON	HOT MIX ASPHALT FOR MISCELLANEOUS WORK	\$200.00	\$2,000.00
431.	30	SY	HIGH EARLY STRENGTH CEMENT CONCRETE BASE COURSE	\$80.00	\$2,400.00
506.	120	FT	GRANITE CURB TYPE VB - STRAIGHT	\$35.00	\$4,200.00
506.1	20	FT	GRANITE CURB TYPE VB - CURVED	\$40.00	\$800.00
509.	15	FT	GRANITE TRANSITION CURB FOR WHEELCHAIR RAMPS - STRAIGHT	\$40.00	\$600.00
580.	75	FT	CURB REMOVED AND RESET	\$15.00	\$1,125.00
697.1	4	EA	SILT SACK	\$125.00	\$500.00
748.	1	LS	MOBILIZATION	\$4,000.00	\$4,000.00
751.	35	CY	LOAM BORROW	\$45.00	\$1,575.00
765.	240	SY	SEEDING	\$2.50	\$600.00
832.	15	SF	WARNING-REGULATORY AND ROUTE MARKER - ALUM. PANEL (TYPE A)	\$15.00	\$225.00
847.1	4	EA	SIGN SUP (N/GUIDE)+RTE MKR W/1 BRKWAY POST ASSEMBLY - STEEL	\$125.00	\$500.00
864.04	35	SF	PAVEMENT ARROWS AND LEGENDS REFL. WHITE (THERMOPLASTIC)	\$10.00	\$350.00
865.1	15	SF	CROSS WALKS AND STOP LINES REFL. WHITE (THERMOPLASTIC)	\$5.00	\$75.00
867.04	310	FT	4 INCH REFLECTORIZED YELLOW LINE (THERMOPLASTIC)	\$4.00	\$1,240.00
874.2	5	EA	TRAFFIC SIGN REMOVED AND RESET	\$100.00	\$500.00
874.4	5	EA	TRAFFIC SIGN REMOVED AND STACKED	\$50.00	\$250.00

SUBTOTAL =	\$39,190.00
25% CONTINGENCY =	\$9,797.50
POLICE DETAIL ALLOWANCE (ASSUMED 1 POLICE OFFICER FOR 3 WEEKS) =	\$5,400.00
TOTAL =	\$54,387.50
SAY =	\$55,000

(S) REVOLVING FUNDS
REVISED

ARTICLE S: ~~ADOPT MASSACHUSETTS GENERAL LAWS CHAPTER 44, SECTION~~
~~53 E ½ REVOLVING ACCOUNTS~~ DEPARTMENTAL REVOLVING FUNDS AUTHORIZATION Draft 2/1/16

Sponsored by: Board of Selectmen

To determine whether the Town will vote to authorize the establishment or continuance of the following Revolving Accounts for the Fiscal Year beginning July 1, 2016, in accordance with Massachusetts General Laws Chapter 44, Section 53 E ½.

	REVOLVING FUND	AUTHORITY TO SPEND FUND	REVENUE SOURCE	USE OF FUND	FY17 SPENDING LIMIT
1	Transfer Station	DPW Director and Board of Public Works	Transfer Station fees, recycling fees	Transfer Station programs and activities	\$550,000
2	Recreation	Recreation Director and Commission	Recreation program user fees excluding beach and field user fees, sponsorships and miscellaneous revenue	Recreation program expenses, excluding expenses to make fields and beaches available for users	\$585,000
3	Council on Aging	Council on Aging Director and Council	Council on Aging program user fees, sponsorships and miscellaneous revenue	Education, cultural and entertainment programs	\$60,000
4	School Department – Professional Development	School Business Manager and School Committee	Teachers' user fees for training programs and miscellaneous revenue	Training program costs; instructional fees and materials	\$50,000
5	School Department – Curriculum	School Business Manager and School Committee	Departmental receipts from parents for materials and miscellaneous revenue.	Instructional materials	\$25,000
	TOTAL SPENDING				\$1,220,000

ARTICLE FOR ANNUAL TOWN MEETING

SPONSOR: Board of Selectmen DATE RECEIVED: January 11, 2016

CONTACT PERSON: Town Administrator TELEPHONE/Day: (508) 358- 3620

TELEPHONE/Evening: _____

BOARD VOTE: 3-0 DATE OF VOTE: 1-11-16

TITLE: FUND GLEZEN LANE TRAFFIC CONTROL MEASURES

COST: NO COST: _____ COST ESTIMATE: Under design

TEXT: 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 for another purpose, by borrowing under Massachusetts General laws Chapter 44 or other enabling authority, or otherwise.

COMMENTS:

(Please see 2015 ATM Warrant, p. 73, Article 15.)

PROS:

CONS:

SIGNATURE OF CHAIR *Clayton K...* DATE 1-11-16

Mark Lanza Approval _____ DATE _____

ARTICLE FOR ANNUAL TOWN MEETING

SPONSOR: Board of Selectmen DATE RECEIVED: _____

CONTACT PERSON: Town Administrator TELEPHONE/Day: (508) 358- 3620

TELEPHONE/Evening: _____

BOARD VOTE: 3-0 DATE OF VOTE: 1-11-16

TITLE: ADOPT M.G.L.CH. 44. SECTION 53 E ½ – REVOLVING ACCOUNTS

COST: _____ NO COST: X COST ESTIMATE: _____

TEXT:

To determine whether the Town will vote to authorize the establishment or continuance of the following Revolving Accounts for the Fiscal Year beginning July 1, 2016, in accordance with Massachusetts General Law Chapter 44, Section 53 E ½.

	<u>REVOLVING FUND</u>	<u>AUTHORITY TO SPEND FUND</u>	<u>REVENUE SOURCE</u>	<u>USE OF FUND</u>	<u>FY 17 SPENDING LIMIT</u>
1	Transfer Station	DPW Director and Board of Public Works	Transfer Station fees, recycling fees	Transfer Station programs and activities	\$550,000
2	Recreation	Recreation Director and Commission	Recreation program user fees	Recreation programs	\$585,000
3	Council on Aging	Council on Aging Director and Council	COA program user fees	Education, cultural and entertainment programs	\$50,000
4	School Department -- Professional Development	School Business Manager and School Committee	Teachers' user fees for training programs	Training program costs; instructional fees and materials	\$50,000
5	School Department -- Curriculum	School Business Manager and School Committee	Departmental receipts from parents for materials	Instructional materials	\$25,000

COMMENTS:

MGL Chapter 44, Section 53 E ½ requires authorization and annual reauthorization by Town Meeting with the approval of the Board of Selectmen of revolving funds under this section. The authorization must include the specific information included in the table that is part of the article. The School Committee submitted articles for two new 53 E 1/2 Revolving Funds (attached). These articles can be subsumed in an omnibus article to be submitted annually by the Selectmen. This is a change from the prior practice of including authorization of the 53 E ½ Revolving Funds in the budget article. The change in practice is recommended by the Town Administrator after consultation with Department of Revenue legal staff to provide greater transparency and to meet the law's requirements for approval the Board of Selectmen and specificity regarding authority to spend from the revolving funds, allowable uses of the fund and revenue source.

PROS:

CONS:

SIGNATURE OF CHAIR

Clayton

DATE

1-11-16

Mark Lanza Approval

DATE

ARTICLE FOR ANNUAL TOWN MEETING

SPONSOR: BOARD OF SELECTMEN DATE RECEIVED: _____

CONTACT PERSON: TOWN ADMINISTRATOR TELEPHONE/Day: _____

TELEPHONE/Evening: _____

BOARD VOTE: 3-0 DATE OF VOTE: 1-11-16

TITLE: AMEND CHAPTER 36, SECTION 18 OF TOWN CODE, ATTENDANCE AND PARTICIPATION OF NONRESIDENT TOWN OFFICIALS

COST: _____ NO COST: _____ COST ESTIMATE: _____

TEXT:

To determine whether the Town will amend Chapter 36, Section 18 of the Town Code, Attendance and Participation of Nonresident Town Officials, by adding thereto the words "Town Counsel" as follows:

Notwithstanding their place of residence or voter registration status, the Town Administrator, Assistant Town Administrator, *Town Counsel*, Police Chief, Fire Chief, Finance Director, Director of Public Works, Public Buildings Director and Superintendent of Schools shall have the same right as registered voters of the Town to attend and sit on the floor of Town meetings and answer questions. Said Town officials shall not be considered in determining the presence of a quorum at Town meetings nor shall any of them be permitted to vote unless s/he is a registered voter of the Town.

COMMENTS:

PROS:

ARTICLE FOR ANNUAL TOWN MEETING

SPONSOR: Fire / DPW DATE RECEIVED: _____
CONTACT PERSON: David Houghton TELEPHONE/Day: 508-358-6910
TELEPHONE/Evening: 508-404-0473
BOARD VOTE: 3-0 DATE OF VOTE: 1-11-10
TITLE: Amend Chapter 145 – Inspection, Testing, Maintenance of Private Fire Hydrants

COST: _____ NO COST: X COST ESTIMATE: _____

TEXT:

To see if the town will amend Town Code Chapter 145, Inspection, Testing, & Maintenance of Private Fire Hydrants and Underground and Exposed Piping

Chapter 145 – 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

- A. NFPA Publication. National Fire Protection Association (“NFPA”), 1 Batterymarch Park, Quincy, MA 02169-7471.
- B. NFPA 25, the Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protections Systems (2014 edition).
- C. **Commonwealth of Massachusetts Regulation – 310CMR22**

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 NFPA 25 (2014 edition) and **510CMR22**.

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 (2014 edition) and **510CMR22**.

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 (as specified by the Fire Department) and piping and shall be completed within the time period **April 1, 2016 - November 1, 2016**. All testing will be done in cooperation with, and conducted following procedures outlined by the Department of Public Works Water Division. The records of the inspection, maintenance, and testing shall be filed with the Fire Chief at the Wayland Fire Department by **December 1, 2016**.

All subsequent yearly procedures shall take place in the time period between **April 1 and November 1** of each year and will be done in cooperation with the Department of Public Work- Water Division. Reports of the procedures shall be

filed with the Fire Chief at the Wayland Fire Department by **December 1**, 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. First offense, 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.

COMMENTS:

This amendment incorporates Commonwealth of Massachusetts 310 CMR 22 Department of Environmental Protection – Drinking Water. This requires that all testing and maintenance will be done in cooperation and following the procedures of the DPW- Water Division and will allow this testing to be done in harmony with town wide flushing procedures.

PROS:

This allows the flowing of water to be done as part of the Town wide flushing program that scheduled and engineered for optimum cleaning and protection of the drinking water system and allows the provision of 510CMR 22 to be followed.

CONS:

The flushing and testing will need to be coordinated and scheduled with the DPW- Water Division and not independently done.

SIGNATURE OF CHAIR

Clay Koenig

DATE

1-11-16

Mark Lanza Approval

DATE

ARTICLE FOR ANNUAL SPRING TOWN MEETING

SPONSOR: RECREATION DATE RECEIVED: 1/7/16

CONTACT PERSON: Jessica Brodie TELEPHONE/Day: 508-358-3662

TELEPHONE/Evening: _____

BOARD VOTE: _____ DATE OF VOTE: January 7, 2016

TITLE: Establish 53D Recreation Revolving Fund for the Wayland Town Beach

COST: _____ NO COST: X COST ESTIMATE: None

Proposed by: Recreation Commission

TEXT:

To determine whether the Town will vote to accept the provisions of Massachusetts General Laws Chapter 44, Section 53D to establish, authorize the use of and fund a revolving fund for the Recreation Department to be expended by the Recreation Commission and Recreation Director for the Wayland Town Beach for which the costs, which are seasonal salaries, supplies, materials, services, and utilities, shall be funded by user fees from beach memberships, rentals, and other associate beach facility service fees.

Signature of Chair:  Date: 1/15/2016

ARTICLE FOR ANNUAL SPRING TOWN MEETING

SPONSOR: RECREATION DATE RECEIVED: 1/7/16
CONTACT PERSON: Jessica Brodie TELEPHONE/Day: 508-358-3662
TELEPHONE/Evening: _____
BOARD VOTE: _____ DATE OF VOTE: January 15, 2016

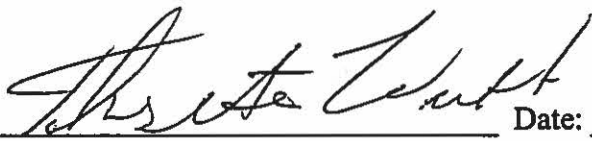
TITLE: Establish and Fund a Recreation Stabilization Fund

COST: _____ NO COST: X COST ESTIMATE: _____

Proposed by: Recreation Commission

TEXT:

To determine whether the Town will vote to a.) establish and authorize the use of a Recreation Stabilization Fund for the Recreation Department to be expended only by the Recreation Commission and Recreation Director and; b.) appropriate a sum of money to be deposited into said Recreation Stabilization fund; and c.) provide for said appropriation by taxation, transfer from unappropriated funds, transfer from funds appropriated for another purpose or otherwise.

Signature of Chair  Date: 1/15/2016

ARTICLE FOR ANNUAL TOWN MEETING

SPONSOR: Community Preservation Committee DATE RECEIVED: _____
CONTACT PERSON: Gretchen Schuler TELEPHONE/Day: 508-358-7980
TELEPHONE/Evening: 508-245-4115
BOARD VOTE: 8-0-0 DATE OF VOTE: 1-13-16
TITLE: Set Aside Community Preservation Funds for Later Spending
COST: \$297,082 ^{NO} COST _____ COST ESTIMATE AVAILABLE ON: _____

TEXT:

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

- a) \$95,694 for open space, but not including land for recreational use, \$95,694 for historic resources, and \$95,694 for community housing pursuant to Massachusetts General Laws Chapter 44B, Section 6 for FY 2016; and
- b) \$10,000 for administrative expenses.

PROS: The article accomplishes (1) the annual distribution of funds to the three purposes as required by the Community Preservation Act; and (2) makes a routine appropriation for CPC administrative purposes.

CONS: None

SIGNATURE OF CHAIR

Gretchen Schuler

DATE

1/15/16

Mark Lanza Approval

DATE

ARTICLE FOR ANNUAL TOWN MEETING

SPONSOR: Community Preservation Committee DATE RECEIVED: _____
CONTACT PERSON: Gretchen Schuler TELEPHONE/Day: 508-358-7980
TELEPHONE/Evening: 508-245-4115
BOARD VOTE: 8-0-0 DATE OF VOTE: 1-13-16
TITLE: Transfer Community Housing Funds to Wayland Municipal Affordable Housing Trust Fund
COST: \$95,694 COS NO COST ESTIMATE AVAILABLE ON: _____


TEXT:

To determine whether the Town will vote to transfer funds in the amount of \$95,694 from the Community Housing Fund of the Community Preservation Fund to the Wayland Municipal Affordable Housing Trust Fund.

COMMENTS: These funds have already been set aside, in accordance with the Community Preservation Act (CPA), 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. 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.

PRO: Appropriation under the article makes a routine transfer of fund to the Trust to be expended consistent with CPA and demonstrates the Town's commitment to affordable housing. The WMAHTF can receive funds from other sources than CPA such as private donations, grants, and developer payments; thus it is a mechanism for consolidating funds to be used only to create community housing. The goals of the WMAHTF are consistent with those of the CPA regarding Community Housing funds.

CON: The Trust has independent authority to construct up to two units without Town Meeting approval.

SIGNATURE OF CHAIR  DATE 1/15/16
Mark Lanza _____ DATE _____

ARTICLE FOR ANNUAL TOWN MEETING

SPONSOR: Community Preservation Committee DATE RECEIVED: _____
CONTACT PERSON: Gretchen Schuler TELEPHONE/Day: 508-358-7980
TELEPHONE/Evening: 508-245-4115
BOARD VOTE: 8-0-0 DATE OF VOTE: 1-13-16
TITLE: Appropriate Funds to Restore Monuments at North Cemetery
COST \$72,000 COST ESTIMATE AVAILABLE ON: _____

TEXT: To determine whether the Town will vote to:

- a) appropriate a sum of money not to exceed \$72,000 to be expended by the Wayland Historical Commission to preserve monuments in the Stoney section of the North Cemetery on Old Sudbury Road; and
- b) Determine whether said appropriation shall be provided by taxation, transfer from unappropriated funds, transfer from available funds appropriate for other purposes, by borrowing, or otherwise, provided not more than \$72,000 of the funds so appropriated shall be transferred from the Community Preservation Fund's Historic Preservation Fund.

COMMENTS: The North Cemetery is a scenic landscape and an artistic site which contains a collection of three dimensional artifacts. The North Cemetery monuments trace changes in design and social attitudes toward religious and moral views, death and eternity. They provide examples of the largely disappeared art of stone carving that must be considered finite and irreplaceable. Further, the North Cemetery contains stones of great breadth of iconography and style as well as high artistic merit. The stones are collections of archives and a storehouse of and information concerning both the individual and collective pasts.

PROS: These resources must be protected and preserved now rather than later as the more they deteriorate the more difficult it is to preserve them. Once historic resources are lost they are gone forever. Technological advancements provide communities with many more ways in which to understand and verify stories about the past. Recommendations of the management plan prepared in 2015 will help to guide work at the North Cemetery. Funding of this project would come from the Community Preservation Act funds, which have already been collected by the Town. The CPA mandates that at least 10% of receipts be earmarked for historic preservation initiatives. A favorable vote by Town Meeting will not increase the Town's tax rate; CPA funds have already been collected.

CONS: Although the law requires at least 10% of collected CPA funds to be allocated to historic preservation initiatives, Wayland's CPC can elect to retain annual funding for the benefit of a future historic preservation initiative. There may be other more pressing historic preservation initiatives not known to the Historical Commission that will require future funding.

SIGNATURE OF CHAIR



DATE

1/15/16

Mark Lanza Approval

DATE

ARTICLE FOR ANNUAL TOWN MEETING

SPONSOR: Community Preservation Committee DATE RECEIVED: _____

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

TELEPHONE/Evening: 508-245-4115

BOARD VOTE: 8-0-0 DATE OF VOTE: 1-13-16

TITLE: Appropriate Funds to Restore Cochituate Town Clock

COST: \$29,000 ^{NO} COST _____ COST ESTIMATE AVAILABLE ON: _____

TEXT: To determine whether the Town will vote to:


- a) appropriate a sum of money up to \$29,000 to be expended by the Wayland Historical Commission to preserve restore/preserve the town owned clock located in the Community United Methodist Church tower in Cochituate; and
- b) Determine whether said appropriation shall be provided by taxation, transfer from unappropriated funds, transfer from available funds appropriate for other purposes, by borrowing, or otherwise, provided not more than \$29,000 of the funds so appropriate shall be transferred from the Community Preservation Fund's Historic Preservation Fund.

COMMENTS: The Historical Commission believes that it is the town's responsibility to restore and preserve the town-owned clock; however it also believes that a maintenance plan should be in place prior to completing the work of restoration. In the past maintenance funding was a modest line item in the annual budget. This small funding of approximately \$600 per year should be added to budgets beginning in FY'2018. The Community United Methodist Church is supportive of this project and will provide access to clock technicians.

