

PACKET

FEB 22

2016



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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 22, 2016
Wayland Town Building
Selectmen's Meeting Room**

**IF THIS MEETING IS CANCELLED DUE TO INCLEMENT WEATHER,
THEN IT WILL BE HELD ON TUESDAY, FEBRUARY 23, 2016**

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.

- 6:15 pm 1.) Open Meeting and Enter into Executive Session Pursuant to Massachusetts General Laws Chapter 30A, Section 21a (3) to Discuss Health Insurance Negotiations with AFSCME, AFSCME 2, Police, Fire Teamsters, Library, WTA, WESA, Cafeteria Workers and School Custodians; To Discuss Collective Bargaining With the Police Union
- 7:00 pm 2.) Call to Order by Chair
- Announcements; Review Agenda for the Public
- 7:02 pm 3.) Public Comment
- 7:10 pm 4.) Swearing In of New Firefighter Paramedic Josiah David
- 7:20 pm 5.) Annual Town Meeting: Discussion and Potential Vote on Positions On Articles Including But Not Limited To:
- Finance Articles: B, C, D, E
 - Minuteman Article N
 - Council on Aging/Community Center Article O
 - Civil Service Article Q
 - Personnel Bylaw Article H
 - OPEB: Article R
 - Revolving Funds Article S
 - BOPW – Sign By-Law: Article EE
 - Library Articles: X, Y, Z
 - Recreation Article HH (Fund Field Design)
 - Planning Board Articles: II, JJ, KK, LL, MM
- 8:40 pm 6.) Annual Town Meeting: Discussion and Potential Vote to Cosponsor Articles including
- Recreation 53 D Account: Article FF
 - Recreation Stabilization Fund: Article GG
 - Conservation: Confirmatory Taking – Newbury: Article U
- 9:20 pm 7.) Annual Town Meeting:
- Discussion and Potential Vote to Withdraw Articles
 - Vote to Order Articles
- 9:30 pm 8.) Discuss Fall Special Town Meeting Dates
- 9:40 pm 9.) Review and Approve Consent Calendar (See Separate Sheet)
- 9:50 pm 10.) Review Correspondence (See Separate Index Sheet)

- 10:00 pm 11.) Report of the Town Administrator**
- 10:10 pm 12.) Selectmen's Reports and Concerns**
- 10:20 pm 13.) Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any**
- 10:30 pm 14.) Adjourn**

ARTICLE LIST FOR 2016 ANNUAL TOWN MEETING

* Asterisk indicates articles proposed for abbreviated presentation procedure

Article	2016 Article Name	Sponsor	Assignee Selectmen	Assignee FinCom	Position Selectmen	Position FinCom
A	Recognize Citizens and Employees for Particular Service to the Town	Board of Selectmen	C. Karlson	N. Funkhouser	3-0	
B*	Pay Previous Fiscal Year Unpaid Bills	Board of Selectmen	C. Karlson	N. Funkhouser		
C*	Current Year Transfers	Board of Selectmen	C. Karlson	N. Funkhouser		
D*	OPEB Funding	Finance Committee	C. Karlson	G. Cliff		4-0
E	FY 2017 Omnibus Budget	Finance Committee	C. Karlson	N. Funkhouser		
F*	Compensation for Town Clerk	Board of Selectmen	C. Karlson	N. Funkhouser	3-0	4-0
G*	Accept Law Increasing Real Estate Tax Exemption Amounts	Board of Selectmen	L. Anderson	N. Funkhouser	3-0	
H	Personnel Bylaws and Wage & Classification Plan	Personnel Board	C. Karlson	N. Funkhouser		
I*	Choose Town Officers	Board of Selectmen	C. Karlson	N. Funkhouser	3-0	
J	Accept Gifts of Land	Board of Selectmen	C. Karlson	N. Funkhouser	3-0	
K*	Sell or Trade Vehicles and Equipment	Board of Selectmen	J. Nolan	N. Funkhouser	3-0	
L*	Rescind Authorized but Unissued Debt	Board of Selectmen	C. Karlson	N. Funkhouser	4-0	4-0

ARTICLE LIST FOR 2016 ANNUAL TOWN MEETING

* Asterisk indicates articles proposed for abbreviated presentation procedure

Article	2016 Article Name	Sponsor	Assignee Selectmen	Assignee FinCom	Position Selectmen	Position FinCom
M*	Hear Reports	Board of Selectmen	C. Karlson	N. Funkhouser	3-0	
N	Vote to Appropriate Funding for New Minuteman High School	Board of Selectmen	L. Anderson	C. Martin		
O	Appropriate Funds for Design, Construction Documents and Bidding for a Proposed Council on Aging/Community Center at Wayland Town Center	Board of Selectmen/Council on Aging Community Center Advisory Committee	M. Antes	B. Steinberg		
P	Fund Glezen Lane Traffic Control Measures	Board of Selectmen	C. Karlson	B. Steinberg	3-0-1	
Q	Petition the State Legislature to Remove All Police Personnel from the Provisions of Civil Service Without Affecting the Civil Service Rights of Incumbents	Board of Selectmen	C. Karlson	T. Abdella		
R	Petition the State Legislature to Adopt Special Act for Other Employment Benefits Trust Funds and Repeal Existing OPEB Trust Fund Special Act	Board of Selectmen	C. Karlson	G. Cliff		
S	Adopt Massachusetts General Laws Chapter 44, Section 53 E ½, Revolving Accounts	Board of Selectmen	C. Karlson	C. Martin		4-0
T	Amend Chapter 36, Section 18 of Town Code, Attendance and Participation of Nonresident Town Officials	Board of Selectmen	C. Karlson	C. Martin		

ARTICLE LIST FOR 2016 ANNUAL TOWN MEETING

* Asterisk indicates articles proposed for abbreviated presentation procedure

Article	2016 Article Name	Sponsor	Assignee Selectmen	Assignee FinCom	Position Selectmen	Position FinCom
U*	Confirmatory Taking of Newbury Conservation Land	Board of Selectmen/Conservation Commission	M. Antes	D. Watkins	3-0	4-0
V*	Amend Chapter 145-Inspection, Testing, Maintenance of Private Fire Hydrants	Board of Selectmen	L. Anderson	T. Abdella	4-0	
W	Preservation of Historically Significant Buildings Through Demolition Delay	Historical Commission	M. Antes	D. Watkins	3-0	
X	Transfer 193 and 195 Main Street to Library Trustees, Recreation Commission	Board of Library Trustees, Recreation Commission	J. Nolan	G. Cliff		
Y	Transfer 202 Old Connecticut Path to Library Trustees for Library Use	Board of Library Trustees	J. Nolan	G. Cliff		4-0
Z	Fund Payment in Lieu of Sewer Betterment Assessment for Sewer Capacity for Town Library or Other Town Building	Board of Library Trustees	J. Nolan	G. Cliff		4-0
AA*	Transfer Custody of Small Portion of Lakeview Cemetery	Board of Public Works	J. Nolan	C. Martin	3-0	4-0
BB	Fund Reconfiguration of the Five Paths Intersection (Cochituate Road and Old Connecticut Path)	Board of Public Works	J. Nolan	T. Abdella	3-0	

ARTICLE LIST FOR 2016 ANNUAL TOWN MEETING

* Asterisk indicates articles proposed for abbreviated presentation procedure

Article	2016 Article Name	Sponsor	Assignee Selectmen	Assignee FinCom	Position Selectmen	Position FinCom
CC	Fund Permanent Reconfiguration of the Intersection of East Plain Street, School Street, and Route 30 (Commonwealth Road)	Board of Public Works	J. Nolan	T. Abdella	3-0	
DD*	Accept Modified Route 30 and 27 Intersection as a Town Way	Board of Public Works	J. Nolan	T. Abdella	3-0	
EE	Regulating Temporary Signs Within Town-Owned Rights of Way	Board of Public Works	M. Antes	T. Abdella	Against 0-3	
FF	Establish 53D Recreation Revolving Fund for the Wayland Town Beach	Recreation Commission	J. Nolan	C. Martin	4-0	4-0
GG	Establish and Fund a Recreation Stabilization Fund	Recreation Commission	J. Nolan	C. Martin	4-0	3-1
HH	Funding to Design a Multi-Purpose, Rectangular, Artificial Turf Field 193 & 195 Main Street, also Known as the Former DPW Site	Recreation Commission	J. Nolan	C. Martin		
II	Home Occupation	Planning Board	L. Anderson	B. Steinberg		
JJ	Assisted/Independent Living and Nursing Home	Planning Board	L. Anderson	B. Steinberg		
KK	Landscaping in Parking Areas Zoning Bylaw	Planning Board	L. Anderson	B. Steinberg		1-3

ARTICLE LIST FOR 2016 ANNUAL TOWN MEETING

* Asterisk indicates articles proposed for abbreviated presentation procedure

Article	2016 Article Name	Sponsor	Assignee Selectmen	Assignee FinCom	Position Selectmen	Position FinCom
LL	Building Height	Planning Board	L. Anderson	B. Steinberg		3-1
MM	Sidewalk Construction in Roadside, Business Districts A and B, Light Manufacturing and Limited Commercial of the Zoning Bylaw	Planning Board	L. Anderson	B. Steinberg		
NN	Conservation Cluster Developments	Planning Board	L. Anderson	B. Steinberg		
OO*	Set Aside Community Preservation Funds for Later Spending	Community Preservation Committee	M. Antes	D. Watkins	4-0	4-0
PP*	Transfer Community Housing Funds to Wayland Municipal Affordable Housing Trust Fund	Community Preservation Committee	M. Antes	D. Watkins	4-0	4-0
QQ	Appropriate Funds to Restore Monuments at North Cemetery	Community Preservation Committee	M. Antes	D. Watkins	4-0	
RR	Appropriate Funds to Restore Cochituate Town Clock	Community Preservation Committee	M. Antes	D. Watkins	4-0	
SS	Appropriate Funds to Purchase Conservation Restriction on Mainstone Farm – CPA Only	Community Preservation Committee	M. Antes	D. Watkins		
TT	Appropriate Funds to Purchase Conservation Restriction on Mainstone Farm – CPA and General Borrowing	Community Preservation Committee	M. Antes	D. Watkins		

ARTICLE LIST FOR 2016 ANNUAL TOWN MEETING

** Asterisk indicates articles proposed for abbreviated presentation procedure*

Article	2016 Article Name	Sponsor	Assignee Selectmen	Assignee FinCom	Position Selectmen	Position FinCom
UU	Amend Chapter 36 of the Town Bylaws Relative to Time for Debate at Town Meetings	Petitioners	M. Antes	G. Cliff		3-1
VV	Amend Chapter 36 of the Town Bylaws Relative to Remarks at Town Meetings	Petitioners	M. Antes	G. Cliff		2-2
WW	Clarify Petitioner Access to Town Counsel	Petitioners	J. Nolan	G. Cliff		0-4
XX	Amend Chapter 36 of Current Bylaws	Petitioners	L. Anderson	G. Cliff		0-4

ARTICLE X: ^B **PAY PREVIOUS FISCAL YEAR UNPAID BILLS**

Proposed by: Board of Selectmen

To determine whether the Town will vote to:

- (a) pay the bills of the prior fiscal years,
- (b) appropriate a sum of money for the payment of the foregoing bills of prior fiscal years; and
- (c) provide for such appropriation by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by borrowing, or otherwise.

Fiscal 2015 liabilities to be paid using Fiscal 2016 appropriations;

FINANCE COMMITTEE COMMENTS: Occasionally, bills are not paid at the end of a fiscal year for a number of reasons, including late submission. The unpaid bills from Fiscal Year 2014 are summarized in the article.

ARGUMENTS IN FAVOR: This is a standard Article that allows the Town to pay bills for the previous fiscal year.

ARGUMENTS OPPOSED: There are no apparent arguments against this Article.

RECOMMENDATION: The Finance Committee recommends approval. Vote: X-X.

QUANTUM OF VOTE: Four-fifths – see Massachusetts General Laws Chapter 44, Section 64.

For more information about this article, contact Brian Keveny, Finance Director, at (508) 358-3611, or email bkeveny@wayland.ma.us.

ARTICLE x: C CURRENT YEAR TRANSFERS

Proposed by: Finance Committee

Estimated Cost: \$17,516

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

CURRENT YEAR TRANSFERS FY 2016	
PURPOSE:	AMOUNT
1 Septage Fund	\$17,516
2	
3	
4	
TOTAL CURRENT YEAR TRANSFERS	
	\$ 17,516
FUNDING SOURCES:	
1 Septage Fund Fund Balance	\$17,516
2	
3	
4	
5	
TOTAL	
	\$17,516

FINANCE COMMITTEE COMMENTS: This article authorizes the expenditure of funds for the current fiscal year, which were not foreseen in the current budget. These transfers are required for the following reasons:

Septage Fund (\$17,516) The Septage Fund is obligated to pay additional indirect costs to the town general fund and to the Town of Sudbury.

ARGUMENTS IN FAVOR: These expenses were not reasonably anticipated when forecasting the FY2016 budget and they represent binding obligations of the Town.

ARGUMENTS OPPOSED: The Finance Committee is not aware of any.

RECOMMENDATION: The Finance Committee recommends approval. Vote: **X-X**.

D

ARTICLE XX: OPEB FUNDING

Proposed by: Board of Selectmen, OPEB Advisory Committee

Estimated Cost: \$193,828

To determine whether the Town will vote to:

- a) authorize the transfer of \$50,000 from the following enterprise and revolving funds to the General Fund:

1) Food Service	\$	25,000
2) Children's Way	\$	25,000

- b) appropriate an aggregate amount of \$28,543 be deposited in the Town's Other Post-Employment Benefits Trust Fund which amount shall be provided by transferring the following sums of money from the enterprise and revolving funds:

1) Food Service	\$	6,571
2) BASE	\$	7,058
3) Children's Way	\$	6,917
4) Full Day Kindergarten	\$	1,868
5) Water	\$	3,657
6) Transfer Station	\$	393
7) Recreation	\$	786
8) Pegasus	\$	845
9) Building Use	\$	236
10) Enrichment	\$	212

 ; and

- c) appropriate \$215,285 to be deposited in the Town's Other Post-Employment Benefits Trust Fund; and determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose or otherwise.

ARGUMENTS IN FAVOR:

- This amounts above are based on the Final Report of the OPEB Advisory Committee; a similar motion presented at the 2015 Annual Town Meeting was overwhelming approved.

ARGUMENTS OPPOSED:

- Some may argue that the Town should be contributing to OPEB at a considerably higher amount that is recommended in the Town's bi-annual actuarial report.

RECOMMENDATION: The Finance Committee recommends xxx. Vote x-y-z.

QUANTUM OF VOTE: Majority [M.Lanza to provide citation].

ARTICLE #: **FY 2017 OMNIBUS BUDGET**

Sponsored by: Finance Committee

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

FINANCE COMMITTEE COMMENTS: Please see the Finance Committee Report on page ## of this Warrant.

ARGUMENTS IN FAVOR: This budget reflects the cost of operating the Town in an efficient manner in order to maintain delivery of current levels of service to the residents of Wayland.

ARGUMENTS OPPOSED: Some residents believe that this growth in Town spending and the resulting tax increases are unsustainable. Some have communicated that they feel the level of services should be reduced. Other residents believe that insufficient funds have been budgeted to perform all desired services.

RECOMMENDATION: The Finance Committee recommends approval. Vote: 7-0 for the operating budget; 7-0 for the capital budget.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 5, and Chapter 44, Section 33B. For borrowing, two-thirds – see Massachusetts General Laws Chapter 44, Sections 7 and 8.

MOTION UNDER ARTICLE 5:

- 1) "That the report of the Finance Committee respecting the Fiscal Year 2016 Budget be accepted; and that each and every numbered item set forth in the Finance Committee's Budget for Fiscal Year 2016 be voted, granted and appropriated as an expenditure for the several purposes and uses set forth in said budget establishing a total budget of \$xxxx which sum shall be expended only for the purposes shown under the respective boards, committees and offices of the Town; and, of the total sum so appropriated, \$xxxx shall be raised by taxation, \$xxxx shall be provided by transfer from Ambulance receipts, \$xxx shall be provided by transfer from Premium on Bonds Account, \$xxx shall be provided by transfer from other funds, \$xxxx shall be provided by transfer from Overlay Surplus, \$xxx shall be provided by transfer from Unreserved Fund Balance, \$xxxx shall be provided from Water revenue, \$xxxx shall be provided from Septage Retained Earnings, and \$xxx shall be provided from Wastewater revenues.
- 2) For what it considers to be the proper management of the Town and its finances, the Finance Committee makes the following recommendations, and they are, therefore, incorporated under the motion to be made under Article 5 at the Annual Town Meeting, as follows:

"That the Town Administrator be charged with responsibility for (1) the operation, maintenance, and administration of the Wayland Town Building, the Public Safety Building, the DPW Garage, the Baldwin Pond Water Treatment Plant, the Wastewater Treatment Facility, and the Cochrane Town Building, their equipment, and their grounds, as well as (2) the supervision, except for matters relating to policy, of all employees in those buildings, other than elected officials, non-salaried appointed officials, and employees of the School Department;"

“That the Director of Youth and Family Services and Staff be under the jurisdiction of the Youth Advisory Committee which shall report to the Town on the activities of the Director of Youth and Family Services and Staff at the Annual Town Meeting;”

“That property tax abatements granted to eligible senior citizens under Section 80 and 81 of Chapter 127 of the Acts of 1999 be funded by transfer from the overlay account;”

For more information about this article, contact Tom Greenaway, Chair, Finance Committee, at thomas.greenaway@gmail.com.