PROS: This resource has gone unattended for too many years. The use of Historic Preservation funds to restore the clock is an appropriate use of CPA monies. Funding of this project would come from the Community Preservation Act funds, which have already been collected by the Town. The CPA mandates that at least 10% of receipts be earmarked for historic preservation initiatives, 10% for open space, and 10% for affordable housing. A favorable vote by Town Meeting will not increase the Town's tax rate; CPA funds to be used for this initiative have already been collected.

CONS: Although the law requires at least 10% of collected CPA funds to be allocated to historic preservation initiatives, Wayland's CPC can elect to retain annual funding for the benefit of a future historic preservation initiative.

There may be other more pressing historic preservation initiatives not known to the Historical Commission that will require further funding.

SIGNATURE OF CHAIR  DATE 1/15/16

Mark Lanza Approval _____ DATE _____

To: Nan Balmer cc: Gretchen Schuler, Brian Monahan

From: Sherre Greenbaum

Re: Request for Special Counsel for Acquisition of Mainstone Farm CR

Date: January 28, 2016

Update on Acquisition of Mainstone Farm CR (provided by Gretchen)

The Community Preservation Committee (CPC) and the Conservation Commission have submitted Article TT to finance the purchase of a Conservation Restriction (CR) to preserve Mainstone Farm from future development.

In September 2015, the CPC received an update of the 2011 appraisal of a CR for 208 acres of Mainstone Farm of \$17 million. The owners of Mainstone Farm are offering the CR to the Town and SVT for \$15 million. The plan has been to finance it with funding from the town - \$12 million and funds raised by SVT - \$3 million. The CR will be jointly held by the Town and SVT.

Article TT requesting \$12 million for the CR asks the Town to allocate \$5 million of existing CPA funds and to borrow another \$5 million against future CPA surcharge receipts. This leaves a balance of \$2 million for which general borrowing will be necessary. In Article TT the CPA allocation and CPA borrowing are requested by the CPC and the general borrowing is requested by the Conservation Commission.

The CPC has decided not to pursue an increase in the CPA surcharge at this time; therefore there will be no ballot question. In addition Article SS (funding of CR through CPA only) will be pulled (vote of CPC on 1-26-16).

Also at its meeting on 1-26-16, the CPC voted to allocate \$5,000 of administrative funds toward special counsel to review the CR on behalf of the town. This allocation is pending approval of the Board of Selectmen.

Scope of work of Special Counsel

Special counsel would be engaged to advise the Town (through the Conservation Commission) on purchase of Mainstone CR, negotiate outstanding terms of CR with seller's counsel, review and finalize document based on drafts provided by seller's counsel, review terms of Purchase and Sale Agreement (P & S) as it relates to CR. Since SVT will also have counsel involved in this project, some discussion would occur between the Town's special counsel and SVT's. The Town's special counsel will not be included in any preliminary discussions between the Commission and SVT.

Why special knowledge is required

Such a large potential investment by the Town requires counsel with a particular expertise who specializes in land conservation transactions in order to sufficiently protect the Town's interests.

Recommendations for Counsel who specialize in land conservation transactions

Jonathan Bockian

<http://www.bockianlaw.com/>

Stefan Nagel

<http://lawofficeofstephensmall.com/ourwork.html>

Elizabeth Wroblicka

<http://www.noholaw.com/about-us/elizabeth-l-wroblicka/>

Funding

The CPC has voted to allocate \$5,000 of administrative funds for this purpose.

Timing

Finalize Draft of CR by February 22, 2016

P&S terms agreed to by March 15, 2016

**TOWN ADMINISTRATOR'S REPORT
WEEK ENDING JANUARY 29, 2015**

IT: UPDATE ON CONTRACTED LEADERSHIP POSITION

Staff is in the process of negotiating a contract with RSM (McGladrey) to lead the IT Department under the \$50,000 Special Town Meeting appropriation. Several vendors submitted proposals and were reviewed by a qualified town / school selection committee. We will continue to work toward a final contract next week and are planning a start date as soon as possible.

RSM will provide a professional for 20 hours a week to coordinate and manage planned IT projects, provide technical support and report on initiatives and decisions, making sure there is alignment with the long term goals for the town / school IT infrastructure and town IT system. The firm will be asked to complete other approved and funded projects.

The HR Director has determined with an IT consultant that 10-15 applicants are qualified for the permanent position of IT Director approved by the Personnel Board. That process could result in a final candidate by mid-April.

WRAP COMMITTEE: FACILITIES DIRECTOR COMMENT ON TOWN BUILDING USES

As requested the Facilities Director provided his opinion to the WRAP Committee on the future use of town building. (Attached)

USED CAR DEALER'S LICENSES – UPDATE

The Building Commissioner completed review of permitting history of 5 of the 8 used car licensees and is awaiting a response from 3. Please see attached summary from Building Commissioner including sample correspondence sent to me regarding the 5 licensees that have responded.

APPOINTMENT OF SELECTION COMMITTEE FOR OWNERS PROJECT MANAGER FOR LIBRARY PROJECT

Under the authority delegated to the Town Administrator as town Chief Procurement Officer, I appointed Thomas White, Suzanne Woodruff and Ben Keefe to serve as the Selection Committee for the Library Owner's Project Manager. Under the town's adopted Designer Selection Procedures, the Committee will provide a ranked list of the candidates to the Board of Selectmen after which a fee will be negotiated with the selected candidate and the contract may be awarded. It is required that the Owner's Project Manager be hired to assist with the selection of an architect for the project. The selection process will be under the Designer Selection procedures and a Selection Committee.

WRAP: FACILITIES
DIRECTOR

TO: WRAP Committee

FROM: Public Buildings Director

SUBJ: Town Building

Let me begin by saying that the following are my thoughts and observations and have not been vetted through the Town Administrator or the Board of Selectman. The Board of Selectman has the responsibility for the Town Building and the Town Administrator is my direct supervisor. If there are any conflicts between my comments and the decisions of the Board of Selectman or the Town Administrator I defer to either or both of those entities. I offer this caveat because while I am aware that Wayland has a long history and I have updated myself as much as practical I do not know or understand all of the prior decisions that have affected the Town Building. I offer my comments strictly from a facility and engineering perspective and not a political one.

The Town Building in its present state is a fine strong building of character that blends well with Wayland's small town atmosphere. I believe the building should remain in the municipal inventory but utilized in a manner more consistent with its internal configuration. Reports on the building indicate that it is structurally solid for most uses.

The heating and cooling systems are adequate but comfort levels vary greatly among individual rooms and areas. This situation has come about because the building has been renovated in a series of steps that did not take into account the HVAC system as a whole. I recommended not upgrading the control system during the ESCO Project because the system needs to match the building spaces before a control system would be of economic benefit.

External surfaces need painting and minor repairs. Monies have been appropriated during the last two ATMs and I anticipate completion this spring and summer.

One big issue facing all municipal buildings especially Town Building is record storage. The building is structurally sound for most uses. However it is my opinion that if the required public records were consolidated into an archive there would have to be structural modifications to handle the load.

Before a decision can be made concerning the future of Town Building there needs to be a long range vision for the Town. A long range vision and plan will determine the correct future use of Town Building. As one of the Town's largest assets Town Building must follow the path set for the Town. If the Town Building is renovated or repurposed without a long range Town Vision whatever happens to Town Building will dictate the future direction of the Town instead of the vision directing the future use of the building.

The Town Building was not designed as a structure for modern municipal government which requires several different office groupings and large volume record storage as well as public access to administrators and meeting space for the Board of Selectman. Town Building is an old school, which means mostly classroom spaces with some public areas. If you were to renovate back to original structural partitions to allow for easier climate control you would end up with a series of large multi-use spaces (Classrooms). A few could be sub divided to smaller office space but fire egress and HVAC would need to be considered.

My observation is that the municipal function that is not accounted for in the current inventory of Public Buildings is the Administration of the Town. While Town Building could be renovated to accommodate these functions the basic backbone of the building lends itself to classroom type spaces, not offices. Several groups in Town are currently investigating expansion. They are all seeking additional large multi-use rooms with a few office spaces.

I have not done any in-depth analysis but I believe if any new construction is being considered it should be the construction of an appropriate Town Hall. With the Town's administrative functions moved out of Town Building that would make approximately 25,000 square feet available. Renovations to mainly multi-use classroom space would be more economical and I believe would provide adequate space for all users.

I look forward to speaking with you on Wednesday evening.

BEN

Balmer, Nan

From: Larsen, Geoffrey
Sent: Monday, January 25, 2016 9:53 AM
To: Balmer, Nan
Cc: Badger, Norma
Subject: Used Car Dealer's License-Class II, permitting review updates
Attachments: Used Uar Dealers License Renewal letters 5 of 8, 1.25.2016.pdf

Good morning Nan,

This e-mail is to provide a second update on the Building Department's review of the permitting history of the 8 locations connected with current Used Car Dealer's License-Class II.

Please be advised that all 8 locations have been reviewed and it has been currently determined that:

No zoning objections are anticipated to be raised by the zoning official at the next Used Car Dealer's License renewal cycle if the following 5 license holders, at the same locations, and as controlled by the same license conditions, apply to renew their licenses.

These 5 locations are:

- 70 Boston Post Road
- 322 Commonwealth Road
- 118 Main Street
- 292 Boston Post Road
- 315 Commonwealth Road

Please be advised that the 3 license holders operating at these following locations will be requested yet again by the Building Department to provide more information when these same license holders determine to contact the Town through the application process for the renewal of their licenses. The possibility of a zoning objection being raised by the Building Department for a location(s) at that time does exist.

- 268 Boston Post Road
- 338 Boston Post Road
- 356 Boston Post Road

Each of the 8 license holders have been copied their specific Department letter to you providing the current permitting review for their location which also provides information regarding a possible appeals process. It is intended that each specific letter contains the Building Department's rationale based upon a consistent methodology of parcel research that will serve both the license holders and the community moving forward.

Geoff Larsen

Geoffrey S. Larsen, CFM
Building Commissioner
Town of Wayland, MA
glarsen@wayland.ma.us



TOWN OF WAYLAND
MASSACHUSETTS
01778
BUILDING DEPARTMENT

Geoffrey S. Larsen, CFM
Building Commissioner

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3600
FAX: (508) 358-3606

January 25, 2016

Town Administrator
41 Cochituate Road
Wayland, MA 01778

Re: 268 Boston Post Road, status of current zoning and Used Car Dealer's License.

Dear Ms. Balmer,

This letter is intended to serve as the zoning enforcement official's current determination that no zoning objections by said official are anticipated to be raised at next year's Class II Used Car Dealer's License renewal process for the above referenced 'used' automotive sales and service/repair garage business.

The parcel history indicates that the original service station and garage uses were permitted in 1958. I understand that the Town's zoning was amended in 1964 and that earlier related Automotive Sales and Service attached to the service station/ repair garage use could be reasonably interpreted as a pre-existing non-conforming use in the Business District A. The parcel history indicates that the property was licensed by the Town in 1972 to sell used cars. More recently I note that in 2002 the Town's zoning enforcement official determined in writing that the, "The Building Department has no objection to the dealer class II license transfer request by JEM Auto Sales from 322 Commonwealth Road to 268 Boston Post Road under the condition that no display of automobiles is permitted."

Though not anticipating zoning objections at the time of license renewal it appears that the current license conditions related to this use may require further review in light of the 2002 determination and condition. As you know a party aggrieved by this current determination may appeal the same in the prescribed manner (MGL 40A §§7,8,15 and Article 2 of Town zoning).

Respectfully,

Geoffrey S. Larsen, CFM
Building Commissioner

Cc: Town Counsel, Town Planner, Business Owner



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

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

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

BOARD OF SELECTMEN
Monday, February 1, 2016
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 Anderson & Krieger LLP, dated January 19, 2016, Reference #115370/5415-001: \$768.00
3. Vote the Question of Approving the Invoice from TEC dated September 30, 2015, Invoice #9174, for the dates September 1-30, 2015: \$5,637.38
4. Vote the Question of Approving the Placement of a Temporary Sandwich Board Sign for the Wayland Public School Foundation Annual Spelling Bee at the Intersection of Old Connecticut Path and Routes 126 and 27 from February 5-12, 2016

ANDERSON
KREIGER

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

January 19, 2016

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

Reference # 115370 / 5415-001

In Reference To: River's Edge Special Counsel

Anderson & Kreiger LLP

Page: 2

Total Current Billing:	<u>768.00</u>
Previous Balance Due:	0.00
Total Now Due:	<u>768.00</u>

PLEASE NOTE: ALL BALANCES DUE WITHIN 30 DAYS

Date 9/30/2015

Invoice # 9174

Chief Robert Irving
Town of Wayland Police Department
38 Cochituate Road
Wayland, MA 01778

Project 0558.05 Glezen Lane Neighborhood

September 1, 2015 to September 30, 2015	% Complete	Fee	Previous	Current
Glezen Lane Neighborhood Traffic Assessment				
Task 1 - Initial Data Collection	100.00%	2,800.00	2,800.00	0.00
Task 2- Neighborhood Traffic Assessment	0.00%	9,800.00		0.00
Task 3- Meetings				1,137.38
Task 4- Existing Conditions Survey & Base Plan Prep	100.00%	4,500.00		4,500.00
Task 5- Design & Permitting	0.00%	9,000.00		0.00
Task 6- Construction Bidding Documents	0.00%	3,500.00		0.00

Total \$5,637.38

DiNapoli, MaryAnn

From: Nicole Spiewak <nicole_spiewak@yahoo.com>
Sent: Wednesday, January 27, 2016 12:34 AM
To: DiNapoli, MaryAnn
Subject: Re: Permission to place a sandwich board

Hi MaryAnn,

Thanks very much. Yes, just the one spot. The other signs will be at the elementary schools. We would like to place the sign Feb 5-12.

Thank you,

Nicole

From: "DiNapoli, MaryAnn" <MDiNapoli@wayland.ma.us>
To: Nicole Spiewak <nicole_spiewak@yahoo.com>
Sent: Tuesday, January 26, 2016 1:38 PM
Subject: RE: Permission to place a sandwich board

Hi Nicole. I can place your request on the next Board of Selectmen agenda, February 1. Do you just want to use the one spot? The Board will only allow placement for one week, so let me know which week you would like to place the sign.

Thank you - MaryAnn

From: Nicole Spiewak [mailto:nicole_spiewak@yahoo.com]
Sent: Tuesday, January 26, 2016 12:51 PM
To: DiNapoli, MaryAnn
Subject: Permission to place a sandwich board

Hi Maryann,

I am on the marketing team for the WPSF and would like your assistance in requesting permission to place a sandwich board at the intersection of routes 27 and 126. It will be a sign advertising the upcoming WPSF Spelling Bee. We are in the process of having the signs printed, but once they are complete (hopefully some time next week) we would ideally like to have the sign in place until February 26. I understand permission is usually given for one week at a time. What is the best way to request this time frame? Do I send weekly emails for the following week?

Thank you,

Nicole Spiewak



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

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

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

**REVISED LIST OF PUBLIC DOCUMENTS PROVIDED
TO THE BOARD OF SELECTMEN FROM JANUARY 22,
2016, THROUGH AND INCLUDING JANUARY 28, 2016,
OTHERWISE NOT LISTED AND INCLUDED IN THE
CORRESPONDENCE PACKET FOR FEBRUARY 1, 2016**

Items Distributed To the Board of Selectmen – January 22-28, 2016

1. Email of 1/26/16 from Police Chief Robert Irving sent to Board of Selectmen, re: Press Release, Liberty Pizza

Items Distributed for Information and Use by the Board of Selectmen at the Meetings of January 25, 2016

1. Offices to be Elected at the 2016 Annual Town Election
2. List of Articles Submitted to the Annual Town Meeting, April 7, 2016
3. Memorandum of 1/25/16 from Police Chief Robert Irving to Board of Selectmen re: Sperry's Liquor and the Coach Grill, Liquor License Approvals
4. Draft Article for the Wayland Town Crier, "Minuteman Regional Vocational High School and Wayland"

Items Included as Part of Agenda Packet for Discussion During the February 1, 2016, Board of Selectmen's Meeting

1. Memorandum of 2/1/16 from John Senchyshyn, Assistant Town Administrator/Human Resources Director, to Board of Selectmen, re: Petitioners' Articles
2. Memorandum of 2/1/16 from John Senchyshyn, Assistant Town Administrator/Human Resources Director, to Board of Selectmen, re: February Special Town Meeting Update
3. Memorandum of 1/29/16 from Beth Doucette, Financial Analyst, to Board of Selectmen, re: Summary of IT Budget Revisions
4. Memorandum of 1/29/16 to Board of Selectmen re: Appointment of Jonathan Ward to the WayCAM Board of Directors for a Term to Expire on June 30, 2018
5. Memorandum of 1/13/16 from Zoe Pierce, Treasurer/Collector, to Board of Selectmen re: Treasurer's Presentation
6. Memorandum of 1/28/16 from Sherre Greenbaum, Chair, Conservation Commission, to Nan Balmer, Town Administrator, re: Request for Special Counsel for Acquisition of Mainstone Farm Conservation Restriction
7. Town Administrator's Report for the Week Ending January 29, 2016



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

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

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

BOARD OF SELECTMEN
Monday, February 1, 2016
Wayland Town Building
Selectmen's Meeting Room

CORRESPONDENCE

Selectmen

1. Public Comment, Wayland IT Upgrades
2. Public Comment, Electronic Voting
3. Email of 1/25/16 from Steven C. Sharek, Esq., Minuteman Director of Outreach and Development re: Legal Advice on Special Town Meeting Procedural Matter
4. Letter received 1/27/16 from Fred Knight, Chair, Wastewater Management District Commission, to Massachusetts Department of Environmental Protection, re: Reallocation of 820 gpd of Title V Design Flow
5. Wayland Police Department Goals for 2016
6. Invitation to the Eighth Annual League of Women Voters Civics Bee, March 6, 2016
7. Director of Public Health Report, January 20, 2016

Conservation Commission

8. Public Hearing, February 10, 2016, Installation of Solar Photovoltaic Parking Canopies at Wayland Town Offices

Zoning Board of Appeals

9. Decision No. 15-23, 140 Concord Road
10. Decision No. 15-24, 55 Lakeshore Drive
11. Decision No. 15-30, 67 Edgewood Road

Minutes

12. Council on Aging/Community Center Advisory Committee, September 17, 2015, November 18, 2015
13. Finance Committee, November 2, 2015, December 14, 2015, January 11, 2016
14. Board of Public Works, January 12, 2016, January 15, 2016
15. River's Edge Advisory Committee, January 14, 2016
16. Wayland Real Asset Planning (WRAP) Committee, August 20, 2015, September 3, 2015



DiNapoli, MaryAnn

From: Balmer, Nan
Sent: Thursday, January 21, 2016 4:33 PM
To: DiNapoli, MaryAnn
Subject: FW: Wayland IT upgrades: budget and costs
Attachments: 1.21.2016 - Letter to FinCom re IT upgrade plans and costs.pdf; NGF Pricing Options for Top 5 Vendors.pdf; Gartner - Magic Quadrant for Enterprise Network Firewalls - April 2015.pdf

Correspondence

From: Mark Hays [mailto:markallenhays@gmail.com]
Sent: Thursday, January 21, 2016 4:27 PM
To: Nancy Funkhouser; Dave Watkins; Carol Martin (carolbmartin@verizon.net); Gil Wolin; Bill Steinberg; tjabdella@gmail.com; Gordon Cliff
Cc: Karlson, Cherry; Antes, Mary; Lea@Anderson.name; Nolan, Joseph F.; Stein, Paul; Balmer, Nan; WCPI; Dave Bernstein; David Howe; Rajiv Shridhar; Ellen Grieco; Barb Fletcher; Donna Bouchard; Kathie Steinberg; jeanne_downs@wayland.k12.ma.us
Subject: Wayland IT upgrades: budget and costs

Dear members of the Finance Committee:

As you prepare to review and potentially vote on budget proposals this evening, there are a number of outstanding questions that need to be addressed.