DRAFT

1.) Septic System Repair	Article 6	5/8/00	\$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

ARTICLE M: HEAR REPORTS

Sponsored by: Board of Selectmen

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

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

ARTICLE N: VOTE TO APPROPRIATE FUNDING FOR NEW MINUTEMAN HIGH SCHOOL

Sponsored by: Board of Selectmen

To determine whether the Town will:

- a.) appropriate the sum of ----- dollars for the purpose of construction of a new Regional Vocational Technical High School , ----- to be expended under the direction of the Minuteman School Committee; and to meet said appropriation the Minuteman School Committee is authorized to borrow said sum under M.G.L. Chapter 44, or pursuant to any other enabling authority. The District acknowledges that the Massachusetts School Building Authority's ("MSBA") grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District through its members; provided further that any grant that District may receive from the MSBA for the Project shall not exceed the lesser of (1----- percent (%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA; and
- b.) to meet said appropriation, authorize the Minuteman School Committee to borrow ----- under Massachusetts General Laws Chapter 44, or any other enabling authority; and
- c.) to authorize the Minuteman School Committee to enter into all necessary and appropriate agreements for the construction of a new Regional; Vocational Technical High School, including but not limited to a project funding agreement and a project scope and budget agreement with the MSBA, which agreements with the MSBA may include a provision

requiring said School Committee to indemnify the MSBA for losses associated with the District's performance of its obligations and exercise of its rights under such agreements.

requiring said School Committee to indemnify the MSBA for losses associated with the District's performance of its obligations and exercise of its rights under such agreements.

ARTICLE O: APPROPRIATE FUNDS FOR DESIGN, CONSTRUCTION DOCUMENTS AND BIDDING FOR A PROPOSED COUNCIL ON AGING/ COMMUNITY CENTER AT WAYLAND TOWN CENTER

Sponsored by: Board of Selectmen and Council on Aging/Community Center Advisory Committee

To determine whether the Town will vote to appropriate a sum of money to be expended under the direction of the Board of Selectmen for the purpose of preparing Bid Documents and obtaining bids for a Council on Aging/Community Center building on the "municipal pad," the parcels of land located on and off Boston Post Road (Route 20) and Andrew Avenue in Wayland Massachusetts shown as Lot 4-1, Parcel R-20-1, Parcel R-21 and Lot 8-1 on a plan entitled "Plan of Land in Wayland, MA," dated December 12, 2013 prepared by Hancock Associates and recorded with the Middlesex South Registry of Deeds as Plan No. 1008 or 2013, a copy of which plan is on file in the Office of the Town Clerk.

In addition, to determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by borrowing under Massachusetts General Law Chapter 44 or other enabling authority, or otherwise, and to authorize the Town Administrator with the approval by the voters of the Town of Wayland to take any action necessary to carry out this program.

ARTICLE P: FUND GLEZEN LANE TRAFFIC CONTROL MEASURES

Sponsored by: Board of Selectmen

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.

ARTICLE Q: PETITION THE STATE LEGISLATURE TO REMOVE ALL POLICE PERSONNEL FROM THE PROVISIONS OF CIVIL SERVICE WITHOUT AFFECTING THE CIVIL SERVICE RIGHTS OF INCUMBENTS

Sponsored by: Board of Selectmen

To determine whether the Town will vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth of Massachusetts to adopt a special act exempting all Town of Wayland Police Personnel from the provisions of Civil Service Law substantially the same as the following act:

AN ACT EXEMPTING ALL POLICE PERSONNEL IN THE TOWN OF WAYLAND POLICE

These articles were submitted for consideration for inclusion in the Warrant for the Annual Town Meeting to begin on Thursday, April 7, 2016. Please note these articles are not in their final order, and are subject to nonsubstantive revisions between now and the time the Warrant is finalized.

5. ARTICLE Q: POLICE
CIVIL
SERVICE

ARTICLE Q: PETITION THE STATE LEGISLATURE TO REMOVE ALL POLICE PERSONNEL FROM THE PROVISIONS OF CIVIL SERVICE WITHOUT AFFECTING THE CIVIL SERVICE RIGHTS OF INCUMBENTS

Sponsored by: Board of Selectmen

To determine whether the Town will vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth of Massachusetts to adopt a special act exempting all Town of Wayland Police Personnel from the provisions of Civil Service Law substantially the same as the following act:

AN ACT EXEMPTING ALL POLICE PERSONNEL IN THE TOWN OF WAYLAND POLICE

DEPARTMENT FROM THE PROVISIONS OF THE CIVIL SERVICE LAW

Section 1: All police personnel in the Town of Wayland Police Department shall be exempt from the provisions of Chapter 31 of the General Laws and related regulations applicable thereto.

Section 2: The provisions of Section 1 of this act shall not impair the civil service status of the present employees of the Town of Wayland Police Department except for the purpose of promotion.

Section 3: This act shall take effect upon its passage.

ARTICLE H – PERSONNEL BY-LAWS/WAGE & CLASSIFICATION PLAN

Chapter 43. Personnel Proposed edits are identified in red.

§ 43-9. Annual leave.

A. Paid annual leave.

- (1) Paid annual leave for all **full-time** non-union non-professional or non-administrative employees in benefit status **hired before April 7, 2016** shall be as follows:

[Amended 4-30-1998 ATM by Art.4;5-5-2005 ATM y Art. 32]

- (a) 0 but less than five years employment: 13 working days.
- (b) 5 but less than 15 years employment: 19 working days.
- (c) 15years to severance: 25 working days.

- (2) Paid annual leave for all **full-time non-union, non-professional or non-administrative employees in benefit status hired after April 7, 2016** shall be as follows:

- (a) 0 but less than five years employment: 10 working days.
- (b) 5 but less than 15 years employment: 15 working days.
- (c) 15 years to severance: 20 working days.

- (3) Leave days will start accruing at the conclusion of the probationary period and be retroactive to the date of hire.

B. Schedule for earning leave days.

- (1) The schedule for earning leave days for all **full-time non-union, non-professional or non-administrative employees in benefit status hired before April 7, 2016** is as follows:

- (a) For 13 leave days per year: 7.5833 hours/month.
- (b) For 19 leave days per year: 11.0834 hours/month.
- (c) For 25 leave days per year: 14.5834 hours/month.

- (2) The schedule for earning leave days for all **full-time non-union, non-professional or non-administrative employees in benefit status hired after April 7, 2016** is as follows:

- (a) For 10 leave days per year: 5.8333 hours/month.
 - (b) For 15 leave days per year: 8.7500 hours/month.
 - (c) For 20 leave days per year: 11.6666 hours/month.
- (3) This **full-time** earning schedule is based on 260 working days per year and a 5-day week. [Amended 5-5-2005 ATM by Art.32]
- (4) Regular part-time employees will earn days at the same rate, i.e., calculated on the number of hours worked divided by the full-time schedule, provided that they work at least 20 hours per week.
[Amended 5-1-2000 ATM by Art.15;4-29-2007 ATM by Art.15]
- (5) While out of work on leave for more than 20 days due to, but not limited to, on-the-job injury for which the employee is collecting workers' compensation, long-term disability, sick leave, family medical leave or leave of absence, employees shall not be eligible to earn annual leave.
[Added 5-3-1999 ATM by Art. 9; amended 5-5-2005 ATM by Art.32]

...

§ 43-11. Sick leave.

[Amended 4-30-1998 ATM by Art.4; 5-3-1999 ATM by Art.9;5-1-2002 ATM by Art.11;5-5-2005 ATM by Art.32]

- A. Each regular employee in benefit status shall accumulate sick leave for personal illness at the rate of 7.5840 hours per month for a total of 13 days per year, unless otherwise provided in a collective bargaining agreement. Sick leave will not be accumulated by an employee when absent due to illness, injury or leave of absence for more than 20 consecutive working days. Sick leave is for the protection of employees against loss of pay because of illness and shall not be taken into account in figuring termination pay.

Probationary employees are allowed to accrue sick leave from the first day of employment but are not permitted to utilize these leave days until the probationary employee status has been completed. Sick leave may be used in hourly increments with a minimum of 2 hours. [Amended 4-29-2007 ATM by Art.15;4-10-2008 ATM by Art. 20]

- B. If on sick pay, an employee may be compensated at his regular rate of pay for absences of not more than 5 consecutive working days, provided that the supervisory authority is satisfied that the absence was caused by the employee's illness. Sick leave with pay will be allowed for more than five consecutive working days only upon submission of a doctor's certificate satisfactory to the

supervisory authority. Such certificate will also be filed with the employing agency. Such payment for sick leave may not exceed the employee's accrued sick leave benefit.

- C. Up to the limit of the dollar amount accrued, an employee may request that his/her sick leave and accrued annual leave be used to supplement worker's compensation payments in each pay period, as long as said payments do not exceed his/her regular after-tax income.
- D. When an employee is on sick leave and his accrued leave expires or he/she is receiving benefits under workers' compensation and his accrued leave expires, he/she will fall under the provisions of § 43-12, Leave of absence; that is, no provision of this plan will apply, and seniority, sick leave and annual leave will not accrue during this absence.
- E. When a regular employee retires, or dies, he/she or his beneficiary shall receive ~~severance pay~~ equal to the employee's most recent daily straight-time rate multiplied by 60% of his unused accumulated sick leave days in effect as of his retirement or death. Such severance pay shall not exceed ~~a maximum of \$7,500-~~ an amount as follows:

Less than 20 Years of Service	Not to Exceed \$7,500
Over 20 Years of Service	Not to Exceed \$10,000
- F. Employees hired after April 7, 2016 shall have accrued sick leave capped at a maximum of 125 days. Employees hired prior to April 7, 2016 shall continue to accrue sick leave and shall not be subject to the cap.

DEPARTMENT FROM THE PROVISIONS OF THE CIVIL SERVICE LAW

Section 1: All police personnel in the Town of Wayland Police Department shall be exempt from the provisions of Chapter 31 of the General Laws and related regulations applicable thereto.

Section 2: The provisions of Section 1 of this act shall not impair the civil service status of the present employees of the Town of Wayland Police Department except for the purpose of promotion.

Section 3: This act shall take effect upon its passage.

ARTICLE R: PETITION THE STATE LEGISLATURE TO ADOPT SPECIAL ACT FOR OTHER EMPLOYEMTN BENEFITS TRUST FUNDS AND REPEAL EXISTING OPEB TRUST FUND SPECIAL ACT

Sponsored by: Board of Selectmen

To determine whether the Town will vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth of Massachusetts to adopt a special act relative to the Town's Other Employment Benefits Trust Fund and repeal Chapter 372 of the Acts of 2010 substantially the same as the following act:

AN ACT ESTABLISHING A POSTEMPLOYMENT BENEFITS TRUST FUND IN THE TOWN OF WAYLAND

Section 1. Definitions. (a) As used in this section, the following words shall have the following meanings unless the context clearly requires otherwise:

"Commission", the public employee retirement administration commission established under section 49 of chapter 7.

"GASB", the Governmental Accounting Standards Board.

"Health Care Security Trust board of trustees", the board of trustees established by section 4 of chapter 290 of the Massachusetts General Laws.

"Other Post-Employment Benefits Liability Trust Fund" or "OPEB Fund"; a trust fund established by a the Town under this section for the deposit of gifts, grants and appropriations and other funds for the benefit of retired employees and their dependents, the payment of required contributions of the Town to the group health insurance benefits and other post-employment benefits provided to employees and their dependents after retirement and the reduction and elimination of the unfunded liability of the town for such benefits.

"OPEB Fund board of trustees"; an independent board of trustees appointed by the Board of Selectmen with investing authority for the OPEB Fund.

"OPEB investing authority" or "investing authority"; the trustee or board of trustees appointed by the

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Board of Selectmen to invest and reinvest the OPEB Fund using the investment standard or investment vehicle established under this section.

“PERAC”, the public employee retirement administration commission established under section 49 of chapter 7 of the Massachusetts General Laws.

Section 2. Establishment and Management of OPEB Fund. The Town of Wayland shall establish and continue on its books and accounts the Other Post-Employment Benefits Liability Trust Fund, the assets of which shall be held solely to meet the current and future liabilities of the Town for group health insurance benefits and other post-employment benefits for retirees and their dependents. The town may appropriate amounts to be credited to the fund and the Town Treasurer, with the approval of the Board of Selectmen, may accept gifts, grants and other contributions to the fund. The fund shall be an expendable trust subject to appropriation and shall be managed by a trustee or a board of trustees as provided in subsection (b). Any interest or other income generated by the fund shall be added to and become part of the fund. Amounts that the Town receives as a sponsor of a qualified retiree prescription drug plan under 42 U.S.C. section 1395w-132 may be dedicated to and become part of the fund by vote of the town at a town meeting. All monies held in the fund shall be accounted for separately from other funds of the town and shall not be subject to the claims of any general creditor of the town.

(a) The Town Treasurer shall be the custodian of the OPEB Fund and shall be bonded in any additional amounts necessary to protect fund assets.

(b) The Board of Selectmen, upon recommendation of the Town Administrator, shall appoint a trustee or board of trustees, which shall have general supervision of the management, investment and reinvestment of the OPEB Fund. The Board of Selectmen may appoint as the trustee or board of trustees (i) the custodian; or (ii) an OPEB Fund board of trustees appointed by the Board of Selectmen under subsection (c). If no designation is made, the Town Treasurer shall be the trustee and shall manage and invest the fund. The duties and obligations of the trustee or board of trustees with respect to the fund shall be set forth in a declaration of trust to be adopted by the Board of Selectmen, but shall not be inconsistent with this section. The declaration of trust and any amendments thereto shall be filed with the Board of Selectmen and the Town Clerk and take effect upon filing. The trustee or board of trustees may employ reputable and knowledgeable investment consultants to assist in determining appropriate investments and pay for those services from the fund, if authorized by the Board of Selectmen upon recommendation of the Town Administrator. The trustee or trustees may, with the approval of the Health Care Security Trust board of trustees, invest the OPEB Fund in the State Retiree Benefits Trust Fund established in section 24 of chapter 32A of the Massachusetts General Laws.

(c) The Board of Selectmen, upon recommendation of the Town Administrator, may vote to establish a separate OPEB Fund board of trustees to be the investing authority. The board of trustees shall consist of 5 to 9 individuals, including a person or persons with the investment experience desired by the Town, a citizen or citizens of the town, an employee of the town, a retiree or retirees of the town, and a town officer or officers. The trustees will serve for terms of 3 or 5 years as determined by the Board of Selectmen, and if a vacancy occurs, a trustee may be appointed to serve for the remainder of the term. Trustees shall be eligible for reappointment.

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(d) The trustee or board of trustees shall act in a fiduciary capacity and shall discharge its duties for the primary purpose of enhancing the value of the OPEB Fund and shall act with the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise with like character and with like aims and by diversifying the investments in the fund so as to minimize the risk of large losses unless under the circumstances it is clearly prudent not to do so.

In any civil action brought against a trustee or the board of trustees, acting within the scope of official duties, the defense or settlement of which is made by Town Counsel, such trustee or employee shall be indemnified from the OPEB Fund for all expenses incurred in the defense thereof and for damages to the same extent as provided for public employees in chapter 258 of the Massachusetts General Laws. No trustee or employee shall be indemnified for expenses in an action or damages awarded in such action in which there is shown to be a breach of fiduciary duty, an act of willful dishonesty or an intentional violation of law by such trustee or employee.

(e) Monies in the OPEB Fund not required for expenditures or anticipated expenditures within the investment period, shall be invested and reinvested by the custodian as directed by the investing authority from time to time; provided such investment is made in accordance with (i) section 54 of chapter 44 of the Massachusetts General Laws, in the case of the Town Treasurer or OPEB Fund board of trustees as investing authority, unless the Board of Selectmen, upon recommendation by the Town Administrator, authorizes investment under the prudent investor rule established in chapter 203C of the Massachusetts General Laws; or (ii) section 4 of chapter 29D and section 24 of chapter 32A of the Massachusetts General Laws, if the OPEB Fund is invested in the State Retiree Benefits Trust Fund.

(f) Amounts in the OPEB Fund may be appropriated by a majority vote of town meeting to pay the Town's share of health insurance benefits and other post-employment benefits for retirees and their dependents upon certification by the trustee or board of trustees that such amounts are available in the fund. The Town Treasurer after consulting with the Town Administrator shall determine the amount to be appropriated from the fund to the annual budget for retiree health insurance and notify the trustee or board of trustees of that amount at the earliest possible opportunity in the annual budget process. Upon notification, the trustee or board of trustees shall take diligent steps to certify those funds as available for appropriation by the town, or will be available by the time the appropriation would become effective or provide an explanation why the funds are or will not be available or should not be made available.

Section 3. Actuarial Reports. Whenever the Town obtains an actuarial valuation report in accordance with GASB statements of the liabilities of the unit for health care and other post-employment benefits for its retired employees and their dependents, it shall submit a copy to PERAC no later than 90 days after receipt of such report. PERAC may require that the Town provide additional information related to such liabilities, normal cost and benefit payments, as specified by the executive office for administration and finance in consultation with PERAC. The Town shall file the report and the additional information with PERAC and the division of local services. PERAC shall file a summary report of the information received under this section with the chairs of the house and senate committees on ways and means, the secretary of administration and finance and the board of trustees

These articles were submitted for consideration for inclusion in the Warrant for the Annual Town Meeting to begin on Thursday, April 7, 2016. Please note these articles are not in their final order, and are subject to nonsubstantive revisions between now and the time the Warrant is finalized.