Attached is a letter to the Committee with details, plus two related documents. Please let me know if you have any questions. I look forward to seeing you this evening.

Mark Hays
Wayland Computer Privacy Initiative

(2)

DiNapoli, MaryAnn

From: Kim Reichelt <kim.reichelt@gmail.com>
Sent: Thursday, January 07, 2016 3:10 PM
To: Selectmen
Subject: electronic voting at Town Meeting

Dear Selectmen:

I am writing to urge the Town to save \$6,000 and not employ electronic voting for the Special Town Meeting in February. Unless additional articles are included beyond the Minuteman articles, I think we can expect a small number of very lopsided votes. Spending on electronic voting for such a meeting strikes me as being wasteful.

I acknowledge that the Town has indicated strong support for electronic voting, and I am in no way arguing against ongoing use of electronic voting -- I just think that with a small number of votes at this upcoming STM, none likely to be controversial, with what is probably going to be a very small crowd (meaning that any manual counts would be fast anyway), I cannot see how general support for electronic voting would extend to supporting this particular expenditure.

We all want to spend our money wisely. This expenditure is not that.

Sincerely,
Kim Reichelt

3

Balmer, Nan

From: Sharek, Steven <SSharek@minuteman.org>
Sent: Monday, January 25, 2016 3:51 PM
To: Balmer, Nan; dennisj.berry@gmail.com
Cc: Bouquillon, Ed
Subject: Order of Town Meeting Articles
Attachments: Legal Advice on STM Procedural Matters January 2016.docx

Good afternoon Ms. Balmer and Mr. Berry,

Superintendent Bouquillon has asked me to make sure that you review Atty. Bresnahan's guidance on the question about the suggested order of Articles.

Atty. Bresnahan's opinion -- and the order of Articles in the Wayland Town Meeting Warrant -- appear to be in conflict. Depending on your local rules and tradition, is this something that the Moderator (or the full Town Meeting) could address at the Meeting?

Steve

Steven C. Sharek, Esq.
Director of Outreach and Development



Minuteman High School
758 Marrett Road, Lexington MA 02421
T 781.861.6500 x7360
C 508.965.7757
F 781.863.1747

www.minuteman.org

MINUTEMAN

A REVOLUTION IN LEARNING

Prepare for College and Life | Learn from the Experts | Make a Fresh Start | Be More Than Just Another Student | Experience The Modern American High School | Believe In Yourself

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**Legal Guidance on Procedural Matters Involving the Minuteman School District
for Upcoming Special Town Meetings
January 25, 2015**

What happens if a Town Meeting votes to make further amendments to the Regional Agreement during its Special Town Meeting? What is the effect on the approval process? Put another way, if a town further amends the revised Regional Agreement does that equate to a “no” vote by the town?

All sixteen towns must approve the new Regional Agreement as voted by the Regional School Committee in order for the approval process to succeed.

The new Regional Agreement is actually an amendment to the existing Regional Agreement, and so the approval process is governed by Section VII of the existing Agreement. Pursuant to Section VII, the Regional School Committee approves a proposed amendment, and delivers written notice of the proposed amendment to the Boards of Selectmen in each member town, along with a copy of the proposed amendment. Section VII then requires the Selectmen in each member town to include an article in the warrant of the next annual or special town meeting “stating the proposal or the substance thereof.” Section VII further provides that “such amendment shall take effect upon its acceptance by all the member towns” (although not stated in Section VII, approval of the proposed amendment by the Commissioner of Education is also required).

Thus, under Section VII, the School Committee proposes the amendment, and it is the School Committee’s proposed amendment which must be accepted by the member towns. A Town Meeting which “further amended” the new Regional Agreement in any way would not be voting on the School Committee’s proposed amendment, and thus any vote to accept a “further amended” Agreement would not be an acceptance of the new Regional Agreement.

Source: Kevin F. Bresnahan, Esq., Murphy, Hesse, Toomey & Lehane, LLP

What should a Town Moderator do if someone at Special Town Meeting wants to propose a further amendment to the revised Regional Agreement approved by the Minuteman School Committee on December 21, 2015?

The proposed warrant article calls for a yes or no vote on the School Committee’s proposed amendment. It reads:

To see 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 vote of the Regional School Committee on December 21, 2015, and which have been submitted as a restated "Regional Agreement" bearing the date of December 21, 2015 to the Board of Selectmen of each member town.

An attempt by Town Meeting to amend the underlying "restated Regional Agreement" would be outside the scope of the article, which calls only for a vote on the amendments "initiated and approved" by the School Committee on December 21, 2015, and does not contemplate any other action by Town Meeting. Thus, a Town Moderator should not permit any such motion to "further amend" the new Regional Agreement.

Source: Kevin F. Bresnahan, Esq., Murphy, Hesse, Toomey & Lehane, LLP

In what order should Town Meetings in "Declarant" towns seeking to withdraw pursuant to the Initial Procedure for Withdrawal take up the two articles on the approval of the Regional Agreement and the town's withdrawal from the District.

I recommend that the approval of the new Regional Agreement be voted on first, followed by the withdrawal from the District. The "Declarant" towns will be seeking to withdraw pursuant to the procedure set forth in Section IX(E) of the new Regional Agreement. This is a new provision providing for the one-time opportunity for the 7 listed "Declarant" towns to withdraw through a process which differs significantly from the customary process for withdrawal in the existing agreement. If any of the 16 member towns vote not to approve the new Regional Agreement, none of the "Declarant" towns will be permitted to withdraw, since withdrawal of any "Declarant" town is contingent upon full and final approval of the new Regional Agreement. If the new Regional Agreement is not approved, then the process by which the "Declarants" seek to withdraw will not become effective. For this reason, it is recommended that towns first approve the new Regional Agreement, which includes the new process under which their vote to withdraw will be taken.

Source: Kevin F. Bresnahan, Esq., Murphy, Hesse, Toomey & Lehane, LLP



**Wayland Wastewater Management
District Commission**

**66 River Road
Wayland, Massachusetts 01778
wastewater@wayland.ma.us Tel. 508-358-6851**

**Eric Worrall, Acting Regional Director
Northeast Region
Mass DEP
205 Lowell St
Wilmington, MA 01887**

**Eric Worrall@state.ma.us
978-694-3225**

Dear Mr. Worrall,

By this letter, the Wayland Wastewater Management District Commission (“WWMDC”) requests confirmation that DEP has no objections to the WWMDC reallocating 820 gpd of Title V design flow for use by either the Town of Wayland or other existing users. This 820 gpd of design flow consists of 440 gpd from a 4-bedroom residence that left the system and the residual 380 gpd from the Wayland Commons condo development. This design flow is unused at the present time, and is part of the approximately 76,000 gpd of Title V design flow under the control of the WWMDC. The WWMDC wants to reallocate this unused design flow and charge a privilege fee for it to generate income to offset current costs borne by our users.

Here is more background. The WWMDC's current NPDES permit allows up to 52,000 gpd annualized average flow of surface water discharge to the Sudbury River, and current flows average about 24,000 gpd. This permit is under renewal by the EPA and DEP. The renewal seeks an increase to 78,000 gpd annualized average discharge flow while maintaining existing limits on phosphorus and nitrogen. An ACO exists between DEP and the Town of Wayland and the WWMDC to construct a separate leaching field on Town of Wayland-owned land if the quarterly average flow exceeds 80% of the current NPDES permitted discharge flow. The WWMDC is well below this level and expects to stay that way. One more point is relevant. The WWMDC is currently conducting a survey of existing Title V design flow to confirm operation within the limits specified on the permit associated with the

ACO. At the conclusion of that study, the WWMDC will be updating the DEP on the results of that survey.

An article has been inserted in the Warrant for the Annual Town Meeting starting on April 7, 2016 to appropriate funds for the Town to pay a privilege fee for this unused design flow for use at the Wayland Town Library site. The building is currently on an existing septic system constructed in 1987, and there is an existing connection hub designated for this site in the current wastewater system.

The WWMDC requests a written confirmation from you that the DEP has no objections to this reallocation.

Regards,



Fred Knight, chair, WWMDC

Copies: by email to

**Nan Balmer, Wayand Town Administrator
Mark Lanza, Wayland Town Counsel
Aida Gennis, chair, Wayland Library Trustees
Ann Knight, Wayland Library Director
Ben Keefe, Wayland Public Building Director
Geoff Larsen, Wayland Building Inspector
Julia Junghanns, Wayland Director of Public Health
Sarkis Sarkisian, Wayland Town Planner
Cherry Karlson, chair, Wayland Board of Selectmen
Sam Potter, member, WWMDC
Rick Greene, member, WWMDC
Jane Capasso, Account Specialist, WWMDC**

5



WAYLAND POLICE DEPARTMENT

WAYLAND, MASSACHUSETTS 01778

RECEIVED

JAN 25 2016



ROBERT IRVING
CHIEF OF POLICE

Board of Selectmen
Town of Wayland

Wayland Police Department Goals 2016

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 2016. 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

The Wayland Police Department strives to maintain the highest standards of excellence utilizing training and technology to create a safe environment for citizens. Police officer training is vital in preparing officers for the daily tasks that society places on them each day. Well-trained officers are less likely to make mistakes that will place them in a dangerous situation or create a 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 16 hours of additional training this year above the 40 hours required, in accordance with *MGL Chapter 41 §96B*. This year, there will be an added emphasis to providing training in active shooter response. Other areas where additional training could be conducted are; domestic violence, officer survival, defensive tactics, police liability, investigative techniques, emergency driving, etc. This year the department will again participate in reward seminars sponsored by MIIA.

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

Included in the 8 hours of training, officers will receive mandatory use of force training. This will be accomplished with scenario based training. 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 reconstruction experts, computer forensics, and field training officers.

The department is always encouraging leadership development within the department. All Sergeants will be giving the opportunity to attend risk management training. Specific sergeants may be assigned to more advanced leadership and career development training.

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 2015 levels by 5%. There were 350 reported accidents in 2015, a 6.7% increase from 2014. 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 department will continue its efforts to support permanent improvements at the intersection of East Plain St. /School St. and Commonwealth Road. The police department supports traffic-calming measures, such as speed bumps, 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 2016, 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

Maintain Staffing Levels and Improve Hiring and Promotional Capabilities

The current authorized strength of the Wayland Police Department is 23 sworn officers. At the beginning of the calendar year the department is operating at full strength. The department currently hires and promotes officers through the Massachusetts Civil Service System. This system has proven to be archaic and cumbersome when it comes to the hiring and promotional process.

Objective: Maintain the staffing level at 23 during the calendar year. Replace any opening caused by retirement or resignation with qualified candidates. The department will continue to track activity caused by the Town Center development to determine what staffing level may be needed in the future to handle increased demand. The department will propose an increase of total sworn staff to 24 during the 2017 budget presentation. The department will work towards removal from the Civil Service System in 2016 and look to develop new and better hiring and promotional standards and processes.

Improve Technology and Equipment

Police work in the year 2016 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: The department will upgrade the 20 M.P.H. school speed limit signs at the Middle School and Happy Hollow School. Current signs are more than 25 years old. The department will continue to improve security at town buildings by funding exterior security cameras at Fire Station #2. These funds will be available through the 2016 Emergency Management Planning Grant.

Security at the Dispatch Center will be enhanced by adding electronic door security to interior doors at the Wayland Public Safety Building.

The department will implement COPSync, a warning and communication system for school security and police rapid response.

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 2016.

Continue regular Police/Youth interactions at Wayland High School and Wayland Middle School. Assign two officers to act as chaperones for the 2016 Washington D.C. trip for Wayland Middle School 8th graders.

Work with WaylandCares to help develop strong ties between officers and the town's youth and parents.

Increase outreach to the elderly community on how to protect themselves from the various scams they may encounter by mail, telephone or e-mail.

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 at the Public Safety Building. This program allows residents to safely dispose their 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.

The Police Chief and other department members will speak at various town wide events, such as the Great Presenter's Series sponsored by the Wayland Public Library.

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 working 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.

Reduce Underage Consumption of Alcohol

Underage drinking is a serious problem in the Town of Wayland, as it is in many Massachusetts communities. Although 2015 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.

Work Towards Police Certification and Accreditation

The Wayland Police Department was certified by the Massachusetts Police Accreditation Program in the fall of 2015. The certification process consists of 155 standards that the department must comply with. To comply with these standards the department completed 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. The next step in the accreditation process is full accreditation by meeting an additional 167 standards

Objective: The police department is committed to the accreditation process and will begin to work to attain the level of accreditation. Accreditation Manager, Sgt. Sean Gibbons has been tasked with the responsibility of getting the department through the full accreditation process as soon as possible. An initial exam for full accreditation is planned for 2017.

These are the goals and objectives that we have identified for the year 2016. Many of these goals are the same or similar to ones that we have had in the past. At the end of the year we will evaluate our effectiveness in meeting our specific objectives. By working together, we will make the Town of Wayland a better community to live in, and the Wayland Police Department a better law enforcement agency.



Robert Irving
Chief of Police

6



LEAGUE OF
WOMEN VOTERS®

*The Leagues of Women Voters
of Sudbury, Wayland and Weston*

Invite you to

*The Eighth Annual League of Women Voters
Civics Bee*

Featuring Intergenerational Town Teams

Sunday, March 6, 2016 at 2:00 p.m.

*Weston Community Center
20 Alphabet Lane
Weston, MA*

Free and Open to the Public

Teams from the three towns' middle schools, high schools, and adults test their knowledge of government at the federal, state, and local levels.



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

☞ BOS (7)

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 20, 2016

RECEIVED

JAN 28 2016

Board of Selectmen
Town of Wayland

Septic work and building approvals- up until this week we have had mild weather for this time of year and construction, soil testing and field work has continued. We have also continued to receive requests for soil testing.

PHN/Nurse Leader update-Ruth Mori has been working with key school contact persons to coordinate efforts related to a grant for SBIRT (Screening, Brief Intervention and Referral to Treatment). This will expand capacity for school nurses and other school health personnel to provide SBIRT for prevention and early identification of substance use in middle school and high school students. This is expected to be a mandated screening which we feel is best to begin initiating sooner than later while there is potential funding and training available. Ruth will provide a more detailed update on this soon as well as efforts related to obtaining Narcan for Wayland Schools.

Staff and I met with resident and business owner Kevin Poulson regarding his new design for Solar Café's. Town Center is a potential site.

Attended Department heads meeting and provided an update regarding current Health Department related work; Farmer's Market permits, office layout/reorg, ongoing construction, Board work on Marijuana Regulations.

Wayland Community Pool-The pool has had numerous mechanical issues and we were involved with investigation and conducting inspections along with the Building Commissioner and the Fire Chief. Interim process has been reviewed and parts have been ordered for repairs expected in the near future.

Attended Finance Committee meeting 1/13 and presented the BoH budget for FY17, the budget has not been approved by Fincom yet.

Office cleanup and layout- Now that our office move is complete we will be working on cleanup and construction will begin to improve my office space.

Department meeting-we are beginning to hold regular department meetings to plan for our Department Assistant being out for medical leave sometime this spring.

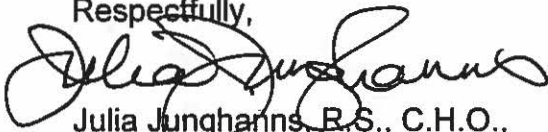
Annual permitting-Farmer's Market- paperwork collection, and review has been an ongoing effort for winter Farmer's Market, annual permits for food establishments are

going out, as well as tobacco. Other annual permit mailings have gone out and we are awaiting fees and paperwork collection.

Housing, Septic, Misc. – a letter was generated to the owner regarding remediation of the housing issue we have been working on with other key town officials. We are also working with the engineers/owners of 2 other properties regarding a pending design for a septic system repair (Wayland Nursing Home), and completion of final paperwork for the Certificate of Compliance at 89 Lakeshore Drive. I have also re-affirmed communication with Camp Chickami and Wayland Swim and Tennis regarding removal of their slides prior to opening inspections this spring as we had been advised removal is required per MDPH. Both Camp Chickami and WST have agreed to remove the slides prior to opening inspections.

We have been receiving phone calls regarding issues with wildlife which is not unusual for this time of year. We have been in touch with the Animal Control Officer, Dave Porrier regarding these issues to obtain and provide guidance mostly related to skunks and coyotes.

Respectfully,

A handwritten signature in black ink, appearing to read "Julia Junghanns". The signature is fluid and cursive, with the first name "Julia" being particularly prominent.

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

8



TOWN OF WAYLAND
MASSACHUSETTS
01778
CONSERVATION COMMISSION

RECEIVED
JAN 26 2016
Board of Selectmen
Town of Wayland

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

January 26, 2016

Community Newspaper Company
Town Crier & TAB Publications
P.O. Box 9149
Framingham, MA 01701

Dear Legal Ad. Department:

Please publish the enclosed legal advertisement in the **Metrowest Daily News** on Tuesday, February 2, 2016 and the **Wayland Town Crier** on Thursday, February 4, 2016. Please notify me at 508-358-3669 if there is any problem with this request. Please send the advertising bill to Wayland Municipal Solar LLC, 111 Speen Street, Suite 410, Framingham, MA 01701, Attn: J. Walker, Tel. 508-661-2200

Thank you.

Sincerely,

Brian J. Monahan
Conservation Administrator

cc: Jim Walker, Wayland Municipal Solar LLC
Robert Bukowski, AMEC Massachusetts, Inc.
Nan Balmer, Town Administrator
Conservation Commission
File

**WAYLAND CONSERVATION COMMISSION
NOTICE OF PUBLIC HEARING**

On **Wednesday, February 10, 2016 at 7:30 p.m.** in the Wayland Town Building, 41 Cochituate Road, Wayland, Massachusetts, the Wayland Conservation Commission will hold a public hearing to consider a Notice of Intent filed pursuant to the Wetlands Protection Act and a Chapter 194 application filed pursuant to Wayland's Wetlands and Water Resources Protection Bylaw by Jim Walker, Wayland Municipal Solar LLC, to install solar photovoltaic parking canopies within the existing parking lot of the Wayland Town Offices, 41 Cochituate Road, Wayland, MA. Portions of the work are within resource areas regulated by the Conservation Commission. The property is shown on Wayland's Assessor's Map 23, Parcel 001.



TOWN OF WAYLAND
MASSACHUSETTS
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BOARD OF APPEALS

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JAN 22 2016

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

DECISION NO. 15-23

NAME OF APPLICANT:

SHEKMAR IYER & SUCHITRA VASANTHAKUMAR

APPLICATION FOR:

Any necessary approvals, special permits, and/or variances as may be required to demolish a pre-existing non-conforming single family dwelling and construct a new single family dwelling under the Town of Wayland Zoning By-Laws Chapter 198 Sections 201, 203, 401.1.2, 401.1.6, and 1604.2. The property is located at 140 CONCORD ROAD, which is in a SINGLE RESIDENCE DISTRICT and AQUIFER PROTECTION DISTRICT.

DATES OF HEARING:

10/27/15, 11/24/15, 12/8/15, 1/12/16 and site visit 11/12/15

BOARD CONDUCTING HEARING AND RENDERING DECISION:

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

DECISION:

Special Permit granted, with conditions.

VOTE OF THE BOARD:

Unanimous (5-0).

CONDITIONS:

1. Construction shall be in substantial conformity with the plans and specifications filed with the Building Department: Plans by Excel Homes, www.excelhomes.com, Dreamline Modular Homes for IYER, 140 Concord Rd., Wayland, MA 01778, Middlesex County, 4 pages; 1- Cover sheet, 2 - Elevations, 3 - First Floor Plan, 4 - Second Floor Plan, 5 - Foundation Plan.
2. The applicants must obtain and maintain compliance with any other necessary permits and approvals from other municipal Boards having jurisdiction over this matter as may be required.
3. The basement shall remain unfinished; Board of Public Health approval and Zoning Board of Appeals approval is required before the basement may be finished.

FACTS AND REASONS:

This hearing has been continued a number of times due to quorum issues. Tonight Applicant appeared with its attorney, Jonathan White and structural engineer Stanislav Berdeichevsky, P.E. Applicant purchased the property in June 2005 and has been residing in it with their growing family. Applicant would like to enlarge their home to accommodate their growing family and explored renovation of the structure. Once renovation was explored, a structural engineer evaluated the residence and determined that due to modifications by previous owners, the safety of the current residents may be jeopardized. When members of the Board attended a site visit the house appeared in good repair. It was noticed, as with many homes this past winter, there had been interior damage much of which had been repaired. It was readily observable that the ceiling sagged in several areas. Mr. Berdeichevsky informed the Board that this is due to several factors including insufficient sized structural members in the attic and alterations on the second floor which created an unre-enforceable condition. Mr. Berdeichevsky informed the Board that prior owners acts in the construction of the second floor caused these unsafe conditions. Modification of the roof structure done by previous owners was conducted inappropriately and as stated in Mr. Berdeichevsky's report to the Board: "Part of the central wall in the second floor bedroom which IS SUPPORTING the main ridge of the house's low pitched roof has been removed. The 12' span of the ridge does not have any support and completely relies on the strength of the modified "A" frames. These frames are asymmetrical with very low pitch at the dormer and the ties (ceiling joists) are located 77" higher than the second floor plate. This structure is NOT CAPABLE of withstanding the snow loads required by the Massachusetts building code (8th edition)." The Board was informed that the roof section above the master bedroom is structurally unsound and may collapse under a heavy snow load. Other structural deficiencies were reflected in Mr. Berdeichevsky's report as well. These unsafe conditions, as well as others which do not comply with current Mass. Building Code, are proposed to be corrected in a new construction.

The Applicant proposes a new construction on basically the same footprint that will be compliant with setback requirements in this district. Applicant's proposal is to have a two story home with a 1430 sq. ft. footprint with a second story of the same size, for a 2860 sq. ft. two story house. Height of the proposed construction is approximately 28 feet. The proposed construction has Board of Health approval dated 9/9/15, for 5 bedrooms, 9 rooms, a basement that must remain unfinished, and a requirement for compliance with Conservation Commission regulations Ch. 193/194 as applicable. Board of Health approval is also conditioned on the plans attached to their approval.

No members of the public spoke concerning the proposal.

Applicants received a letter of support from neighbors at 144 Concord Road.

As the applicant proposes to raze the existing structure, the Board considered the provisions of § 198-401.1.6 which allow issuance of a special permit for changes in size, location configuration and extent of use in a nonconforming structure damaged or destroyed by natural or involuntary causes, provided that the proposed changes shall not be substantially more detrimental to the neighborhood than the existing nonconforming use.

Under **Section 198-203 of the bylaw**, in order for the applicants to receive a special permit, they must demonstrate that "the use of the premises [as altered] . . . shall not be against the public interest, shall not be detrimental or offensive because of noise, vibration, smoke, gas, fumes, odor, duct or other objectionable features and that such use shall not otherwise be injurious to the inhabitants or their property or dangerous to the public health or safety".

Under **Section 198-401.1.2** of the bylaw, a preexisting nonconforming structure may be changed, extended or altered by a special permit issued pursuant to the provisions of Section 198-201 of this bylaw, provided that no such change, extension or alteration shall be permitted unless there is also a finding by the Zoning Board of Appeals that such change, extension or alteration shall not be substantially more detrimental than the existing nonconforming structure or use to the neighborhood.

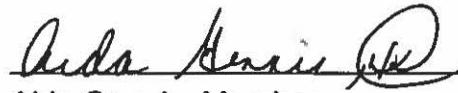
This property is in an Aquifer Protection District and under **Section 1604.2** of the bylaw, any use that will render impervious more than 15% of the lot of 2,500 square feet, whichever is greater shall require site plan approval under this section. The size of this lot is such that neither threshold is approached under this section.

The Board noted that this is a very unusual and unique case before them. That taking into account the information provided by the structural engineer and the observation of Board members during the site visit, the Board unanimously determined that the condition of the house reflected in the engineering report concerning the existing roof, although caused by the actions of prior owners, is convincing of structural damage to the existing structure such that it renders the existing structure unsuitable for rehabilitation and authorizes razing the existing structure. Upon review of the plans for the new dwelling proposed to replace the structure, the Board further determined that the proposed new dwelling shall not be substantially more detrimental to the neighborhood than the existing nonconforming use. Based on these determinations, the Board voted unanimously to approve the Special Permit subject to the conditions set forth herein.

DATE OF FILING OF DECISION:

BY ORDER OF THE BOARD OF APPEALS

JANUARY 22, 2016

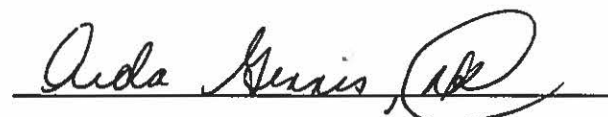


Aida Gennis, Member

CERTIFICATION:

The Board of Appeals, by delivery of a copy of this decision to the applicant, SHEKMAR IYER & SUCHITRA VASANTHAKUMAR, does hereby certify that copies of this decision have been filed with the Planning Board of the Town of Wayland and with the Town Clerk of the Town of Wayland.

BOARD OF APPEALS



Aida Gennis, Member



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MASSACHUSETTS
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BOARD OF APPEALS

10

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3600
FAX: (508) 358-3606

DECISION NO. 15-24

NAME OF APPLICANTS:

JOHN DARACK

APPLICATION FOR:

Any necessary approvals, special permits, and/or variances as may be required to demolish a pre-existing non-conforming single family dwelling and construct a new single family dwelling under the Town of Wayland Zoning By-Laws Chapter 198 Sections 201, 203, 401.1.2, 401.1.6 and 1604.2 .The property is located at 55 LAKESHORE DRIVE, which is in a SINGLE RESIDENCE DISTRICT and AQUIFER PROTECTION DISTRICT.

DATES OF HEARING:

October 13, 2015; October 27, 2015; November 24, 2015; December 8, 2015, January 12, 2016 and Site Visit on November 13, 2015

BOARD CONDUCTING HEARING AND RENDERING DECISION:

Thomas White, Aida Gennis, Linda Segal and Shaunt Sarian

DECISION:

Special Permit granted, with conditions

VOTE OF BOARD:

4-0

CONDITIONS:

1. The project is to be constructed in substantial conformance with the plans and specifications presented to the Board consisting of "Plans and Elevations" dated 9/9/15 prepared by Egan and Associates Architects and Planners and date stamped "received Sept 11, 2015 town of Wayland Building and Zoning Dept." and Drawings "Permit Plan 55 Lakeshore Drive Wayland, Mass." dated September 10, 2015, prepared by Snelling and Hamel Associates and date stamped "received Sept. 11, 2015 town of Wayland Building and Zoning

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Board of Selectmen
Town of Wayland

Dept., "Planting Plan 55 Lakeshore Drive" prepared by Minglewood Designs date stamped "Nov 23, 15.

2. The applicant shall obtain and maintain compliance with any other necessary permits and approvals from other municipal boards having jurisdiction over this matter as may be required.

FACTS AND REASONS:

The property in question is located at 55 Lakeshore Drive. The applicant seeks zoning relief to demolish an existing non-conforming structure situated on a non-conforming lot. The lot is pre-existing nonconforming due to insufficient lot area. The lot contains 18,349 square feet in a district requiring 20,000 square feet. The front portion of the existing house encroaches into the 55 ft. front yard setback from the centerline of the street by 25 ft. All other setbacks are, and will remain conforming.

Because the applicant seeks to demolish a pre-existing, nonconforming structure and construct a new single family structure under M.G.L. c. 40A § 6 and sections 401.1.2 and 401.1.6 of the Zoning Bylaw, the applicant must obtain a Special Permit, and must demonstrate to the Board that the proposed "change, extension or alteration shall not be substantially more detrimental than the existing non-conforming structure or use to the neighborhood". The existing dwelling is a two-story structure in a neighborhood of similar residences. Following the initial presentation by the applicant, the board determined that a site visit to view the structure was required prior to any further action. The application for this project was continued multiple times between 10/13/15 and 11/25/15 due to the lack of a quorum.

On November 3rd, 2015, a site visit was conducted by the board to examine the existing structure requested for demolition. The board observed deteriorating rubble foundations, rotted wood sills and structurally unsafe floor and roof framing. Both the architect and the engineer retained by the applicant submitted reports to the Board documenting the damage to the existing structure.

The applicant submitted plans to construct a new two story single-family residence that met the front, side and rear setbacks. The board analyzed the proposal and agreed the new structure that replaces the demolished residence is not inappropriate for the size of the lot and is consistent with other residential structures in the neighborhood.

Following a discussion of the project and based on the documents submitted and the information from site visit by the Board; the Board believed the existing structure appeared to have been damaged by natural causes and met the criteria as defined by section 401.1.6 of the bylaw.

In order to be granted a special permit in accordance with § 203 of the Zoning Bylaw, the applicant must demonstrate to the satisfaction of the Board that "the use of the premises

for which the application is made shall not be against the public interest, shall not derogate from the character of the neighborhood in which such use is to occur and shall not be detrimental or offensive because of noise, vibration, smoke, gas, fumes, odor, dust or other objectionable features and that such use shall not otherwise be injurious to the inhabitants or their property or dangerous to the public health or safety.”

The board of health approved the project on September 8 2015 and approved a subsequent minor revision to the project on December 3, 2015.

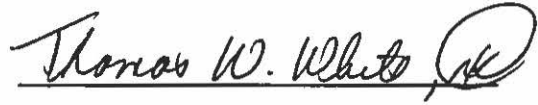
No members of the public spoke in opposition to the proposed addition. The applicant received 12 letters of support from neighbors for the demolition and subsequent construction of a new single-family house.

By a vote of 4-0, the board finds pursuant to G.L c. 40A § 6 that the proposed demolition and subsequent construction will not be substantially more detrimental to the neighborhood than the existing non-conformity. The proposed project is not against the public interest, will not derogate from the character of the neighborhood and will not be detrimental or offensive because of noise, vibration, smoke, gas, fumes, odor, dust or other objectionable features and that such use shall not otherwise be injurious to the inhabitants or their property or dangerous to the public health or safety and thus meets the requirements set forth in § 203 of the zoning bylaw and votes to approve the Special Permit subject to the conditions set forth herein.

DATE OF FILING OF DECISION:

BY ORDER OF THE BOARD

January 25, 2016

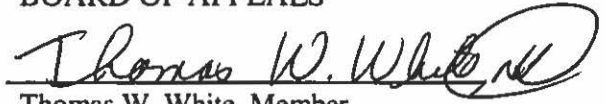


Thomas W. White, Member

CERTIFICATION:

The Board of Appeals, by delivery of a copy of this Decision to the Applicants, John Darack, does hereby certify that copies of this Decision and all plans referred to in this Decision have been filed the Planning Board of the Town of Wayland and with the Town Clerk of the Town of Wayland.

BOARD OF APPEALS



Thomas W. White, Member



TOWN OF WAYLAND
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TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3600
FAX: (508) 358-3606

DECISION NO. 15-30

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JAN 26 2016

Board of Selectmen
Town of Wayland

NAME OF APPLICANTS:

John and Susan Carr

APPLICATION FOR:

Any necessary approvals, special permits or variances as may be required to modify ZBA Decision #08-20 dated February 24, 2009 (Special Permit and Finding) under the Town of Wayland Zoning By-Laws Chapter 198 Sections 201, 203, 401.1.2, 401.1.6, 401.1.7, 703.1 and 801 - Table of Dimensional Requirements. The property is located at 67 Edgewood Road, which is in a SINGLE RESIDENCE DISTRICT.

DATE OF HEARING:

January 12, 2016.

BOARD CONDUCTING HEARING AND RENDERING DECISION:

Eric Goldberg, Thomas White, Michael Connors, Shaunt Sarian, and Argie Shapiro.

DECISION:

Modified Special Permit granted with conditions.

VOTE OF BOARD:

5-0 in favor.

CONDITIONS:

1. Construction shall be in substantial conformity with the "Proposed Certified Plot Plan, 67 Edgewood Road, Wayland, MA" prepared for John & Susan Carr by Odone Survey & Mapping dated December 9, 2015 submitted with the Application for Hearing ("Plot Plan") and the revised plans submitted to the Board at the public hearing entitled, "Carr Residence, 67 Edgewood Road, Wayland, MA 01778" prepared by Lincoln Architects LLC, dated 1/11/16 and consisting of sheets A1- A6 ("Floor/Elevation Plans"); provided, however, that the Board authorizes the construction of master bedroom deck shown in the Floor/Elevation Plans that does not appear on the Plot Plan.

2. Construction is subject to the Applicants securing all other necessary permits or approvals.

FACTS AND REASONS:

The Applicants, John and Susan Carr, appeared at the public hearing along with Daniel R. Quaile, a principal of Lincoln Architects LLC, and Brian C. Levey, Esq. of Beveridge & Diamond, PC.

The 2008-09 ZBA Decision (#08-20)

In 2008-09, the Board's decision approved the prior owners', David and Lillian Watkins, demolition and reconstruction of a single-family home on a pre-existing nonconforming lot of 13,890 square feet with 121.2 feet of frontage in a zoning district requiring a minimum lot size of 20,000 square foot and frontage of 120 feet. At that time, the existing home, built prior to the enactment of the first Wayland Zoning By-law, was one-story with a basement and garage. The home had a nonconforming rear yard setback of 5.1 feet where the property borders on Lake Cochituate in comparison to the required rear yard setback of 30 feet. The garage was (and is) setback 24 feet from Edgewood Road and was (and is) pre-existing, nonconforming with respect to the 30-foot front yard setback.

Since the Watkins sought to demolish a pre-existing, non-conforming structure, under § 401.1.6 of the Zoning Bylaw, the Board considered and found, by a vote of 5-0, that the structure was damaged or destroyed by natural or other involuntary causes.

The Board also unanimously found that notwithstanding the increase in the mass and the greater non-conforming nature of home proposed by the Watkins, the proposed structure was not against the public interest; did not derogate from the character of the neighborhood; was not detrimental or offensive; was not injurious to the inhabitants or their property, or dangerous to the public; and was not substantially more detrimental than the pre-existing structure. Therefore, the Board granted a special permit under §§ 203.1 and 401.1.2. Specifically, the Board stated that the Watkins proposed home new would be "2 stories high" and "significantly larger in mass." The Carrs estimated that the Gross Floor Area (GFA) of the Watkin's proposed home was 3364 square feet in comparison to a GFA of 1850 square feet of the original home.

The 2016 Application

After obtaining the Board's approval, the Watkins took numerous steps to develop the property including demolishing the home. They did not, however, demolish the non-conforming garage which still stands today. The Carrs purchased the property in March, 2011. They also undertook several activities and invested substantial funds in developing a new home. The work undertaken by the Watkins and Carrs is set forth in detail in a Chronology and a Memorandum of Law submitted by the Carrs and demonstrates that work commenced within six months of the issuance of the Board's original decision and has proceeded as continuously and expeditiously as is reasonable (§ 401.1.7) and was not abandoned (§ 401.1.4).

The Carrs' proposed home is pulled away from Lake Cochituate and enjoys a greater rear yard setback than that approved in the Board's earlier decision. A question was raised regarding the height of the proposed structure and it was noted that it complies with the 35-foot height requirement of the By-law. It was noted that the mass of the proposed house is larger than that previously approved as the Carrs

had calculated a Livable Floor Area of 3884 square feet and a GFA of 7029 square feet. However, several neighbors appeared at the public hearing, all of whom expressed that the Carrs had been responsive to their design concerns and strongly supported the project.

Accordingly, pursuant to §§ 203.1 and 401.1.2 of the By-law, the Board unanimously found that notwithstanding the increase in the mass and the greater non-conforming nature of home proposed by the Carrs, the proposed structure is not against the public interest; does not derogate from the character of the neighborhood; is not detrimental or offensive; is not injurious to the inhabitants or their property, or dangerous to the public; and is not substantially more detrimental than the pre-existing structure and approved the modification of the ZBA Decision #08-20 subject to the Conditions set forth above.

DATE OF FILING OF DECISION:

BY ORDER OF THE BOARD

January 25, 2016

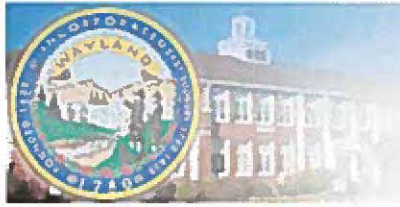

Eric Goldberg, Chair

CERTIFICATION:

The Board of Appeals, by delivery of a copy of this Decision to the Applicants does hereby certify that copies of this Decision and all plans referred to in this Decision have been filed with the Planning Board of the Town of Wayland and with the Town Clerk of the Town of Wayland.

BOARD OF APPEALS


Eric Goldberg, Chair



Town of Wayland Massachusetts

Members:

- Steve Correia,
- Mark Foreman
- Marylynn Gentry
- Frank Krasin
- Jean Milburn, Co-Chair
- William Sterling, Co-Chair

Council on Aging/Community Center Advisory Committee (“CoA/CCAC”)

Minutes: September 17, 2015

In attendance: Steve Correia, Mark Forman, Jean Milburn, and William Sterling. Also in attendance were the Wayland Public Buildings Director Ben Keefe and COA Director Julie Secord.

Absent: Frank Krasin and Marylynn Gentry

The meeting was called to order at 7:07 PM when a quorum was established in the Wayland Senior Center.

- I. Public Comment, None
- II. Members’ Response to Public Comment, None
- III. Review Archeological study schedule
 - a. The committee discussed that the archeological study will start on Tuesday September 22, 2015
 - b. Bill mentioned that the developer doesn’t want any archeological digging/testing on the site. However, we can walk the grounds for physical evidence. Bill mentioned that the site has been very disturbed over the years and Sonya from the historical Commission thinks we shouldn’t discover much in archeological findings. We may need to do some testing at the time we decide to build on the property.
- IV. Review CMG proposal for engineering report.
 - a. David Faist from McClue Engineering who is subcontracted from CMG Environmental Inc. was introduced
 - b. We discussed ideas to mediate the concerns of the Conservation Committee (ConCom) and the proposal in general.
 - c. Need to split out old history with the developer 20Wayland
 - d. Ben Keefe met with Frank Doherty of 20Wayland and sorted out what 20Wayland needs to do. They might have Certificate of Compliance before Town Meeting.
 - e. Make it clear in the report the balance of work to be completed such as utilities, sewage etc.