*5. ARTICLE 5
FIELD USER FEES*

DATE: FEBRUARY 22, 2016
 TO: BOARD OF SELECTMEN
 FROM: NAN BALMER, TOWN ADMINISTRATOR
 RE: FIELD USER FEES: MINIMUM FIELD MAINTENANCE EXPENSES

The Finance Committee voted to include \$120,000 as local receipts in the General Fund Budget from fees paid by the non-school users of recreational fields to offset the costs of the maintenance of the recreational fields. The Selectmen will consider whether to include or exclude field user fees as a receipt in the 53 E ½ Revolving Fund. The field user fees cannot be spent in the 53 E ½ fund in FY 17 due to the statutory cap on spending. The following model and assumptions demonstrate how field user fees, if deposited in the general fund as local receipts, will partially offset the town's costs to make the recreational fields available for use by non-school users through costs included in the DPW, School, and Recreation General Fund budgets. The model shows a preliminary estimate of minimum expenses. Preparation of a consolidated field maintenance plan and budget is recommended to better manage and improve field maintenance for the users..

PRELIMINARY ESTIMATE OF MINIMUM FIELD MAINTENANCE COSTS		
	DPW FIELD MAINTENANCE LABOR & MATERIALS COSTS (2014)	ANNUAL GF OPERATING EXPENSE ATTRIBUTABLE TO NON-SCHOOL FIELD USERS
1. PARK FIELDS: Alpine, Cochituate, Town Hall, King, Riverview	\$63,206	80% \$50,565
2. SCHOOL FIELDS: USED FOR NON SCHOOL PURPOSES: HS/Bennett, HS Varsity Baseball, Hs JV Baseball, HS Practice Football, HS Softball, Claypit Hill Fields, Middle School Fields (Excludes Loker, Happy Hollow as no fees paid)	\$113,562	50% \$56,781
3. UTILITIES -- Electricity Only - (Irrigation Fees are Paid By Water Fund)		\$6,000
4. PORTA POTTIES, REPLACEMENT OF EQUIPMENT – BENCHES, BACKSTOPS, SOCCER NETS, ETC – Included in DPW budget, School Budget and In Recreation Capital Maintenance (\$75,000 annually prior years)		\$30,000
5. MANAGEMENT: RECREATION DIRECTOR SALARY – 30% OF \$75,000 + Field Related Hours Paid From General Fund (Could add benefits and Ass't Director)		\$22,500
MINIMUM FIELD EXPENSES ASSUMED ATTRIBUTABLE TO NON-SCHOOL FIELD USERS		<u>\$165,846</u>

Assumptions:

- 1) Maintenance costs for fields based on 2014 DPW costs field maintenance..
- 2) Recreational use of park fields assumed to be at least at 80% attributable to non-school purposes.
- 3) Recreational use of school fields assumed to be at least 50% attributable to non-school purposes.
- 4) \$30,000 budgeted annually for small equipment in various GF budgets.
- 5) Water Fund will continue to pay the costs of irrigation. (Up to \$68k)
- 6) Electricity costs will be paid in FY 17 by General Fund through the facilities budget.
- 7) 30% of Recreation Director's time assumed to be attributable to recreational fields. Admin costs, fringe benefits and costs for other rec personnel not included.
- 8) Capital projects are funded by CPA, General Fund and other sources.

5. ARTICLE 5: BOS

DEPARTMENTAL REVOLVING FUNDS AUTHORIZATION

REVISED

ARTICLE 5:

ADOPT MASSACHUSETTS GENERAL LAWS CHAPTER 44, SECTION 53 E 1/2 REVOLVING ACCOUNTS DEPARTMENTAL REVOLVING FUNDS

AUTHORIZATION

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 1/2.

	REVOLVING FUND	AUTHORITY TO SPEND FUND	REVENUE SOURCE\$	USE OF FUNDS\$	FY17 SPENDING LIMIT
1	Transfer Station	DPW Director and Board of Public Works	Transfer Station fees for stickers, fees, recycling, Pay as You Throw bags and miscellaneous related revenue fees	Personnel costs, hauling and tipping fees, equipment repairs and replacement, supplies, uniforms, fuel, indirect costs and miscellaneous related expenses for the operation of the Transfer Station, Transfer Station programs and activities	\$550,000
2	Recreation	Recreation Director and Commission	Recreation program and event user fees, sponsorships and miscellaneous related revenue (excluding beach and field / gym user fees)	Personnel costs, vendor payments, supplies, transportation, indirect costs and miscellaneous related expenses for Recreation programs, (excluding expenses to make fields / gym and beaches available for users)	\$585,000
3	Council on Aging	Council on Aging Director and Council	Council on Aging program user fees, sponsorship and miscellaneous related revenues	Vendor payments, supplies, transportation, indirect costs and miscellaneous related expenses for Council on Aging programs Education, cultural and entertainment programs	\$550,000
4	School Department - Professional Development	School Business Manager and School Committee	Teachers' user fees for training programs and miscellaneous related revenue	Training program costs, instructional fees and materials	\$500,000
5	School Department - Curriculum	School Business Manager and School Committee	Departmental receipts from parents for materials	Instructional materials	\$25,000
	TOTAL				\$1,265,000

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SEE TOWN ADMINISTRATOR MEMO ATTACHED REGARDING BUDGETING FIELD USER FEES AS LOCAL RECEIPT WITH OFFSETTING EXPENSE

5. ARTICLE X: AUTHORIZE
TRANSFER: 193-95 MAIN

**ARTICLE xx: TO AUTHORIZE THE TRANSFER OF 193 AND 195 MAIN STREET TO
LIBRARY TRUSTEES, RECREATION COMMISSION AND SCHOOL COMMITTEE**

Sponsored by: Board of Library Trustees, Recreation Commission Estimated Cost: \$0

To determine whether the Town will vote to authorize the School Committee and/or the Board of Public Works, as the case may be, with approval of Town Counsel as to form, to transfer the care, custody, management and control of 1.) the parcel of land containing 2.0 acres, more or less, at 193 Main Street Wayland, Massachusetts, shown on Assessors Map 470 as Parcel 58C; and 2.) the parcel of land containing 4.7 acres, more or less, with the buildings and structures thereon at 195 Main Street Wayland, Massachusetts shown on Assessors Map 470 as Parcel 5 to the Board of Library Trustees for town library purposes and to the Recreation Commission for recreation purposes and to the School Committee for school purposes.

REVISED TITLE

5.

ARTICLE Y: AUTHORIZE
TRANSFER 202 OLD
CONNECTICUT PATH TO
CONN

**ARTICLE xx: TO AUTHORIZE THE TRANSFER OF 202 OLD CONNECTICUT PATH TO
LIBRARY TRUSTEES FOR LIBRARY USE**

Sponsored by: Board of Library Trustees

Estimated Cost: \$0

To determine whether the Town will vote to authorize the Board of Selectmen, with approval of Town Counsel as to form, to transfer the care, custody, management and control of the parcel of land on and off Cochituate Road and Old Connecticut Path, 202 Old Connecticut Path, Wayland, Massachusetts shown as Parcel C on the plan entitled "Plan of Land in Wayland, Massachusetts Showing Proposed Division of the Paine Estate" dated March 22, 1994, prepared by the Wayland Town Surveyor's Office and recorded with the Middlesex South Registry of Deeds as Plan No. 693 of 1995, to the Board of Board of Library Trustees for town library purposes.

REVISED TITLE

shown as Parcel C on the plan entitled "Plan of Land in Wayland, Massachusetts Showing Proposed Division of the Paine Estate" dated March 22, 1994, prepared by the Wayland Town Surveyor's Office and recorded with the Middlesex South Registry of Deeds as Plan No. 693 of 1995, to the Board of Library Trustees for town library purposes.

ARTICLE Z: FUND PAYMENT IN LIEU OF SEWER BETTERMENT ASSESSMENT FOR SEWER CAPACITY FOR TOWN LIBRARY OR OTHER TOWN BUILDING

Sponsored by: Board of Library Trustees

To determine whether the Town will vote to appropriate a sum of money to be expended by the Board of Library Trustees for a payment in lieu of a betterment assessment relative to the new Town-owned wastewater treatment plant for sewer capacity at said plant to connect a Town Library building or other Town building at 5 Concord Road, Wayland, Massachusetts thereto; and determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by borrowing under Massachusetts General Laws Chapter 44 or other enabling authority, or otherwise.

ARTICLE AA: TRANSFER CUSTODY OF SMALL PORTION OF LAKEVIEW CEMETERY

Sponsored by: Board of Public Works

To determine whether the Town will vote to transfer custody of (*tbl est -18,000*) square feet of parcel 51C-047A from the Recreation Commission to the Board of Public Works for Cemetery purposes.