- f. Plan two meetings with the Conservation Committee.
 - g. Went over a little history of the site and the DEP application.
 - h. Bill mentioned that Sherre Greenbaum, chair of the ConCom didn't think it was a redevelopment, which will need to be reviewed.
 - i. We reviewed all the various building options that might be proposed for the site.
 - j. Mark Forman made a motion that the report should include a full build out on the property and David should look at all the options. He should report back to Bill with any problems. Steve seconded the motion. The vote for all in favor was 4-0.
- V. Approve contract for CMG's engineering report
- a. Mark Forman then made a motion to approve the contract. Jean Milburn seconded the motion. All in favor 4-0
 - b. We discussed that we will need to do a structural engineering test and that it was estimated to be only ½ a day worth of work.
 - c. David will coordinate with Marylynn a meeting with ConCom.
- VI. Report on Deed restriction removal – Ben Keefe
- a. Ben reported that he talked with Chip Birkhard, a lawyer at Raytheon.
 - b. Raytheon will modify deed restriction but needs to get a letter requesting it from Wayland. Ben will work on it.
 - c. Raytheon did state that they still don't want a daycare center on the site.
- VII. Review Pop Up Park planning
- a. Julie reported they are progressing with a plan on the event. They have a nice group working together.
 - b. They are working in permitting with vendors and it looks like we are still on schedule for October 17th
 - c. Mark asked about the tent and the town will be providing a 20x30 according to Julie.
 - d. We will have 2 Zomba classes. One for young children and another for adults. It was suggested that ARTS Wayland do something. Also, Golden Tones. We are really looking for multigenerational type events in order to highlight the different options the site could be used over the years.
 - e. Mark agreed to contact the folks in charge of the Rail Trail extension. Would also like someone to represent playing fields, trails, conservation etc.
- VIII. Schedule Public Forum and other outreach to public
- a. We discussed having a Forum on November 4 to go over the engineering and environmental reports with the public. We thought it was best to have it as close to Town Meeting as possible if the reports were ready.
 - b. We agreed that CMG should be present at the Forum.
 - c. Mark will represent our committee. The focus should be to answer questions for Town Meeting.
 - d. We discussed advertising all outreach in the Crier and Wayland ENews.
- IX. Topics not reasonably anticipated by the co-chairs 48 hours in advance of the meeting, if any.
- a. It was mentioned that we should approve the hiring of a Structural Engineer.
 - b. Steve made a motion to have Bill request with Ben Keefe to hire a Structural Engineer for no more than \$1,500. Mark seconded the motion. The vote in favor was 4-0
 - c. Bill mentioned that we have a new member joining the committee named Carol

Glick

- X. Establish date/time schedule for subsequent meetings. – Next meeting wasn't set.
- XI. Adjournment At 8:15 PM, Mr. Sterling moved to adjourn. Mr. Forum seconded the motion. The vote in favor was 4 – 0.

Respectfully submitted Steve Correia



Town of Wayland Massachusetts

Members:

Steve Correia
Mark Foreman
Carol Glick
Marylynn Gentry
Frank Krasin
Jean Milburn, Co-Chair
William Sterling, Co-Chair

Council on Aging/Community Center Advisory Committee (“CoA/CCAC”)

Minutes: November 18, 2015

In attendance: Steve Correia, Mark Forman, Carol Glick, Marylynn Gentry, Frank Krasin, Jean Milburn, and William Sterling. Also in attendance were the Wayland Public Buildings Director Ben Keefe, COA Director Julie Secord, Mary Antes, Board of Selectmen and David Faist, of McLure Engineering

The meeting was called to order at 7:02 PM when a quorum was established in the Wayland School Committee Conference Room.

- I. Public Comment & Members’ Response to Public Comment: None
- II. WRAP draft report to review
 - a. Jean went over draft report and the committee discussed what was needed to fill out all the questions
 - b. Discussed groups we may have missed in program and space needs like WaylandCares, Historical and Veteran groups.
 - c. Jean did a great first pass. The report needs more details. Bill agreed to help fill in the details with her. We discussed how it was more than a questionnaire and should have as much detail as possible. Mary Antes gave an example of how the housing authority as a ton of detail.
 - d. We discussed in length other groups and Frank said we should reach out to the schools to see if they need any additional space. One contact might be Jen Pearlman chair of the WCPA. The question was raised if this should be captured under Recreation and it was agreed that they don’t always cover all demographics. This is very important and we need to include the whole town not just committees. Shine, Wayland Dads and Scouting were given as examples.
 - e. We agreed any documents we created in the past should be included.
- III. Review meeting notes from 11/5/2015 with motion to accept. Not completed.
- IV. Review preparation for Spring Town Meeting

- a. We discussed the to do list before Town Meeting. There was agreement that our committee can suggest more testing but it is really the Board of Selectmen's call. They need to approve before we can proceed. Mark reminded us that we need to acquire the land and address all the issues brought up for TM such as site parcel issues and get a rough building estimate.
- b. It was suggested that further testing could be under the BOS as part of the land transfer negotiations. Bill would will discuss with Cherry Karlson.
- c. Ben stated that the Permanent Building Committee wants this project and Library under them. He discussed the benefits of them working with us. It was discussed whether we have someone be part of their committee or the other way around. Steve asked what is the difference between WRAP and PMC. Ben said that PMC works from beginning to the end of project.
- d. Mark mentioned the historical archeological letter. We should get it for the public record.

V. Review latest reports from consultants

- a. We had a discussion with David Fiest on sewer flow. The land only has so much it can support so we need to get more septic capacity or cut project. We should have enough at 3,000/day. We then discussed water flow and Ben said that the Town Building is using less that 3000/day.
- b. Ben suggested we look at flow from other communities in area. We discussed the Library needs and plans for septic.
- c. We discussed other issues that need to be addressed such as the drainage basin and conservations concerns with David.

Mark left meeting at 8:30PM

VI. Review invoices from consultants and expenses with motions to accept;

- a. Reviewed and approve invoice 5098 and 5099 on consulting. We spent over the \$9,000 approved amount but they did not charge us for anything over. Also didn't charge for David Faist. Steve motioned to pay invoices and Frank seconded. Approved 6-0
- b. Approved invoices for Staples (\$222.20) and e-signs.com (\$293.39) for expenses associated with the preparation for Fall Town Meeting. Bill motioned to pay invoices and Frank seconded. Approved 6-0

VII. Topics not reasonably anticipated by the co-chairs 48 hours in advance of the meeting, if any.

- a. Three design firms were recommended for space Planning requirements. Jean motioned we get bids. Carol seconded. Approved 6-0

VIII. Establish date/time schedule for subsequent meetings. – Next meeting was set for December 3, 2015.

IX. Adjournment At 9:10 PM, Mr. Sterling moved to adjourn. Mr. Correia seconded the motion. The vote in favor was 6 – 0.



Town of Wayland Massachusetts

Finance Committee

- Tom Abdella
- Carol Martin
- Gil Wolin
- Nancy Funkhouser, Chair
- Bill Steinberg
- David Watkins
- Gordon Cliff

Finance Committee Meeting Minutes

Monday, November 2, 2015, 7:00 pm.
Town Building

In Attendance: N. Funkhouser (Chair); G. Cliff; C. Martin; W. Steinberg; D. Watkins; T. Abdella (7:10 PM); and Finance Director B. Keveny. Not In Attendance: G. Wolin.

Call to Order at 7:00 PM. WayCam was taping the meeting.

7:00 Call to Order

7:02 Public Comment

Annette Lewis, Claypit Hill Road, indicated that in the Warrant for Town Meeting there was a photo of the existing building that was not current. On Page 8 of the warrant, she questioned which acreage would be developed by the developer. On Page 9 she indicated that the existing and proposed addition was unclear. In the arguments in favor she indicated that The Town has no way of knowing that site contaminants are the responsibility of the prior owner. She also indicated that she was concerned that we were mixing proposed use with the land acquisition request.

7:08 Finance Director's Update Free Cash Certification

Mr. Keveny reviewed and updated the committee regarding Free Cash. He indicated that the adjusted number was \$6.479M. He also indicated that cash reconciliations are almost complete. Lastly he reviewed his estimated FY16 Free Cash schedule.

7:16 STM Warrant Hearing, Large Hearing Room, Town Building
FinCom participated in the STM Warrant Hearing

7:40 FY 2016 Q1 report

Mr. Keveny communicated the status of tax receipts. He commented that tax receipts were consistent with expectations and were on track for Q1. He emphasized that any rollover money that is not spent will be added to free cash. Mr. Keveny also reviewed the Enterprise and Water Funds and concluded that they are trending as expected. Mr. Abdella asked for clarity regarding increases in revenue even when there was a water ban in place. Mr. Keveny indicated that it was because of user fee revenues. He commented on the Wastewater account and indicated that we need to closely monitor the account due to a significant Q1 difference between fees collected and budget. Ms. Martin asked whether the issue was billing related and Mr. Abdella speculated that it was a result of delayed payment. Additionally, he commented on the revolving funds. He was concerned that the Recreation fund is trending \$100k higher than expected and that the committee should monitor the accounts closely. Mr. Steinberg asked if they had published a budget yet and Mr. Keveny commented that there was none. Ms. Funkhouser, Ms. Martin and Mr. Abdella requested further clarity on the sources of revenue. Lastly, Mr. Keveny indicated that the tax recap was going to be the beginning of December. He indicated that the valuations came in and we were at \$3.2 B. As a result, the estimated tax rate is projected to be \$17.39/1000.

- 8:30 Finance Director, Update/Status Review of Capital Closeouts
Mr. Keveny reviewed the capital close out schedules for school capital, town capital and water capital. He identified all the projects and their associated funding sources. He indicated there are many outstanding projects and many will result in turn-backs. There were less turn-backs related to bond funding. Mr. Steinberg requested clarification on what closed out but not completed means for the Recreation Department. Mr. Keveny and Ms. Martin indicated that the close-out schedule needed to be corrected. Ms. Martin provided further color on the status of the various initiatives by the Recreation Department. Lastly Mr. Keveny published the status of the Fund 22 accounts (CPA) and provided a list of the open projects with the appropriations that were to be spent.
- 8:07 Ms. Nan Balmer – Information Technology
Ms. Balmer indicated that the Selectman voted to increase the IT transfer from \$75k to \$95k for Information Technology. The monies requested related to consulting fees and efforts related to patch management and planning for the SAN (Storage Area Network). She presented her memo that explains how all the IT initiatives are related.
- 8:09 Chief Houghton – Fire
Chief Houghton discussed the Ladder Truck called Ladder One. He discussed that there have been cost savings resulting from the trade in value and the cost of the replacement truck. He indicated that the new Truck is longer which is needed to support Town needs and that the Truck is a Ladder and a Fire Truck (has a water tank). The typical truck lasts 15 years and he indicated that the existing truck would start to cost money for repairs. Mr. Steinberg requested what the savings would be if we ran the current truck each year vs buying a new truck. Chief Houghton did not have that information available. He indicated that the truck was projected to last another year which was the basis for the \$50k resale value. Mr. Watkins asked what the safety implications were if there was a delay in increasing the Departments capability from a 75 foot reach to 105 feet. Chief Houghton indicated that the increase of solar panels on the residential homes has made it more difficult to perform their job and has the potential to require more manpower. He indicated that the speed bumps can also cause issues in the future because the trucks do not have car-like suspension. Mr. Cliff asked was there a way we could get 5 more years for the current truck. Chief Houghton opined that he could not estimate what will break in the next five years, but estimated that it would cost more money than it is worth. Mr. Abdella commented on new truck cost versus maintenance versus residual tradeoffs. Chief Houghton discussed pictures of the frame rails and the rot on the truck. He indicated all equipment would be moved from the old to the new truck and that they would be purchasing a new radio. Ms. Martin asked for clarification on the age of the truck and was told it was purchased in 2004. Mr. Abdella and Ms. Funkhouser talked about the liquid calcium treatment of the roads during the winter cause undercarriage corrosion and accelerated deterioration. Ms. Martin indicated that the existing 5 year plan had the truck at \$325k and now it was \$545k, an increase of about 30%. Chief Houghton indicated that he was looking at getting additional pricing from three dealers. He requested to replace the Ford Explorer with an Expedition and discussed the capabilities of the current car and its' accessories. Mr. Steinberg inquired about the use of technology to support the archive of Town maps for the various buildings within the Town. Chief Houghton indicated that it was not a viable option. Ms. Martin commented on the challenges with buying cars out of the agreed upon capital expenditure schedule. Chief's priority would be the rescue pump first and then the ladder truck. Lastly Chief Houghton reviewed his financial model for vehicle replacement and commented on the Ambulance replacement strategy. He indicated that he is averaging 8-10 transports to Boston per week which affects the wear and tear of the Ambulance. The committee discussed funding options. Mr. Cliff asked for further clarification from Mr. Keveny regarding where the funding is maintained. Mr. Steinberg, Ms. Martin, Mr. Keveny, Mr. Abdella and Mr. Cliff debated the accumulation of funds for capital projects for Fire versus the Recreation Department. Mr. Cliff asked what the technical funding source would be and whether it would impact our debt and Mr. Keveny indicated that it was the Ambulance fund cash balance and it would have no impact.
- 9:00 Ms. Gretchen Schuler - CPC
Ms. Schuler, Chairwoman of the CPC, discussed details about the Mainstone Farm acquisition. She indicated it would likely be a partnership between Sudbury Valley Trustees and the Town. The old appraisal was \$10.6M and was made in 2006. She indicated that with the \$500k that she gets annually

from the Town, they could service a \$6.7M debt. By using all of the fees, the Town could not consider using the CPC funds for 20 years for such things as recreation and historical building projects. She will recommend at Annual Town meeting to fund \$7.5M of the purchase price. Ms. Schuler indicated that additional money (\$11M) was needed to purchase the land by the Town and obtain a conservation restriction. The committee discussed that the borrowings would be considered part of the Town borrowing base. Ms. Schuler indicated that there have been ongoing discussions with the property owner. Ms. Schuler indicated that they offered that the Town could delay payments over time. Ms. Martin asked that if the CPC were an Enterprise fund, the debt would not be on the Town and Mr. Keveny said that was not viable. Ms. Funkhouser asked Ms. Schuler whether she could use additional resources to model the alternatives. Mr. Keveny indicated that there was a similar project in Wellesley and Winchester and that we need to engage the right Financial Advisors. Ms. Schuler asked how the Town could commit funds in the future and Mr. Steinberg discussed alternatives. Ms. Schuler indicated that the seller did not have a deadline but it would be until 2017 before we would do the deal.

9:15 Special Town Meeting (STM)

Review and potentially re-vote modified Article 1. Ms. Funkhouser indicated that there were additional current year transfer costs that needed to be voted on. Mr. Steinberg requested clarification and Mr. Keveny indicated that he added 2 additional requests for payment. Ms. Martin made a motion to reopen Article One Fiscal year unpaid bills that would be presented at the Special Town Meeting. Mr. Steinberg Seconded the motion. Motion passed 6-0-0. Ms. Martin made a motion to approve Article One to pay previous year unpaid bills to include the Water Enterprise bill of \$129 and the legal bill for \$259. Mr. Cliff seconded the motion. The motion passed 6-0-0.

Minuteman Article: Ms. Funkhouser indicated that it did not matter how we will vote on the article because it was anticipated that Lexington would not support the article at their Town Meeting. Ms. Funkhouser indicated that if Lexington votes in favor that Wayland's vote matters. She indicated that Wayland has two students in the district and if we continue to move forward and withdraw under the current agreement, we would be required to pay the cost of the current building if they approve it in this fiscal year. In order for approval to happen, all towns must vote unanimously. Mr. Steinberg suggested we better understand the status of the Lexington vote and we meet prior to the STM if needed. Mr. Cliff indicated that he was uncomfortable re-voting. Ms. Funkhouser indicated it was a fluid process and that she was not looking for a vote but to review the handout provided. Mr. Steinberg indicated that he was concerned about fees and Mr. Cliff made the point that voting to leave without fully understanding the implications could lead to costly mistakes. The committee recognized that they did not have enough information to take a position on the article.

10:45 Liaison & Members' Reports, Concerns, and Topics

Information Technology – Mr. Watkins discussed the findings of RSM and their priorities. He discussed the necessity to replace the SAN, implement patch management, implement an email system upgrade and implement new firewalls. The committee discussed sharing IT resources with other towns or at the State level. He indicated that we have gone down a path to hire a Director of IT and RSM to implement the projects. Ms. Funkhouser indicated that there will be staff salaries that we should anticipate in fiscal 17/18 and additional funds that might be required this year to support additional work. Mr. Cliff suggested that what we needed to vote was the additional \$25k as requested by the Selectman. He asked if Mr. Watkins felt confident about the \$25k or is more spend required. Mr. Watkins indicated that spending money before the proper leadership and resources are in place would not be wise. Mr. Cliff asked for clarification on how the appropriated money is accounted for and Mr. Keveny provided insight. Mr. Steinberg, Ms. Martin and Mr. Cliff, Mr. Abdella and Mr. Watkins discussed whether additional work or money was required beyond what was being requested. They agreed that they needed an IT Director. Mr. Watkins indicated that they should increase the budget to support outsourcing the role in the short term by \$50k. He indicated that the Town needs a project manager to oversee the project. Ms. Martin made a motion to reopen article 2 current year transfers for further discussion. Ms. Funkhouser seconded. Motion passed 6-0-0. Ms. Martin moved to approve article 2 current year transfer by increasing the amount under information technology from \$70k to \$95k. Mr. Cliff seconded the request. Mr. Steinberg modified Ms. Martin's motion by increasing the expenditure from \$70k to \$140k for consulting fees to analyze the Town's and School IT Systems, to identify data

storage and appropriate patch management software and to have oversight of those projects. Mr. Watkins seconded the motion. Mr. Cliff indicated that it appears to not be proper for the Finance committee to not agree with the Selectman. Mr. Steinberg indicated that it was okay to approve additional funds. Ms. Martin and Mr. Cliff debated the merits of additional funding. Ms. Funkhouser indicated that if the Finance Committee believed that the Selectman would benefit from additional labor, the committee has a right to do so. The motion passed 4-1-1.

10:10 Facilities, Mr. Ben Keefe

Mr. Keefe discussed the building repair for the library rotunda window replacement. He indicated that the Board of Selectman suggested waiting until after the STM and that it should be held as a placeholder. He indicated that it could be done as part of a renovation project but it would be prudent to see if it could be done with a grant. Ms. Martin indicated that it could be done with the CPC because it is a historical building.

He indicated that the Council on Aging request is a placeholder because the individuals doing the work will provide additional data for Annual Town Meeting. He indicated that the BoS wanted to see what happens at STM. Ms. Martin indicated that the costs have gone from \$4M to \$5.6M. Mr. Steinberg indicated that the reason the numbers are different is because the scope has changed. Mr. Keefe recognized that the scope has changed since he started with the Town. The last Town meeting authorized the Design work once the land was chosen. Mr. Watkins asked Mr. Keefe if there is too much work to do, and would the facilities department benefit from fewer initiatives. Mr. Keefe believes that the level of effort is practically the same across any two distinct projects. Ms. Funkhouser requested that Mr. Keefe fix the CIP copy in several areas. Mr. Cliff indicated that Mr. Keefe needed to follow up on whether funds were previously approved to support the project at DPW.