ARTICLE BB: FUND RECONFIGURATION OF THE FIVE PATHS INTERSECTION (COCHITUATE ROAD AND OLD CONNECTICUT PATH)

Sponsored by: Board of Public Works

To determine whether the Town will vote to appropriate a sum of money to be expended by the Board of Public Works for the costs of design and construction of traffic control measures and improvements to the intersection (including pedestrian crossings) of the 'Five Paths' Intersection (Cochituate Road and Old Connecticut Path); 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.

ARTICLE CC: FUND PERMANENT RECONFIGURATION OF THE INTERSECTION OF EAST PLAIN STREET. SCHOOL STREET. AND ROUTE 30 (COMMONWEALTH ROAD)

Sponsored by: Board of Public Works

To determine whether the Town will vote to appropriate a sum of money to be expended by the Board

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*S. ARTICLE 2
TA COMMENTS*

DATE: FEBRUARY 22, 2016
TO: BOARD OF SELECTMEN
FROM: NAN BALMER, TOWN ADMINISTRATOR
RE: ARTICLE Z: FUND PAYMENT IN LIEU OF BETTERMENT ASSESSMENT FOR TOWN LIBRARY

The Board of Selectmen will consider whether to support Article Z: Fund Payment in Lieu of Betterment for the Library (\$56,000). The Selectmen discussed whether additional capacity is needed for town buildings on several occasions during 2015. There remain open questions about the Town's need for additional design flow, summarized below:

1. DESIGN FLOW ALLOCATED TO TOWN:

- The Town is allocated 7100 gallons of sewer design flow (gpd) under its agreement with the Wastewater Management District Commission.
- The Town paid a \$500,000+ payment in lieu of betterment (PILOB) and pays user fees for this design flow.
- There is an open question about whether this design flow is greater than the town needs and if part of the design flow can be redistributed to the Library.
- See attached recommendation from Health Director and Building Commissioner that an outside consultant / engineer should review the distribution of the town's design flow.

2. OUTSTANDING REQUEST TO DEP ABOUT WHETHER DESIGN FLOW CAN BE RE-ALLOCATED

- The Wastewater Management District Commission is awaiting a response from DEP about whether it is permitted to re-allocate design capacity from properties not using design flow in the district to the Library or other new customers.
- See attached letter from WWMD Chair Fred Knight to the Regional Director of DEP.

3. UNCERTAINTIES ABOUT AVAILABLE DESIGN FLOW

- The WWMD worked over the past few months with the Building Commissioner and Health Director to correct WWMD records of aggregate design flow allocated to the Town Center (including the Town's capacity at the municipal pad). The WWMD is discussing reallocation of the town's design flow at at municipal pad to the commercial properties at Town Center.
- See attached update on this project from the Building Commissioner. The Building Commissioner and Health Director are not responsible for oversight of aggregate design flow but work together to be sure wastewater capacity is accurate as bulding permits are issued.

4. PRIOR DESIGN CAPACITY ALLOCATED TO LIBRARY

- It appears that 500 gpd of design flow was allocated to the Library in 2005. I do not yet have information about why this capacity may no longer be allocated to the Library.
- See attached correspondence from the Library Director dated 8/25/15 including "Sewer Discharge permit dated 3/9/04.

(1) RECOMMENDATION:
BUILDING COMMISSIONER /

HEALTH DIRECTOR

Balmer, Nan

From: Junghanns, Julia
Sent: Friday, February 19, 2016 10:24 AM
To: Balmer, Nan
Cc: Larsen, Geoffrey
Subject: Wastewater Town Center; Health and Building review

Hi Nan,

Geoff and I met this morning and discussed the current outstanding questions regarding earmarked Title 5 flows for the following municipal buildings; Town Building, PSB, and the Library.

Due to the outstanding questions regarding earmarked Title 5 flows and wastewater flows as well as questions on how they were calculated for Town Building, Public Safety Building and the Library use (current and future), along with the fact that the dates of last **Title 5** analysis/reviews for Town Building being 1997 & 2010, and the new information from Ben Keefe indicating lower actual water uses than perhaps expected; we agreed that there are enough questions to perhaps warrant a new review on these buildings to identify current Title 5 wastewater flows to determine if there is excess flow that could be allocated to the Library. This review should be done by an outside consultant/engineer.

Please let us know what your thoughts are.

Thanks,
Julia

Julia Junghanns, R.S., C.H.O.
Director of Public Health
Town of Wayland
Health Department
41 Cochituate Road, 01778

508-358-3617 ph
508-358-3619 fax

email: jjunghanns@wayland.ma.us



Public Health
Prevent. Promote. Protect.

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(2) REQUEST TO DEP
TO RE-ALLOCATE
DESIGN FLOW



**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 was returned to the WWMDC by two users who were Woody and Margery Baston and Wayland Commons, LLC with design flows of 440 gpd and 380 gpd, respectively. 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 and, which 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**

(3) BUILDING COMMISSIONER;
CONFIRM TOWN CENTER

Balmer, Nan

Subject: FW: Wastewater Town Center; Health and Building review

DESIGN FLOWS

From: Larsen, Geoffrey
Sent: Thursday, February 18, 2016 2:38 PM
To: Balmer, Nan; Junghanns, Julia
Subject: Wastewater Town Center; Health and Building review

Good afternoon Nan,
Please see e-mail chain between Health and Building.

Thank you for the opportunity to respond to your e-mail below Julia,
I note that the Building Department's good faith tally of aggregate allocated Town Center Wastewater gpd (as shown in the public record) including both the Municipal Pad (3000 gpd), the future Building 4A / Pad (200 gpd) and following our most recent review today is 44,876 gpd and that this current aggregate is under the DEP referenced number of 44,987 gpd.

This is the same number I gave Nan on 2.16.16.

The possible review of the municipal buildings under the same methodology as the Title V calculation for Town Center gpd may reveal efficiencies or gpd that may (if appropriate) be applied to other municipal uses.

I note that the original use for the Town Building (41 Cochituate) was an E use and possibly under a building permit process now may be determined to be an office or B use for building code purposes. This may or may not impact 310 CMR 15 calculations, Title V.

As you note this type of exercise to review current use of the Municipal building(s) is action taken outside the permitting/regulatory Departments by the appropriate certified applicants/individuals.

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

(4) HEALTH DIRECTOR
TOWN CENTER DESIGN

Balmer, Nan

FLOW

Subject: FW: Town Center wastewater flows

Importance: High

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

From: Junghanns, Julia
Sent: Friday, February 19, 2016 9:57 AM
To: Capasso, Jane; Knight, Fred
Cc: Larsen, Geoffrey
Subject: Town Center wastewater flows

Hi Jane/Fred,

Building Commissioner, Geoff Larsen and I carefully reviewed the wastewater information for town center comparing the Building Department Wastewater Summary (as reviewed, calculated and compiled by the Building Department and Health Department) with the WW spreadsheet that you provided. Do you have actual water use information on the nail salon?

Information that is of note:

2C - Subway -town records indicate 24 seats not 30, 2C - Orange Leaf -town records indicate 16 seats not 38 seats, 2E - Bertucci's -town records show the Certificate of Occupancy is 120 Building Dept sheet from 110 to 120, 1C - Femiluxe (Nails) - town records show this as a nail salon at 65 gpd not a hair salon at 800 gpd *we understand there may be a question on this flow, 1A -Beth Israel- town records indicate 3 doctors at this building; with a flow of 750 gpd, 1A Vacant- Ste 203 sp 230; town records indicate proposed dentist office at 200 gpd (KGI had as office use) WW sheet says 250 gpd, 2A - BSC *we acknowledge there is a question on this flow, 1A-ste 202, sp 220 - town records indicate 250 gpd not 200 gpd (these 2 switched)**, 1A-ste 203, sp 230 - town records indicate 200 gpd not 250 gpd (these 2 switched)**, 4A - is missing information on the WW sheet, town records indicate 200 gpd for 4,000 sf (shown as 2B on WW sheet), KGI letter notes: 2B-KGI letter includes a higher flow for vacant space, 2D - Orthodontist : on KGI letter they show 2 orthodontists and Bldg/WW shows 1.

The tally of Town Center flows that town records reflect is: 44,876

At this time we know WWMDC still has outstanding questions and we have been in discussion with the Town Administrator and are awaiting further guidance.

As we discussed, through the town process of Building Permit issuance, we will review any request for change in use or alteration that may result in a change in flow and Title 5 flows will be identified. It would not be our responsibility for oversight or management of the aggregate flow for the wastewater treatment plant or any known/monitored limitations. When/if the town center septic system installation is triggered, this permit and regulatory authority is under Board of Health jurisdiction as per State Title Regulations.

We have carefully reviewed all this information and hope it is helpful in your review/tally of the town center design flows.