Demolition of old DPW building. Mr. Keefe indicated that the Fire Chief wishes that it be taken down and that there is a State statute that requires the Town to take the building down as soon as possible. The committee discussed the relationship of the library decision with the DPW building demolition.

Ms. Martin indicated that there were a lot of projects and inquired whether he truly able to really execute on the previously funded projects with the same staff. Mr. Keefe indicated that he had intended to finish the outstanding projects. Mr. Abdella discussed that we can run out of resources to run projects. He clarified that at some point you run out of an efficient way to run things. He suggested that Mr. Keefe budget for a project manager for each of the requested projects.

Keveny said he spoke to Mr. Keefe and Ms. Balmer about the need to know the status of the various projects in Facilities. Mr. Keefe indicated that he was unable to get the numbers as to what was borrowed. Mr. Keefe has informally requested information and has not made progress. Ms. Funkhouser emphasized that if there is a reason that he cannot come up with the numbers then please communicate so Mr. Keefe can be supported.

Mr. Steinberg indicated that we should think about having an article at ATM that addresses Facility's \$500k of surplus funds so we can put the funds to use and stop paying for the debt service.

10:45 Liaisons

Mr. Abdella talked about the environmental liability of the municipal pad. He indicated that there was a letter that talked about how to avoid environmental liabilities that contradicted what an earlier proponent indicated. Ms. Funkhouser discussed whether we should reopen the Article. Mr. Abdella indicated that there was a letter in the Selectman's packet.

Mr. Steinberg indicated that Mr. Ben Gould said there was no risk to human health. He indicated that Mr. Gould said that here was testing done in 1990s. He indicated that the Federal government changed the reportable levels of PCBs. Tom was concerned that he did not get all of the information he needed.

Ms. Martin updated the committee on FinCom Committee Member Gil Wolin's status.

Ms. Martin inquired what to do about Article 8 and how to handle it. Ms. Funkhouser indicated that FinCom should be prepared to talk about the article.

10:50 Chair's Update

Audit Committee Appointee Progress Update. Ms. Funkhouser recommended bringing the new candidate on November 16, 2015. Additionally she requested the Committee talk about the overall capital project timing. She indicated that we had to discuss Schools, IT and any other open items. She mentioned our participation in the tax recap meeting

Overall Capital Budget Preparation Timing. Ms. Funkhouser and Mr. Steinberg requested that Ms. Balmer needed to provide recommendations on their portion of the budget because it serves as input to the overall operating budget.

9-16-15 Draft Minutes for review and vote. Ms. Martin made a motion to approve the minutes for October 16, 2014. Ms. Funkhouser seconded the motion. The motion passed 6-0-1.

10:55 Items the chair did not reasonably anticipate would be discussed at the meeting
Future Meeting Schedule: 11/9/15 (before STM), 11/16/15, 11/30/15, 12/14/15

11:09 Adjourn

Ms. Martin made a motion to adjourn the meeting. Mr. Abdella seconded the motion. The motion passed 6-0-0

Attachments

20150916 meeting minutes draft
20150928 meeting minutes draft v3
10162015073158-0001
10162015073320-0001
10292015075428-0001
Capital Project Descriptions
Carolyn S Bargoot Resume
CongressionalLettertoEPA23Oct2015crumbrubber
FinCom Meeting Minutes of 10.19.15 (Draft)
FinCom Meeting Minutes Sept 21 2015 DRAFT
Free Cash 2015 at 102715
FY 2016 Quarter 1 Report
IT Master Plan Revised Funding Recommendations 11 2 2015
MINUTEMAN ARTICLE FOR STMLea10-27
Multi-Year Financial Model 10-14-15 DRAFT
November 2, 2015 Agenda
Wayland FC 16



Town of Wayland Massachusetts

Finance Committee

- Tom Abdella
- Carol Martin
- Gil Wolin
- Nancy Funkhouser, Chair
- Bill Steinberg
- David Watkins
- Gordon Cliff

Finance Committee Meeting Minutes

Monday, December 14, 2015, 7:00 pm.
Town Building

In Attendance: N. Funkhouser (Chair); G. Cliff; C. Martin; W. Steinberg; D. Watkins; T. Abdella (Late 7:10); and Finance Director B. Keveny. Not In Attendance: G. Wolin.

Call to Order at 7:00 PM. WayCam was taping the meeting.

7:00 Call to Order

7:01 Public Comment
No Public Comment.

7:02 Committee's response to public comment
None.

Mr. Watkins reviewed a Wayland School Peer Town model he prepared. It was a comparative analysis of Administrative Costs available from DESE.

Ms. Martin commented that typically FinCom just listens at the School Committee meeting and forms questions that are posted by the liaison to the committee at a future time.

7:15 Attend School Committee Meeting for Budget Presentation
Dr. Paul Stein presented his overview of his preliminary 2017 budget to FinCom and the School Committee.

7:15 Annual BOS Audit Review & Budget Review – Fincomm member and/or B. Keveny to attend BOS mtg.

8:26 ATM Article Writeup Process – Further Discussion
Review and Discuss Potential Draft Article Format presented by Tom Abdella

Mr. Abdella reviewed the results of a collaborative effort between him and Mr. Cliff. He indicated that there is no definition of the minimal content of the article. FinCom does a lot of work that should be placed on the proponent of the article versus members of FinCom. He indicated that it is less than efficient because it is unduly burdensome on FinCom members' time and it also sets precedent that proponents can submit poorly formed articles. He indicated that the role of the committee is to actively review rather than research and create the content. Mr. Steinberg indicated that it would be good if we had a process to check on the proponents. Ms. Martin was supportive of the procedure but indicated that she was concerned that we needed to communicate the fact that FinCom had editorial license on the work of the proponent. Mr. Abdella indicated that if we find that the fact checking is insufficient, FinCom should document their findings accordingly opposed to compensating. Mr. Steinberg clarified that this was not meant to penalize people's writing skills. Mr. Abdella indicated that there needed to be a certain amount of upfront scrutiny. Mr. Cliff said that we did not want to give up FinCom's editorial rights. Ms. Funkhouser indicated that she did not want FinCom to lose sight of documenting FinCom's

vote on the article. Ms. Martin indicated that FinCom needed to get the BoS approval. The committee debated whether to distribute a memo with the proposed process. Ms. Funkhouser agreed to reach out to the BoS regarding the proposed process change. Mr. Watkins indicated that perhaps FinCom could put a subjective quality control opinion on each article. Ms. Funkhouser indicated that she was concerned that the content might make it all the way to Town Meeting and result in poorly written articles. Mr. Watkins commented that an additional section with facts and figures that would be in a standard format. Ms. Funkhouser is going to discuss with Ms. Balmer and the BoS.

8:53 Debt Management Presentation & Discussion, Zoe Pierce & Brian Keveny

Ms. Pierce presented model information to the committee regarding debt. She reviewed the borrowing demands of the Town and how they were calculated. She indicated that the Energy project and Claypit hill remodeling project were an issue. She represented that she was working with Facilities (Ben and Moynihan). After she fleshed out the various issues and questions she expected borrowing to be approximately \$8 Million. She commented that we borrow long term each year and we typically do not borrow short term because of our cash flow. She indicated that she was working on FinCom previously submitted questions. She indicated that there were refinancing opportunities they were looking into. Ms. Martin asked for clarification about the refunding opportunities. Ms. Pierce indicated that she was evaluating alternatives. She reviewed the Town's borrowing capacity and is evaluating how to best present the information. She indicated that she wanted to hire a Financial Analyst to better model the information. She used comparative information from Peer Towns. Mr. Cliff requested clarity about the projected debt service. She indicated that she needed the Facilities Director to indicate that the available capacity was no longer needed for DPW. Ms. Funkhouser asked for further clarity again and it was indicated that the debt did not include the \$1.8M in anticipated requests. Ms. Pierce's model did not anticipate any specific borrowing for the various projects to be presented at ATM. Mr. Steinberg indicated that in prior years they made assumptions and extrapolated potential debt costs. He indicated that FinCom could help provide clarity to her modelling efforts. Mr. Keveny indicated that additional modelling could be done with an additional Financial Analyst. Mr. Abdella and Mr. Steinberg indicated that what-if models would be helpful. The committee reviewed additional peer town information. The committee provided additional guidance on how Mr. Keveny might extrapolate information to build a better model.

9:22 Finance Director's Report

Review Request for Reserve Fund Transfer and possible vote
Review Personnel Board Staffing Memo dated 12/2/15 and possible vote
Distribute 2017 Departmental Budget Summary Sheets

Mr. Keveny indicated that all he had was an increase in his budget for \$19k. He indicated that the reason for the amount was because he needed to hire people from Accountemps to support the in house payroll process. He indicated that the person would become a Town employee in the next 2 weeks. Ms. Funkhouser further clarified that the overage would cost the town \$9k in the end. Ms. Martin asked for further clarification about how to move money to pay for it. She also suggested it would be prudent that Mr. Keveny obtain an additional signoff from another party in the Town.

Ms. Martin made a motion to move \$19k from the general reserve fund to settle up the payroll account. Mr. Steinberg seconded the motion. The motion passed 6-0-0.

9:27 Proposed FY 2017 Overall CIP Submissions Group Discussion
Review Updated Capital Schedule and potential vote on capital budget

Ms. Funkhouser indicated she was looking to bring closure to any questions regarding the capital items. Mr. Keveny reviewed the questions that were research since our last meeting. He indicated that if there is proposed borrowing that it is indicated on his worksheet. Mr. Steinberg requested that Mr. Keveny explain the surplus bond proceeds. Mr. Keveny indicated that the DPW project had unspent revenue of approximately \$575k that came from the Real Estate Account, He indicated that those moneys could be

diverted to another like project. Mr. Abdella indicated that he sent out several email and was waiting on a response. Mr. Steinberg indicated that there was a disparity between what we have historically spent on the roads was a lot less. He indicated that if they came in at \$900k would be a better alternative. Mr. Abdella indicated that it would be a burden if we tripled the budget from last year. Mr. Cliff said that he would like a list of roads that DPW intends to repair. Ms. Martin indicated that unless we receive a plan that we should stick with the original budget of \$300k. Ms. Funkhouser indicated that we would leave the issue of what roads open and cautioned the committee that we may never receive the list of roads.

Ms. Funkhouser discussed the Cemetery expansion. She indicated we requested follow up on the fund balance. Ms. Martin requested clarification. Mr. Abdella indicated that the article was related to a road repair. Mr. Steinberg indicated that we had approved it but it was a B priority.

There were no objections to the DPW light truck replacement schedule request and it was an A priority.

Ms, Funkhouser indicated that the request for improvement of light truck various could be pulled and that the committee should pull the request. The committee agreed that the tractor could be deferred for a year. The committee is waiting on information from Recreation and DPW.

Small equipment schedule for \$70k was a B priority and the committee agreed that it was okay. Mr. Cliff indicated that their needed to be the approval from the BoS. Ms. Funkhouser indicated that they had approved. Heavy equipment \$225k and the Swap Loader for \$220 were A priorities and it was agreed to keep them in.

Ms. Funkhouser requested whether any committee member had new information since the last meeting because the committee was recapitulating without any additional information. Ms. Funkhouser indicated that the trash compactor could be pulled.

Mr. Steinberg requested clarification about the Conservation requests. Mr. Steinberg indicated that the committee should pull the funds for Conservation. The committee agreed.

Ms. Funkhouser asked for clarification if new Radios were being funded by a grant. Mr. Abdella was to look into the status of the request. Ms. Funkhouser went over Facilities requests. She indicated that the BoS approved the demolition of \$330k and transportation improvements for \$48k.

Ms. Martin indicated she believes that the Community center design costs are estimated to be less than expected and asked Mr. Keveny to verify.

Ms. Funkhouser reviewed the requests for Information Technology \$80k and \$40k for patch management. She indicated that the BoS were on board. Mr. Watkins indicated that it was premature and that we needed to wait for the study. Mr. Abdella requested whether software should come out of capital or operating budget. Mr. Watkins explained how subscription software acquisitions were accounted for.

Ms. Funkhouser indicated that the fire vehicle request was pulled and that BoS approved the ladder truck for \$900k. Ms. Martin indicated that she was not comfortable with the borrowing request. The committee debated the issue and Mr. Keveny helped the committee understand the timing issue.

Ms. Martin discussed the recreation requests and indicated that Oxbow meadow as out because it was had applied for funds from the CPC. She indicated that they would defer and prioritize the \$15k request ahead of the Happy Hollow Playground and Turf field design funds. The committee agreed to pull the requests.

Ms. Martin discussed the school requests. She commented that the school plans to use money from the High School Building project for the security improvement. Mr. Cliff requested clarity that the

request whether the security was truly approved or not. Mr. Keveny indicated that the Town already voted on the Security funds.

Ms. Martin requested that we use the Real Estate fund money to support building design and replacement. Mr. Keveny and Me. Steinberg indicated that there might be several ways to fund Real Estate related items.

Ms. Martin indicated that the \$30k vehicle was out and the committee had prioritized their capital. She indicated that the school could defer various items. She clarified the School requests. Ms. Funkhouser clarified what the School was willing to defer. The committee discussed the small nature of the various requests and that not pursuing the items now would be an issue in future years. The committee decided to continue and not bring closure to the school decisions.

Mr. Abdella indicated that he asked for additional clarity on the Water Department's capital requests and has not heard back yet. Ms. Funkhouser requested further clarification.

10:21 Liaison & Members' Reports, Concerns, and Topics
None

10:22 ATM Article Writeup Process – Further Discussion (cont.)
Review and Discuss Potential Draft Article Format presented by Tom Abdella

Mr. Cliff commented on how the committee needs to vote on the write-up and the article. He argued that two votes are required. Ms. Funkhouser indicated that when a committee member votes they are voting on the merits of the article as it is presented as to whether you agree or not.

Mr. Cliff indicated he wanted to discuss the issue with the Town attorney and FinCom agreed.

10:49 Chair's Update

Wrap Committee resignation announcement and solicitation for prospective FinCom appointee
Potential STM to vote on Minuteman in February – timing discussion

Ms. Funkhouser discussed the timeline for the STM. She indicated that Mr. Wolin would be participating after the New Year.

Mr. Steinberg discussed his progress researching the debt service policies of peer towns.

11-16-15 Draft Minutes for review and vote – Abdella

Mr. Cliff made a motion to approve the minutes of November 16, 2015 as amended. Ms. Martin Seconded the amendment. The motion passed 6-0-0.

11-2-15 Draft Minutes for review and vote – Watkins - Not Done.

11-30-15 Draft Minutes for review and vote – Martin - Not Done.

11:03 Items the chair did not reasonably anticipate would be discussed at the meeting
Future Meeting Schedule: 1/4/16, 1/11/16, 1/14/16, 1/21/16, 1/25/16
The meeting on 1/14/16 was switched to 1/13/16. An additional meeting was scheduled for 1/28 and 2/1. 2/11/16 is tentative STM date.

11:09 Ms. Martin made a motion to adjourn the meeting. Ms. Funkhouser seconded the motion. The motion passed 6-0-0.

Attachments

11.9.2015 - Public letter to the BoS re IT Transfer Increase at STM

11-2-15 Meeting Notes

151203Agnd.doc

CIPForm FY2017 Food Service Equipment

DEBT PRESENTATION 12 7 15

December 14, 2015 Amended Agenda

Engagement Letter General FA Services - Wayland updated 12-1-2015

PTO spending on HH Playground



Town of Wayland Massachusetts

Finance Committee

Thomas Abdella
Gordon Cliff
Nancy Funkhouser (Chair)
Carol Martin

Bill Steinberg
Dave Watkins (Vice-Chair)
Gil Wolin
Brian Keveny (Finance Director)

Finance Committee Meeting Minutes January 11, 2016

In Attendance: N. Funkhouser (Chair); G. Cliff; C. Martin; W. Steinberg; D. Watkins; T. Abdella; and Finance Director B. Keveny. Not In Attendance: G. Wolin.

Call to Order at 6:45 PM. WayCam was taping the meeting.

I. Operating Budget – Health Insurance

Assistant Town Manager John Senchyshyn and Benefits Manager Donna LeMoyné presented the FY 2017 budget for Health Insurance. Actual health insurance costs for 2016 are running at approximately 96% of budget thus far in FY 2016, and the budget for FY 2017 is based upon that budget. The projection is for an increase from 2016 to 2017 from \$6,925,000 to \$7,150,000. The current plan is to maintain the health insurance with West Suburban, although a definitive decision has not yet been made. According to Mr. Senchyshyn, the Town's health insurance consultant has recommended this decision.

This budget does not take into account any new hires and monies could be added to the budget for new hires that are recommended in various departments.

II. Public Comment –

Anette Lewis, Claypit Hill Road – insurance on prescriptions may be driving up costs. She questions whether the Town might purchase a separate policy for prescriptions. She questions whether a line item for salary adjustments is legal. She also thinks that teacher contracts are too high.

III. Liaison & Members Reports, Concerns & Topics –

- a. Ms. Funkhouser noted that she had heard that the schools might vote their budget at the end of February, which would be problematic; however Ms. Martin noted that the schools planned to take a preliminary vote this evening. She also noted that the schools have posted online questions regarding their budget. Ms. Funkhouser stated that she will discuss with the chair of the School Committee whether the schools would present their budget to the Finance Committee on either January 19th or January 25th.
- b. Ms. Martin reported that the Recreation Department will present their budget to the Finance Committee at our meeting of January 19th (subsequently changed to January 21st). She stated that the Town Administrator has taken the lead on modeling the Recreation budget.
- c. Ms. Funkhouser noted that Mr. Wolin plans to return to Finance Committee meetings during the week of January 17th. He reports that he will not be able to stay

late at meetings due to his recent health issues. The Members were in general agreement that they would not assign any Annual Town Meeting Warrant Article write-ups to Mr. Wolin. The Members will allocate Articles for write-up assignments once we know what Articles need to be written.

IV. Article Hearing -

The Article Hearing began at 7:17 PM when the Board of Selectmen joined the Finance Committee. Selectwoman Lea Anderson presented Articles I and II, both of which deal with Wayland's membership in the Minuteman School District. Article I is for the Town to Accept Amendments to the Existing Regional School District Agreement before March 1, 2016. Article II is for the Town of Wayland to withdraw from the Minuteman School District.

Among the proposed amendments to the existing school district agreement, this is a provision to would allow member communities to withdraw from the district within a narrow time-frame in 2016. Voting in favor of the first article would provide the Town with the ability to withdraw and the second Article would then allow Wayland to withdraw, provided the other member communities vote in favor of the amended agreement. During the past three years, Wayland Town Meeting has voted three times in favor of withdrawing from the District; however that withdrawal was not allowed pursuant to the terms of the current school district agreement.

Comments from the public were:

Anette Lewis – would all 16 Towns need to approve Wayland's withdrawal from the school district? The response is no, provided that all approve the amendment to the school district agreement. She also wanted to know why the State Commissioner of Education would need to approve the withdrawal of the Town from Minuteman and the response was that it would be required by State statute.

Selectman Joe Nolan noted that Wayland students could still attend Minuteman if the Town were to withdraw from the school district.

Paul Dale of 12 Rice Road made some clarifying suggestions to the language of the Article, but then withdrew his suggestions, as he decided that they would not clarify the Article.

Mr. Cliff questioned what the cost would be to Wayland if the amendment were approved and the Town did not vote to withdraw or was unable to withdraw. There was no specific answer to that question, although there was speculation that the probability of such an event was minimal.

Next, there was a discussion of Article III, a petitioner's Article from resident Duane Galbi. The Article deals with proposed changes to the speed limit along Stone Bridge Road; access to Town Counsel by petitioner's of Articles; making changes to the road to allow for a school bus stop; and prohibit night access to the road by trucks. Mr. Galbi is submitting this Article now, as he is feels that the Town did not deal with these issues when he brought them to Town Meeting and to the Board of Selectmen in the past.

Selectmen Joe Nolan commented that the Board of Selectmen did take Mr. Galbi's past requests to the Department of Public Works and they determined that the proposed changes were not warranted.

The Finance Committee informed Mr. Galbi that the Finance Committee would need to vote on a write-up for this Article at its meeting on January 13th in order to provide a written Article write-up in time for the printing of the Warrant.

Resident Alan Reiss suggested that the petitioner remove the access to Town Counsel item from the Article until a later time in order to make the Article more clear to residents.

Resident Linda Segal noted that the Town of Natick has a sign on one of its roads similar to the one being requested by Mr. Galbi. She also requested that the date of the Special Town Meeting be moved to later in February. Finally, she wants to move the meeting from the Wayland Middle School Auditorium, as there is not sufficient leg-room at that facility.

Resident Anette Lewis requested that a map be included in the Warrant with regard to the petitioner's Article.

Mr. Galbi noted that he would like to work with the Finance Committee to collaborate on the 150 words he has in presenting his Article in the Warrant.

The Article Hearing was closed at 8:04 PM.

- VI. CPC Proposed Article for Annual Town Meeting ("ATM") Re: Acquisition of Conservation Restriction on 208 acres of Land at Mainstone Farm –**
Chairperson of the CPC (Conservation Preservation Commission), Gretchen Schuler, described to Finance Committee Members the CPC proposal for the Town to acquire a Conservation Restriction on approximately 208 acres of land. She showed a plan that outlined the land to be included within the conservation restriction and public access possibilities. The CPC has not yet decided what it will propose to Annual Town Meeting in terms of a financial plan, but they are leaning towards having the CPC borrow a significant portion of the required funds, with the debt service being paid for by remaining CPA funds. By raising the CPA tax from 1.5% to 2% or 3%, the CPC can pay for the debt service and grow its fund for the future purchase of similar easements on properties in Wayland. If the Town were to not approve the increase in CPA funding, the CPC would likely make a motion to request borrowing from the Town's General Fund in order to finance this acquisition.

There was a discussion of what might be developed on a couple of parcels of land that are not included within the proposed Conservation Restriction and Ms. Schuler indicated that there would be a stipulation limiting the amount of development on such land (probably to a single home on each). There were questions/suggestions regarding the potential to acquire only a portion of the land, possibly leaving the current owner with the ability to sell and/or develop the southwest portion of the property. There was also a question regarding the potential acquisition of the conservation restriction over time, in order to reduce the up-front burden of this acquisition on Town residents.

Ms. Schuler feels that both the purchase and sale agreement and the conservation easement need to be written and published in the Warrant, otherwise, there will not be sufficient information available for residents and the Article would not be presented to Annual Town Meeting.

Ms. Schuler asked the Finance Director if he can provide her with an accounting of the amount of CPA funds in the various accounts managed by the CPC (funds for open space, historic uses, housing, recreation, etc.).

VII. Proposed Articles Regarding Minuteman School District

Selectwomen Lea Anderson and Mary Ellen Castagno (Wayland's Representative to the Minuteman School District) joined the Finance Committee to discuss the details of Articles I and II. The pros and cons of the articles were discussed, and as described from the Article Hearing, the key reason for presenting these at STM is to allow for Wayland's withdrawal from the Minuteman School District. If the Town were able to withdraw from the District, it would still owe monies from past capital obligations, to be paid over a 3-year period, and would allow the Town to withdraw with no additional capital obligations owed to the Minuteman School District. Special Counsel has been hired by Wayland to assist in this process. FinCom Members requested that this counsel provide a written document indicating that the amendment to the current Minuteman School District Agreement will serve the needs and the interests of the Town of Wayland. FinCom plans to vote on these Articles at its meeting of January 13, 2016, and Ms. Funkhouser will have draft Article write-ups for them at its meeting of January 13th.

VII. FY 2017 Operating Budget Items and Quarterly Review of Capital Items - Facilities

FinCom met with the Facilities Director, Ben Keefe. There was a discussion of utilities. Some members thought that electric costs should be less due to overall lower energy costs today and the installation of solar panels. Mr. Keefe noted that delivery charges for electric have gone up significantly, offsetting the cost of the power. He does expect to show some savings from solar panels over the next two years. Mr. Keefe was asked if the Town might save money by hiring in-house engineers and maintenance people to offset the cost of outsourcing (per a discussion FinCom had with the DPW at a previous meeting). Mr. Keefe feels that much of the work is seasonal, and therefore, he thinks that an in-house person would be overwhelmed with work when projects are in process (good weather) and that the Town might not be able to keep such person(s) busy during the winter/cold weather months.

Mr. Keefe looked at the list of open capital projects (handout). He feels that there should be a turn-back of approximately \$775,000 that the Town should be able to use in FY 2017 for other capital projects.

VIII. FinCom Votes to Include Articles For ATM

- a. FinCom discussed the inclusion in the Warrant for ATM an article with regard to funding for OPEB (Other Post-Employee Benefits). Ms. Martin made a motion that FinCom approve for inclusion within the Warrant for 2016 ATM a motion for an Article regarding the funding of OPEB. Mr. Cliff seconded. FinCom approved the motion by a vote of 6-0.

- b. Ms. Martin moved that FinCom approve for inclusion within the Warrant for ATM a motion for an article with regard to the omnibus budget. Mr. Cliff seconded the motion and it was approved by a vote of 6-0.

IX. Liaison & Members' Reports, Concerns, and Topics -

- a. Mr. Abdella discussed the process by which items are included within the agenda for FinCom Meetings. It was pointed out to him that the statute gives that authority to the Chair. In spite of this, there was general agreement that if members strongly want an item added to the agenda, the Chair would generally incorporate such an item onto an agenda in the near term. Mr. Abdella handed out to Members a proposed letter to Town Boards and Departments and to petitioners who present Articles for inclusion in the Warrant, requesting that they follow a procedure for inclusion of such articles in the Warrant. FinCom plans to discuss this letter at its meeting on January 13th.
- b. Mr. Cliff noted that in the Fall, Mr. Senchyshyn had provided information that it might be advantageous for the Town to move its health insurance program from West Suburban to GIC. He is wondering why this was not done and would like an explanation on this subject from Mr. Senchyshyn.
- c. There was a discussion regarding a potential write-up of the petitioner's article for the upcoming STM. Mr. Cliff volunteered to take on this write-up, and he will submit it for discussion and vote at the meeting of January 13, 2016.
- d. Members added to the list of meetings to occur in the future meetings on 2/22/16 and 2/29/16

X. Motion to Adjourn –

At 10:37 PM, Ms. Martin moved that the meeting be adjourned. Ms. Funkhouser seconded the motion. It was approved by a vote of 6-0.

Handouts –

WAYLAND BOARD OF PUBLIC WORKS

Wayland DPW Facility

January 12, 2016

7:00 PM

MEETING MINUTES

Present: C. Brown (Chair), M. Lowery (Vice Chair), W. Baston, J. Mishara (Left at 10:04), M. Wegerbauer, S. Kadlik (Director)

Meeting opened at 7:00 PM

Brown announced that the meeting is being recorded.

Brown opened the meeting with a review of the agenda.

Brown asked for public comment – there was none.

Review of Draft of Bylaw Change Concerning the Inspection, Testing, & Maintenance of Private Fire Hydrants and Underground and Exposed Piping (Fire Chief Houghton in Attendance)

Chief Houghton appeared before the Board to discuss the proposed change to the bylaw concerning privately-owned fire hydrants.

Brown asked who is sponsoring the article for Town Meeting.

Houghton replied that he hoped it could be submitted as a joint article between the Fire Department and the Board of Public Works.

Lowery made a motion to support the article for submission to 2016 Annual Town Meeting as amended, with sponsorship to be determined.

Mishara 2nd, all in favor.

*Items Included as Part of Agenda Packet for Discussion
- Draft of proposed bylaw changes*

Discuss and Potentially Set Transfer Station Revolving Fund Target Balance

Brown noted that at a recent Finance Committee meeting, it was discussed that the Transfer Station is currently operating with a budget deficit of approximately \$7000 due to timing.

Brown added that at the Finance Committee meeting, they also discussed personnel issues, recommending that a comparison be conducted regarding the proposed Town Engineer position as well as potential ways to reduce overtime expenditures within the Water Division.

Wegerbauer noted that there is no urgent need to set the desired Transfer Station Revolving Fund balance at this time, but a plan to reduce the balance should be established in the future.

Brown requested that this topic be placed on the next meeting agenda.

*Items Included as Part of Agenda Packet for Discussion
- 12-31-2015 Transfer Station Budget Line Item Comparison*

Preliminary Discussion of WRAP Requirements

Baston discussed a recent meeting he had with DPW Park & Highway Superintendent Michael Lindeman regarding the information sought by the WRAP Committee pertaining to the Park Division.

Lowery and Wegerbauer noted that they were not able to complete the review of their respective DPW divisions in time for the meeting.

Brown asked Kadlik if any progress had been made by DPW staff regarding obtaining information for the WRAP Committee.

Kadlik noted that an initial staff meeting has occurred, and some information pertaining to the Transfer Station had been forwarded to Wegerbauer.

Lowery noted that the Board's proposed article for 2016 Annual Town Meeting seeking the transfer of custody of a small portion of Lakeview Cemetery may be pertinent to the WRAP Committee.

*Items Included as Part of Agenda Packet for Discussion
- Highway WRAP Discussion
- Park WRAP Discussion*

DPW Director's Operational Report

Kadlik reviewed the 1/12/2016 Director's Report submitted to the Board.

Millette discussed the current status and scheduling of the Happy Hollow Well shutdown.

Brown noted that the recent water main break on Charena Road was the second to occur within the last several years.

*Items Included as Part of Agenda Packet for Discussion
- 2016-01-12 DPW Director's Report*

Review & Approve the Minutes of the 12/15/15 Meeting

Baston noted that on page 2, it should be clarified that it was stated the DPW would pay for the expense of testing the water meter at 170 Glezen Lane if it was found to be defective.

Baston noted a typographical correction on page 6.

Brown made a motion to approve the minutes of the 12/15/2015 meeting as amended.

Baston 2nd.

Baston, Wegerbauer, Brown, and Lowery in favor; Mishara abstain.

*Items Included as Part of Agenda Packet for Discussion
- 12-15-2015 Board of Public Works Meeting Minutes Draft*

Update of Library Drainage Project (Tighe & Bond in Attendance)

Ian Catlow and Janet Moonan of Tighe & Bond appeared before the Board to discuss the status of the Library Drainage project.

Catlow discussed the history of the Library Drainage Project and the MEMA Hazard Mitigation Grant Funding that was obtained.

Catlow described the current status of the drainage system in the area of the Library.

Catlow and Moonan provided a large map of the area in question as reference to illustrate the routing of drainage in the area.

Catlow and Moonan described the current process of hiring an outside contractor to assist in the locating of drainage lines.

Lowery asked Catlow and Moonan about the status of a MEMA grant extension request.

Moonan replied that the grant extension was requested last week, and the timeframe for a response from MEMA is not currently known.

Brown asked if the request for extension is routine.

Moonan noted that MEMA has indicated it is fairly routine, and since there are no changes in scope, the granting of the extension is very likely.

Catlow noted that the project would need to be completed within the year extension.

Baston discussed potential alternative drainage plans with Catlow and Moonan.

Lowery asked if any funding has been received from the Federal Government to date.

Kadlik noted that no funding has yet been received from the Federal Government, and approximately \$4,000 has been spent by the Town this year to date.

Lowery expressed his desire for the establishment of a definitive plan with a specific project timeline.

Lowery requested that a copy of the MEMA grant extension request be provided to the Library Board of Trustees.

Brown asked what the consequences would be if the project was not completed with the 1-year extension.

Catlow replied that the MEMA funding would be lost.

Wegerbauer asked what the probability of the drainage improvements will help.

Moonan noted the improvements are designed to address a 25-year flooding event.

Mishara asked if there is any chance the changes could make the drainage worse.

Catlow replied that based on the models they have run, the drainage will not be made worse by the proposed changes.

Baston volunteered to walk the area in question with Catlow to discuss the project further.

Lowery asked that Tighe & Bond keep Kadlik up to date on the status of the library drainage project so that Kadlik could then provide updates to the Board.

Items Included as Part of Agenda Packet for Discussion

- 2010-11-01 MEMA Grant Application

- 2016-01-06 MEME Grant Modification Request

Topics Not Reasonably Anticipated by the Chair 48 Hours Prior to Posting

Kadlik distributed a time frame for the construction of the Rt27/Rt30 Intersection that he had received from TEC earlier in the day.

Items Distributed for Information and Use by the Board of Public Works

- 2016-01-12 Memo re: Rt 27/30 Intersection Improvements

Board Members' Reports, Concerns, and Updates

Lowery noted that the Historical Commission is interested in exploring the option of using Community Preservation Committee funds to restore the stone wall that has partially collapsed at North Cemetery.

Lowery noted that the white fence in the area of Mansion Beach on Lakeshore drive is in very bad condition, and expressed his desire to see the issue resolved.

Lowery discussed the status of Framingham's Birch Road Wells and their attempt to reactivate the wells.

Lowery noted that the concern is that the Birch Road Wells would draw from the same aquifer as Wayland's existing wells, and that assurances would be needed that the Birch Road Wells will not negatively impact the Town's wells.

Millette noted that, in his opinion, a study needs to occur to determine what affect the activation of the Birch Road Wells would have on the wells in Wayland.

Brown discussed the status of the FEMA reimbursement for last winter's winter storms.

Wegerbauer noted that the River's Edge Advisory Committee is discussing amending the Request for Proposals, and discussed the current status of the project.

Discussions of Future Use of 195 Main Street

Aida Gennis, Anne Knight, and Suzanne Woodruff of the Board of Library Trustees; and Brud Wright of the Recreation Commission, appeared before the board to discuss the potential future uses of 195 Main St.

Gennis discussed the process by which the Board of Public Works could transfer the land in question.

Lowery asked about the portion of the library grant application that dictates who has care and custody of the land being studied as potential library locations.

Gennis discussed the process of the grant application, noting that the Board of Library Trustees would need jurisdiction over the parcel before the grant application is submitted.

Lowery asked if the library grant excludes the potential for having two library facilities.

Gennis noted that it was very unlikely that a grant would be awarded to build a second library.

Brown noted that he does not believe the Board needs to declare the land surplus this evening; that it would only need to be done prior to Town Meeting.

Lowery asked if the draft article will be modified so that it would include both 195 Main Street and 193 Main Street, which is under the care and custody of the School Committee.

Wright discussed the status of 195 Main Street and the process of declaring the land surplus.

Wright expressed his desire to develop a shared use of the land in question, and expressed his concern that the stipulations in the library grant request would preclude that from consideration.

Wright asked the Board about the process of transferring the land.

Brown replied that assuming the proposed transfer was approved at Town Meeting, the Board of Library Trustees would want the Board of Public Works to transfer the land to them.

Lowery requested the Board of Library Trustees provide a copy of any document indicating that the land needs to be in the Library Trustee's care and custody before the sight can be considered.

Lowery discussed the nature of the land transfer that was conducted by the Board pertaining to the River's Edge project.

Wright noted that the Recreation Commission has explored potential uses of 195 Main Street for some time, and asked the Board to consider alternative and shared uses for the parcel.

Gennis discussed the language of the draft article, and the potential of broadening its scope to encompass additional municipal uses.

Wright noted that options for Town meeting articles include a joint article or the filing of separate articles for the same parcel of land.

Brown expressed his concern that the draft article language limits the options of the Board to only transfer the land to the Library Trustees.

Lowery noted that the WRAP committee was formed to provide recommendations for the transfer of parcels in situations such as this.

Lowery expressed his concern that the process dictated by the State to file the grant application is unnecessarily convoluted, and expressed a desire to find a way the Board of Library Trustees can file the application without gaining the care and custody of the land.

The Board discussed a proposed plan of a potential layout incorporating both a library and a playing field on the site.

Gennis noted that the plan was not provided by the Board of Library Trustees.

Wright clarified that the plan was drafted by Town Planner Sarkis Sarkisian.

Wright asked the Board if the Recreation Commission should draft an article with language sufficiently broad to satisfy the concerns regarding the transfer of the land.

Lowery noted that two conflicting articles will potentially confuse the Town and will likely be questioned during warrant hearings.

Brown asked Kadlik if he foresees any ongoing uses for 195 Main Street.

Kadlik replied that the site could possibly be used for snow storage and as a material lay-down area.

Brown noted that he will meet with Town Counsel to discuss the process of declaring the land surplus.

Items Included as Part of Agenda Packet for Discussion

- Draft Article to Transfer Former Highway Garage Site to Library Trustees

*Items Distributed for Information and Use by the Board of Public Works
- 2014-03 Wayland Library and Multipurpose Field Plan*

Discussion of ATM Articles

Accept Modified Route 30 and 27 Intersection as a Town Way

Brown made a motion to submit an article to 2016 Annual Town Meeting to Accept Modified Route 30 and Route 27 Intersection as a Town Way.

Mishara 2nd, all in favor.

Items Included as Part of Agenda Packet for Discussion

- Draft Article to Accept Modified Route 30 and 27 Intersection as a Town Way

Fund Reconfiguration of the Five Paths Intersection (Cochituate Road and Old Connecticut Path)

After Board discussion, it was determined that on line 3 of the text (including pedestrian crossings) should be added following ‘improvements to the intersection’.

Mishara made a motion to submit an article as amended to 2016 Annual Town Meeting to Fund Reconfiguration of the Five Paths Intersection (Cochituate Road and Old Connecticut Path), with a cost estimate of \$300,000.

Wegerbauer 2nd, all in favor.

Items Included as Part of Agenda Packet for Discussion

- Draft Article to Fund Reconfiguration of the Five Paths Intersection (Cochituate Road and Old Connecticut Path)

Fund Permanent Reconfiguration of the Intersection of East Plain Street, School Street, and Route 30 (Commonwealth Road)

Mishara made a motion to submit an article to 2016 Annual Town Meeting to Fund Permanent Reconfiguration of the Intersection of East Plain Street, School Street, and Route 30 (Commonwealth Road) with a cost estimate of \$300,000.

Wegerbauer 2nd, all in favor.

Items Included as Part of Agenda Packet for Discussion

- Draft Article to Fund Permanent Reconfiguration of the Intersection of East Plain Street, School Street, and Route 30 (Commonwealth Road)

Transfer Custody of Small Portion of Lakeview Cemetery

Lowery made a motion to submit an article to 2016 Annual Town Meeting to Transfer Custody of a Small Portion of Lakeview Cemetery, as written or later amended by Town Counsel.

Wegerbauer 2nd, all in favor.

*Items Distributed for Information and Use by the Board of Public Works
- Draft Article to Transfer Custody of Small Portion of Lakeview Cemetery*

Water Conservation Restrictions Apply Uniformly to Public Wells and Private Wells

Lowery noted that this article seeks to expand upon an existing Town bylaw.

Wegerbauer expressed his concern that the potential article has not yet been fully discussed and vetted by the Board.

The Board discussed the impact on residents who have already invested in private wells.

Mishara expressed his desire to see empirical evidence of the impact private wells are having on the Town's water supply.

Lowery made a motion to submit an article to 2016 Annual Town Meeting for Water Conservation Restrictions to Apply Uniformly to Public Wells and Private Wells.

Motion failed for lack of 2nd.

*Items Distributed for Information and Use by the Board of Public Works
- Draft Article for Water Conservation Restrictions to Apply Uniformly to Public Wells and Private Wells*

Larger Future Landscape Irrigation Systems Must be Supplied by Private Wells

The Board discussed the nature of the potential article.

Baston noted that in his opinion increased education regarding irrigation systems needs to be conducted.

Baston expressed his concern for the impact on water revenue the rate change would have.

Lowery noted that the sense of the Board is that the article is not ready for voting, and as such should be passed over for vote.

*Items Distributed for Information and Use by the Board of Public Works
- Draft Article Larger Future Landscape Irrigation Systems Must be Supplied by Private Wells*

Regulating Temporary Signs Within Town-Owned Rights of Way

The Board discussed the nature of the potential article.

Mishara suggested that DPW should be spelled out 'Department of Public Works'.

The Board continued discussion on the language of the potential article.

Lowery made a motion to submit an article to 2016 Annual Town Meeting Regulating Temporary Signs Within Town-Owned Rights of Way, with DPW spelled out ‘Department of Public Works’ and ‘without notice’ added following disposed of.

Mishara 2nd.

Lowery noted that State law allows anyone to remove a sign placed illegally within the public right-of-way.

Lowery and Mishara in favor; Brown and Wegerbauer opposed; Baston abstained.

Motion failed.

*Items Distributed for Information and Use by the Board of Public Works
- Draft Article Regulating Temporary Signs Within Town-Owned Rights of Way*

Board Members’ Reports, Concerns, and Updates (Continued)

Wegerbauer discussed how OPEB deductions are calculated, noting that he understands them to be based on budget, not employee head count, and asked if a more equitable method of calculation should be discussed with the Finance Director.

Brown noted that it is his understanding that the calculation is based on budgeted employees.

Wegerbauer noted that any retroactive OPEB deductions pertaining to landfill employees should not be deducted from the Transfer Station.

Baston noted that the Community Preservation Committee is seeking funding to get a conservation restriction on 200 acres of Mainstone Farm, absorbing a large amount of the available CPC funds.

The Board acknowledged Baston’s draft of talking points for the WayCam Weekly Buzz.

*Items Distributed for Information and Use by the Board of Public Works
- 2016-01-12 – Wayland Weekly Buzz Proposed Submission*

Executive Session Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to Discuss Strategy with Respect to a Pending Litigation Regarding Bernstein et al v. Wayland Planning Board et al.

Brown made a motion that the Board of Public Works enter into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to discuss strategy with respect to a pending litigation regarding Bernstein et al v. Wayland Planning Board et al.

Mishara 2nd.

Roll Call Vote: Baston – aye, Wegerbauer – aye, Brown – aye, Lowery – aye.

Brown invited attendance by DPW employees Stephen Kadlik and Daniel Cabral.

Brown noted that the Board will reconvene in open session in approximately five minutes for the purpose of adjourning.

The Board entered into executive session at 10:28 PM.

The Board reconvened in open session at 10:35 PM

Baston made motion to adjourn.

Wegerbauer 2nd, all in favor.

Meeting adjourned at 10:36 PM

WAYLAND BOARD OF PUBLIC WORKS

Wayland DPW Facility

January 15, 2016

2:00 PM

MEETING MINUTES

Present: C. Brown (Chair), M. Lowery (Vice Chair), W. Baston, J. Mishara (Participating Remotely), M. Wegerbauer (Participating Remotely), S. Kadlik (Director)

Brown opened the meeting with a review of the agenda.

Brown announced that Mishara and Wegerbauer will be participating remotely due to geographic distance.

Brown stated that a quorum of the Board of Public Works is physically present at the meeting, all persons are audible to one another, and all votes will be roll call votes.

Brown asked for public comment – there was none.

Reconsideration of Temporary Sign By-Law Article for ATM

Brown discussed the nature of reconsideration of the article regulating temporary signs.

Brown made a motion to approve the article regulating temporary signs within town-owned rights of way.

Baston 2nd.

Wegerbauer noted that his concern was that the article was not fully discussed prior to Board vote.

Brown described a past meeting with the Board of Selectmen where an article for a temporary sign bylaw was discussed as a consideration for Annual Town Meeting.

Lowery noted that a proposed article on a temporary sign bylaw was discussed at the April 28, 2015 Board of Public Works, and added that he had had a meeting with Town Counsel to ensure the article was properly prepared.

Lowery noted that he had also requested Police Chief Irving and Kadlik to weigh in on the proposed article regulating temporary signs.

Lowery noted that Irving responded with his support for the article.

Kadlik noted that there are three areas in Town where the placement of 'a-frame' signs within the right-of-way is permitted.

Mishara suggested that in the second paragraph of the text, “without first obtaining the written consent of the Selectmen,” be added to the article.

Lowery noted that he felt the addition is reasonable and accepted it as a friendly amendment to the original motion.

Baston suggested the addition of a seventh pro argument: “Protect motorists’ field of view that could be obstructed by temporary signs.”

Lowery accepted Baston’s addition as a friendly amendment.

Brown made a motion to vote on the article for annual Town Meeting regulating temporary signs within the town-owned rights of way, with friendly amendments from Mishara and Baston added.

Rolle Call Vote: Mishara – aye, Wegerbauer – aye, Lowery – aye, Baston – aye, Brown – aye

*Items Distributed for Information and Use by the Board of Public Works
- Draft of proposed bylaw*

Brown made motion to adjourn.

Lowery 2nd

Rolle Call Vote: Mishara – aye, Wegerbauer – aye, Lowery – aye, Baston – aye, Brown – aye

Meeting adjourned.



Town of Wayland Massachusetts

River's Edge Advisory Committee ("REAC") Meeting Minutes for Thursday, January 14, 2016 Meeting

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

Absent: Christine DiBona

Guests: Jean Milburn
 Molly Upton

Meeting was called to order at 7:35 AM.

Public Comment: None
 Jean Milburn noted she was present at the REAC RFP Forum 1/7/16

Meeting Minutes: Minutes of January 6, 2016 were approved as amended, 7-0, Steinberg abstaining since not present for 1/6 meeting.

Review of Comments from RFP Developer Open Meeting held 1/7/16 which was held to solicit comments from potential bidders as to why they did not bid:

8-10 developers attended, mostly market-rate developers with a couple non-profits and one architect representing a senior housing developer. Common themes were:

- Threshold to bid, in terms of time and money required, was high in comparison to potential odds of winning. Bidders were willing to invest the significant time and money for due diligence, but only if/when they knew they were selected.
- Developers were not deterred by any actual tasks required on site (sewer treatment plant; water line; demo; environmental) as part of development, but rather by the time and money required for due diligence, above.
- The large dirt piles, mentioned in particular out of all the various environmental conditions on site, create uncertainty, simply because the full contents of the pile will be difficult to be known without fully sifting/testing it.
- For market and non-profit developers, the Fair Housing Act was discussed to be an issue.

[It appears that in order for a project to “discriminate” to favor those over-55, by Fair Housing law, it must have over 80% seniors; therefore, developers would need to subdivide the senior housing from non-senior housing so it could favor seniors for that portion, to achieve overall 25% goal. So, counterintuitively, in our case, Fair Housing appears to mandate segregation.]

Several of the market developers noted that they were likely to and in fact currently had more than 25% over-55 in their current developments; however, they found that majority of “younger” over-55 tenants did not want to be in so-called senior housing, so market developers resisted the strict definition of required over-55 housing. They felt rents would be lower and vacancies higher in these segregated areas, and not be as appealing.

Simply based on logistics, a non-profit developer noted that it would be difficult for her group to complete the equivalent of two separate projects to comply with FHA, based on their project funding mechanisms.

- In the design guidelines, there was concern about the perceived desire for “colonial” architecture; peaked roofs; and “wedding cake” building heights [stepped zoning]. (Also concern that a café was required – this was confirmed to be a suggestion only as a way to show quality of proposed community, but is not mandated.)
- Bidders were not concerned about submitting conceptual plans (true Schematic level plans confirmed not to be required), plans/elevations/operating projections were considered typical and expected.

Developers were specifically asked, based on feedback above: If they were asked to provide conceptual plans and a gross price, less estimates for the four primary site conditions (sewer treatment; water line; demo; environmental), leading to a Net Price to the Town – and then the winning respondent was provided with a 90-day due diligence period to confirm the four estimates (solely their cost and risk, but with the knowledge they were designated) prior to the prices locking in for good – would they then bid? All were in general agreement that they would.

Bidders were asked, if the RFP were to be reissued/revised, how long would it take for them to respond? General consensus was 30-60 days. It was discussed to set 60 days to allow bidders not in the room, or who may have given up earlier, to join back in.

Discussion of Proposed Changes to RFP:

Given developers appear willing to proceed with changes to RFP protocol, there was discussion and agreement that changes that would require town meeting vote (such as further studies which would cost money; work on site that would cost money; or changes to zoning) were not necessary and should not be pursued. The RFP should be revised for reissuance.

Changes to the RFP would include extending the existing Due Diligence Period from 60 to 90 days, with successful bidder undertaking significant cost and effort *after* designation, at their risk. [Previously the RFP required due diligence *prior* to the bid, and changes would only be allowed for

conditions materially different than those as disclosed in the RFP] Sample narrative language was reviewed, attached.

In terms of senior housing, if developers want to propose a project *not* in compliance with Fair Housing law, which would likely then require zoning relief/change, the question was debated how the Town would respond.

It was discussed that projects in compliance would be preferred, i.e. would score higher in single criteria of “feasibility” simply because it wouldn’t entail further efforts by Town. However, if REAC/BOS were to recommend a non-compliant proposal, based on otherwise compelling community/design which met the essence of the 25% senior requirement, the Town could assist, however it should be made clear to bidders that it would likely require Town Meeting vote or other mechanism not in the control of REAC or BOS at the time of award. If for any reason required approval could not be secured after award, the agreement would have to be terminable.

The Design Guidelines were discussed to be revised to clear up any misunderstandings on intent, and to allow a bit more design flexibility, but with no changes in zoning.

It was voted 7-0 (Steinberg motion; Sterling second; M. Wegerbauer left meeting early and was not present for last vote) to have Bill Sterling and Rob Morrison work together to mark up the Design Guidelines, and Bill Steinberg and Becky Stanizzi to draft changes to RFP and Land Disposition Agreement (LDA), for review and comment next meeting.

Becky Stanizzi agreed to find out status on legal budget; goal if possible is to use any last remaining River’s Edge funds for legal review of any RFP reissuance/addendum by Anderson & Kreiger, RFP counsel to date, for continuity.

Any RFP reissuance will likely require re-posting for 30 days with the state register, therefore by the time language is drafted, reviewed by counsel, and signed off by REAC and BOS, then submitted to register, a reissued RFP is not likely until March, which would lead to bids due in May.

Next meeting set for January 26 2016 at 7:30 pm.
Meeting adjourned by 7-0 vote at 8:40 am.

Minutes respectfully submitted by R. Stanizzi.

Proposed new RFP paragraph:

2. Bid Format and Review

The River's Edge site has site conditions which may entail additional review for a bidder with third party professionals, and this review may not be possible with sufficient thoroughness before providing a bid.

To this end, the Town of Wayland is requesting bidders to provide a purchase price for the site as an unencumbered site, and then provide estimates for the specific infrastructure and/or site condition costs which reduce the purchase price, leading to a Net Purchase Price to the Town, so that the Town can compare financial proposals on these bases during its review.

Once a successful bidder is selected, and executes the Land Disposition Agreement, ninety (90) days will be provided for the successful bidder to complete its due diligence to confirm the infrastructure and site condition estimates. After that due diligence period, the Net Purchase Price to the Town will be fixed.

If during due diligence the successful bidder determines that costs are in excess of its estimates then the bidder may costs will be demonstrated with competitive pricing evidence provided to the Town, and the Net Purchase Price will be adjusted by mutual agreement between the parties. If the parties cannot agree, either party may terminate the Agreement.



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TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

WAYLAND REAL ASSET PLANNING (WRAP)

MEETING MINUTES

August 20, 2015

The WRAP committee met in the Wayland Town Building, 41 Cochituate Road, Wayland, MA relative to the following agenda items:

- 7:00 P.M. Public comment
- 7:05 P.M. Review & discuss charge, goals, resources and timing
- 8:00 P.M. Elect officers and discuss meeting cadence & schedule
- 8:15 P.M. Adjourn

Attendance:

Colleen Sheehan
Gretchen Schuler

Bill Steinberg
Tom Abdella

Anette Lewis
Nan Balmer

Meeting convened and minutes taken by C. Sheehan

Open and Public Comment

C. Sheehan opened the meeting, announced that it was being recorded and reviewed the agenda. There was no public comment.

Review & Discuss Charge, Goals, Resources and Timing

Review of tools/resources:

GIS: B. Steinberg provided an overview of how the library planning group met with the town surveyor, planning director and facilities department. G. Schuler provided an update about the efforts of the working group subcommittee working on the GIS mapping and information fields. G. Schuler will work with Mike Lowrey and Mary Antes (two members of the working group who had offered to work on the GIS custom information fields) and Brendan Decker, GIS Coordinator. It was determined that WRAP would ask GIS and Mike to present at a future WRAP meeting to discuss what progress has been made and what custom information fields are possible.

Facilities: Town Administrator Nan Balmer informed the group that Ben Keefe, the Public Buildings Director, is working on a longer-term assessment of facilities.

Administration: N. Balmer will inform the group about the best method for posting agendas and minutes on the Town's website.

Census data / trends: Discussion about desire to collect 5-year data from school department, senior center, town census, water department, housing (including real estate turnover). Public comment from Linda Segal suggesting that the Town Planner investigate best practices from other towns for data collection and analytics where data comes from such disparate sources. Ms. Segal suggested using contacts through, especially the Town Planning, professional groups to ascertain best practices. N. Balmer asked about comprehensive community plan and staff resources needed for all the data collection.

Action items determined:

- Demographic data collection – to be owned by A. Lewis, T. Abdella and S. Sarkisian (planning)
- GIS data collection: to be owned by B. Decker (GIS department) and G. Schuler
- Existing facilities: to be owned by B. Keefe (public buildings/facilities) and B. Steinberg

Project Planning: The committee discussed desire to set key deadlines / milestones before Spring Town Meeting 2016, at which WRAP is expected to report (per the charge by BOS). Suggestion to meet with all Boards/Committees soon to field questions, clarify charge and open lines of communication. WRAP will extend invitation to all to attend September meeting.

Appoint Officers:

Motion to nominate C. Sheehan as chair made by G. Schuler; seconded by B. Steinberg. Vote: 5-0

Motion to nominate A. Lewis as vice-chair made by T. Abdella; seconded by B. Steinberg. Vote: 5-0

Motion to nominate G. Schuler as secretary made by A. Lewis; seconded by T. Abdella. Vote: 5-0 (B. Steinberg to take minutes in G. Schuler's absence)

Discussion about desire to approve remote meeting participation. N. Balmer will distribute process for remote participation; to be reviewed and discussed at next meeting.

Discussion about future meetings. Dates and rough agendas decided:

- September 3 - 7:30 pm (Facilities and GIS updates)
- September 18 – 7:30 am (Review of existing data, tools)
- September 30 – 7:30 pm (invitation to all Boards/Committees)
 - WRAP authorized C. Sheehan and A. Lewis to draft memorandum for Boards and Committees; to be reviewed and finalized by WRAP at 9/3 meeting.

Motion to adjourn made by T. Abdella; seconded by G. Schuler. Vote 5-0. Meeting concluded at 8:30 P.M.



Town of Wayland Massachusetts

WRAP Committee

Colleen Sheehan (Chair); Anette Lewis (Vice-Chair); Tom Abdella; Gretchen Schuler; Bill Steinberg

WRAP Committee Meeting Minutes September 3, 2015

In Attendance: C. Sheehan; A. Lewis; T. Abdella; B. Steinberg. **Not In Attendance:** G. Schuler.

Call to Order at 7:35PM. WayCam was taping the meeting.

I. Public Comment – None

II. Review of Tools –

A handout was provided to the members of the committee, which was a GIS list of all Town owned land. Sarkis Sarkisian (Planning Director) will make this available on the Town website. There was a brief discussion of a recent study (or two separate ones) completed in 2013 or 2014 to report on the status of current Town facilities (i.e. quality, needs for capital repairs, etc.) and to look at potential locations for new or relocated facilities. Committee members were provide with a copy of a 2005 draft study by a Town appointed capital committee.

Brendan Decker, GIS Coordinator for the Town, will present to the Committee at the meeting of 9/18/15. Ms. Sheehan said that she will work on getting a list of future potential Town projects.

Mr. Abdella and Ms. Lewis briefly discussed the demographic data that they are reviewing. They anticipate having feedback on that by mid-late October. Mr. Sarkisian indicated that he will send to Ms. Lewis a report on water use that should provide data with regard to changing demographics in Wayland.

It was discussed that Mr. Decker, working with Wayland resident Mike Lowery, is working on a mapping system that will provide GIS mapping that will identify residents by age, thereby showing where seniors in Wayland are living and possibly providing some trends with regard to the demographics of seniors.

Other helpful studies that are expected to be available to the Committee are: a) past two Master Plans (online); b) DPW study; c) past two library studies, including the one that was completed in 2015; d) salt shed study; and e) Historic Commission Map.

Ms. Sheehan discussed a potential schedule for the process, which would include:

- i. Meeting with Town boards, commissions and committees on 9/30/15

**WRAP Committee Meeting Minutes
September 3, 2015**

- ii. **Completing most demographic investigations in October.**
 - iii. **Have an analysis of current facilities in November.**
 - iv. **Have a general outline for a report for the Town in November.**

- III. **Discussion of Invitation to Boards, Commissions and Committees –**
Ms. Sheehan handed out to Members a draft memorandum to be sent to various boards, committees and departments who have facilities and/or land requirements. The memorandum was discussed and changes were made. Mr. Steinberg made a motion to accept the memorandum as amended and Mr. Abdella seconded the motion. The amended memorandum was approved by a vote of 4-0. Ms. Sheehan indicated that she would run the memorandum by Town Administrator Nan Balmer prior to sending it to boards, committees and departments.

- IV. **Meeting Minutes –**
B. Steinberg moved to approve the meeting minutes of 8/20/15, as amended. A. Lewis seconded. The motion was approved by a vote of 4-0.

- V. **Adjournment –**
Mr. Abdella moved that the meeting be adjourned. Ms. Lewis seconded the motion. By a unanimous vote, the meeting was adjourned at 9:27PM.