Thank you,
Julia

(5) WASTEWATER
CAPACITY - LIBRARY



WAYLAND FREE PUBLIC LIBRARY

5 CONCORD ROAD, WAYLAND, MASSACHUSETTS 01778
TEL: (508) 358-2311 FAX: (508) 358-5249

TO: Board of Selectmen

FROM: Ann Knight
Library Director

DATE: August 25, 2005

SUBJECT: Wastewater capacity allotted to library

In response to Ms. Segal's question about the Town's commitment to the library for capacity at the Town's wastewater treatment plant, I believe I can provide you with some pertinent information. Article 14 of the 2004 Wayland Special Town Meeting requested funding to install piping under the surface of the Route 126/27 intersection while that intersection was torn up during the State Highway Department enhancement project. A condition of the project was that the pavement not be breached for five years after the road was replaced. Installing the first stage of piping under the roadway and capping it allows the library building to be ultimately connected to the wastewater system. Any expansion of the library facility at the current site would require such a connection as it will be impossible to site another septic system on this site (even with the acquisition of the neighboring property) and also expand the facility in any meaningful way.

However, running the conduit beneath the intersection is just Phase One of the project to actually connect the library building to the system. The conduit currently terminates on the property of the Historical Society. The Board of Library Trustees were told by the Wastewater Commissioners (see attached memo) that they would not have to pay any fees until the time that the line is actually extended further down the street to the library, at which time the library would be considered to have "joined" the system. We were told that once the library had "joined the system," even if it were not actually hooked up, the Trustees would be assessed a quarterly fee. In answer to Ms. Segal's question about how much of the treatment plant capacity is reserved for the library, I can only refer to the Sewer Use Discharge Permit (also attached), signed by Eugene Roberts and dated March 9, 2004, which approves 500 gallons a day for the library.

Please note that the current septic system is nearly 20 years old, is located in a high water district, and should it ever fail, the Library might need to be hooked up to the Wastewater Treatment Plan rather quickly. Likewise, if the building is used for another town function or is sold, the question of what to do with the building's wastewater will have to be dealt with eventually. Therefore, the library should probably appear on the list of Sewer System Users because wastewater treatment capacity should be reserved for the building, whatever its future use turns out to be.

COPY

**WAYLAND WASTEWATER
MANAGEMENT DISTRICT
COMMISSION**

Wayland Town Hall
Wayland, MA 01778

SEWER USE DISCHARGE PERMIT


Permission is hereby granted for the property located at 5 Concord Road, Wayland, MA

To connect to the WWMDC Route 20 Wastewater Management System. The owners and occupants of the property shall comply with all provisions of the Rules and Regulations of the WWMDC.

The owner will inform the WWMDC of any change in type of use of the premises, and proposed expansion to the building(s) or any transfer of ownership.

Approved gallons per day: 500

Permit Approved by


Chairperson of WWMDC

Date: March 9, 2004

.....

Actual hookup to the Wastewater Management System shall be inspected by the Wayland Board of Health. A copy of the signed Inspection Sheet shall be returned to the WWMDC.

No liability is incurred by the Town of Wayland or the WWMDC by reason of any approval of a sewer use discharge permit. Approval is based on information supplied by the applicant.

5. ARTICLE HH: RECREATION
FIELD RENOVATIONS &
FEASIBILITY STUDY

REVISED

ARTICLE HH

ARTICLE FOR ANNUAL SPRING TOWN MEETING

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

TITLE: Spend a sum of money for field renovations and Funding to do a Feasibility Study for Design-a Multi-Purpose, Rectangular, Artificial Turf Field 193 & 195 Main Street, also known as the former DPW site.

Formatted Table

COST: X NO COST: X COST ESTIMATE: Up to \$150,000 200,000
Funding Source = Recreation Stabilization Fund

Proposed by: Recreation Commission

TEXT:

To determine whether the Town will vote to allow the Recreation Commission to spend a sum of money use up to \$200,000 from the Recreation Stabilization Fund, funded by field user fees, for field renovations and to do a Feasibility Study design to and investigate the construction of a potential Multi-Purpose, Rectangular, Artificial Turf Field at 193 & 195 Main Street (Old DPW Site) at the Wayland Middle School.

Signature of Chair: _____ Date: _____

ESTIMATES & CAPITAL PROJECT OUTLINE
ATTACHED

January 29, 2016

TB Soccer Field Renovation Price Estimates

From Shrewsbury Landscapes:

Irrigation - \$15,000 - \$25,000

- Need new water main (2"-3")
- Need exception from DPW because would exceed 15,000 sq. ft. of irrigation (would be approx. 60 sq. ft.)
- Need agreement to use water & to water during water bans

Airify, Grade, Loam, Seed, Fertilize - \$7,000 - \$10,000

- Best long term approach
- Plant seed by end of August
- No play that Fall, Spring & summer
- Could be ready for play following Fall

Til, Strip, Re-Sod - \$65,000 - \$85,000

- Needs lots of water – at least 1" per week/ every other day
- Could play on it again the following growing season (plant in Spring, play in fall)

Old DPW site Field Feasibility Study

From GALE Associates:

Feasibility Study - \$30,000 - \$40,000

- Would get you through the 1st phase of a general engineering study
- Wetlands & environmental delineations
- Existing Conditions base map
- 2-3 schematic layouts
- 2-3 Month process
- Does not include a full geo-technical investigation if needed (depth of groundwater, soil, ledge, etc) – that's another \$7,500 - \$12,000

Loker Site Water Use

From GALE Associates:

- Typical field irrigation draws 25-35 gallons of water per minute
- To potentially use the pond as a water source need to determine:
 - What is the source of the water in the pond
 - Determine if the pond could replenish itself with expected water use
 - Concord/Carlisle High School draws water from an on-site pond – could ask for details

Recreation Capital Project Outline

Projects the Recreation Department currently has Capital / CPA Funding for that are in progress:

CPA Funded Projects:

- **Dudley Woods (ATM 2015)** – Design and Construction of ADA accessible walking trails
 - Original CPA Funds - \$85,000 (~\$75,000 remaining)
 - Status - Completed Native Artifacts Mapping phase with the Historical Commission (\$10,000 reserved for this of the \$85,000), but still waiting for the final report that will indicate and confirm the avoidance areas. Also need to confirm with Mark Lanza/others who can make final decision about Ancient Artifacts being placed on the site. Have received 2 proposals from On-Call Designers that the commission needs to review.
- **Oxbow Meadows (ATM 2015)** – Design for a natural grass, rectangular athletic field
 - CPA Funds - \$20,000
 - Status – Have received 2 proposals from On-Call designers that the commission will review once a final determination is made for the Loker site. Because of the details discussed related to water usage at the Loker site, the commission feels an LSP investigation may be needed for this site as well given the properties history and the need to dig a well for irrigation.
- **Loker Recreation Area (ATM 2013)** – Design for multi-purpose athletic field
 - Original CPA Funds - \$92,000 (~\$65,000 remaining)
 - Status – Recently completed an LSP investigation of the water quality to determine if bedrock, groundwater wells can be installed. Water Quality testing costs are major concerns moving forward. At a recent January meeting, interested residents suggested exploring the use of the pond on site for irrigation instead of drilling wells, as well as possibly seeking an exception to use Town Water for this particular site given all the clean efforts that have taken place over the years. The Rec. Commission hopes to meet with Conservation and DPW soon to discuss these possibilities before making a final determination to rule out well water usage. Other alternatives being discussed include seeking new design funds for an artificial turf field at this site instead of natural grass. If this option is pursued, original funds would be returned and new funds and approvals would be sought after separately.

Capital Improvement Projects (CIP):

- **Capital Maintenance Funds from FY14 (ATM 2013)** – Repair and upgrade work of recreational facilities in Wayland that become necessary throughout the year.
 - Capital Improvement Funds- \$85,000 (\$78,842.83 remaining)
 - Proposed Projects:
 - Middle School Field Renovations (~\$40,000?) – Received 3 proposals from On-Call Designers. Waiting for MOU to be completed before proceeding with any contracts on school property.
 - Soccer Nets and Goal repairs (~\$3,000?) – awaiting final costs & number to replace
 - Completed / In Progress Projects:
 - GALE Associates contractual services (\$344.67) – completed
 - Turf Field Grooming Spring 2015 (\$1,900) – completed
 - Turf Field Line Painting Spring 2015 (\$2,525) – completed
- **Capital Maintenance Funds from FY15 (ATM 2014)** – Repair and upgrade work of recreational facilities in Wayland that become necessary throughout the year.
 - Capital Improvement Funds- \$75,000 (\$47,210.27 remaining)
 - Proposed Projects:

Updated February 17, 2016

- Design money for Alpine field improvements (~\$10,000?) – Received 3 proposals from on Call Designers. Waiting for MOU to be completed before proceeding with any contracts on school owned land (this is owned by schools).
- Replace benches at playing fields town wide (~\$20,000) – need to confirm final # of benches to replace & DPW's time availability in spring/summer to assist with instillation (many require new concrete pads to be poured and installed)
- Beach Buoys (~\$3,000) – awaiting final cost estimates – need for Summer 2016 season
- Completed / In Progress Projects –
 - Art King Baseball Field Improvements (~\$7,000) – completed
 - 14 Picnic tables (\$13,756) – completed and received
 - Town Beach Leaf Removal per BOH (\$6,000) – completed Spring 2015
 - EZ Dock Town Beach Instillation and Parts (\$4,121.14) – completed Spring 2015
 - 5 new Beach picnic tables & 2 Grills (\$5,770) - completed and received
 - Field nets and goals (\$2,857.50) - completed
- **Capital Maintenance Funds from FY16 (ATM 2015)** – Repair and upgrade work of recreational facilities in Wayland that become necessary throughout the year.
 - Capital Improvement Funds- \$75,000 (\$68,561 remaining)
 - Proposed Projects:
 - Design money for Happy Hollow Playground (~\$10,000) – Received 3 proposals from On-Call Designers. Waiting for MOU to be completed for school projects.
 - Playground Inspection Repairs town wide (~40,000) – awaiting final cost estimates from M.E. O'Brian. Playground Inspection was completed August 2015.
 - High School Basketball court Re-seal & Re-painting (~\$10,000) - Received 3 proposals from On-Call designers. Waiting for MOU to be completed for school projects.
 - High School Athletic Facility Master Plan Update (~\$7,000-15,000) – Receive 3 proposals from On-Call Designers and 1 proposal from GALE Associates who completed the last Master Plan. Waiting for MOU to be completed for school projects.
 - Completed / In Progress Projects:
 - Sportsman "Cloud" Update (\$1,500) - completed
 - Tennis Nets (\$450) - completed
 - Playground Inspections (\$4,275) - completed



Sarkis Sarkisian
Wayland Town Planner

ARTICLES MM, II, JJ,
KK, LL
PLANNING BOARD

TOWN OF WAYLAND
MASSACHUSETTS
01778
PLANNING DEPARTMENT

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3615
FAX: (508) 358-4036

ARTICLES II, JJ, KK, LL

Planning Board Report

January 25, 2016

Pursuant to Massachusetts General Laws Chapter 40A, Section 5, the Planning Board held a public hearing to discuss the proposed amendments to the Town's Zoning By-Laws on December 8, 2015 and continued said hearing to January 5, 2016 when the hearing was closed. The following report and vote are as follows:

Article- Sidewalk construction in Roadside Business, Business Districts A and B, Light Manufacturing, and Limited Commercial.

MM - SIDEWALK - WITHDRAWN

This amendment is intended to make the Bylaw more consistent and to clarify the construction standards of sidewalks in Commercial areas in the Town of Wayland. This amendment clarifies the manner in which sidewalk design and construction should be performed when commercial property is being developed and/or redeveloped in these districts. The amendment also allows the permitting authorities flexibility to consider specific design elements on a case by case basis to respond to attributes of a specific site, including safety, history, abutting sidewalks, and other design elements.

**The Planning Board voted unanimously in favor of this article:
Vote: 5 - 0.**

ARGUMENTS IN FAVOR: Consistent and well-written Zoning Bylaws will provide a solid foundation for regulatory decisions and a clearer set of rules for applicants.

Article- Landscaping in parking areas.

KK - LANDSCAPING

This amendment makes for clearer and more consistent language and provides proper guidance to zoning bodies, town departments and developers with regards to business district parking lots that abutts residential land. The current Zoning Bylaw does not

have a minimum standard, and the proposed 10'buffer in this amendment would provide room for proper plant material and fencing as may be required by the Special Permit Granting Authority and the Site Plan Approval Authority. Planning Board believes this standard will improve sound, screening and safety concerns of residential districts that are adjacent to commercial districts.

**The Planning Board voted unanimously in favor of this article:
Vote: 5 - 0.**

Article - New definition of Building Height.

LD - BUILDING HEIGHT

The purpose of this Article is to provide a clearer definition to measure building height from existing grade. The current definition measures building height against whatever the "finish grade" is on a house lot. The advantage for using existing grade is that it puts an actual limit on how tall a building can be on an existing lot.

**The Planning Board voted unanimously in favor of this article:
Vote: 5 - 0.**

Article - Assisted/Independent Living and Nursing Home

JJ - ASSISTED LIVING

This article requests that Town Meeting amend the Zoning By-Laws by not allowing Assisted/Independent and Nursing Homes to be allowed in residential districts. Buildings of this type of scale with no density standard do not meet the intent of the residential districts and may be detrimental to the residential or natural environment of a neighborhood.

**The Planning Board voted unanimously in favor of this article:
Vote: 5 - 0.**

Article - Home Occupation

II - HOME OCCUPATION

This article amends the Zoning By-Law by removing the Home Occupation definition and referring it to the Home Occupation sections in our Bylaw. The Town of Wayland has two types of "Home Occupation, customary home occupation". The zoning bylaw allows certain businesses and occupations to be conducted in a dwelling unit as of right as long as a number of limitations are

met as shown in section 901.1.1. If you do not meet these limitations then it requires a Special Permit from the Zoning Board of Appeals as outlined in section 901.1.2. Traffic, including traffic by commercial delivery vehicles, shall not be generated in greater volumes than would normally be anticipated in a residential neighborhood; The Customary Home Occupation shall not generate more than 150% of the total number of vehicle trips that the principal residential use of the lot generates on a daily basis.

~~Article - Conservation Cluster Bylaw.~~

~~NN. CONSERVATION CLUSTER - WITHDRAWN~~

~~The proposed amendments are intended to clarify the total number of dwelling units on a tract of land, including any affordable units as required in Section 2204. The Bylaw amendment also has new language that defines "open land" and requires that the open land has to maintain a lot width equal to at least the minimum frontage of the underlying zoning district and may not contain Wetlands.~~

7. ARTICLE ORDER

ATM 2016 Article Order (Proposed)

FOR DISCUSSION

* Asterisk indicates articles proposed for abbreviated presentation procedure; scheduled at 5 minutes each.

#	Letter	Name	Sponsor	Est Time	Length of Mtg			End Time
					Date	Minutes	Hours	
THURSDAY 1		7:30PM START						
1	A	Recognize Citizens	BoS	10				
2	B*	Pay Previous Year Bills	BoS	5				
3	C*	Current Year Transfer	BoS	10				
4	D*	OPEB Funding	FinCom	5				
5	S	Revolving Accts 53 E 1/2	BoS	60				
6	FF	53D Revolving Fund for Beach	Rec	20				
7	GG	Rec Stabilization Fund	Rec	45				
8	E	FY17 Budget	FinCom	90	Thurs 4/7	245	4.1	11:30pm +
SUNDAY 2		1:00PM START						
8	E	FY17 Budget, continued	FinCom	150				
9	J	Accept Gifts of Land	BoS	10				
10	U*	Confirmatory Taking - Newbury	BoS/ConCom	5				
11	Q	Remove Civil Service	BoS	60				
12	CC	Fund Intersection at School/30/E Pl	BoPW	45				
13	BB	Fund Reconfig of Five Paths	BoPW	45				
14	H	Personnel Bylaws	PersBd	20				
15	F*	Compensation for Town Clerk	BoS	5				
16	V*	Update Hydrant bylaw	BoS	5	Sun 4/10	345	5.8	7:00pm
MONDAY 3		7:00PM START						
17	UU	Time for Debate	Petitioners	30				
18	VV	Limit Article Remarks	Petitioners	30				
19	XX	Chp 36 - date for ATM	Petitioner	45				
20	WW	Access to Town Counsel	Petitioner	45				
21	R	Revise OPEB Act	BoS	30				
22	O	CoA/CC	BoS	60				
23	X	193/195 Main to Lib/Rec/SC	Lib/Rec	60				
24	Y	202 Old CT Path to Library	Lib	60	Mon 4/11	360	6.0	1:00am

TUESDAY 4**7:00PM START**

25	Z	PILOB for WW for Lib	Lib	60
26	HH	Turf Field at 193/195 Main	Rec	60
27	KK	Landscaping in Parking Lots	PB	30
28	LL	Building Height	PB	30
29	JJ	Assisted Living in Residential	PB	30
30	II	Home Occupation	PB	30

Tues 4/12 240 4.0 11:00pm

THURSDAY 5**7:00PM START**

31	W	Demolition Delay	HistComm	60
32	DD*	Accept 30/27 intersection	BoPW	5
33	OO*	CPA Set Aside	CPC	5
34	PP*	CPC Transfer to MAHT	CPC	5
35	QQ	CPC Monuments at North Cem	CPC	15
36	RR	CPC Restore Coch. Clock	CPC	15
37	TT	Mainstone Farm	CPC/ConCom	60
38	P	Glezen Lane Intersection	BoS	30
39	N	MSBA Funding for Minuteman	BoS	20
40	L*	Rescind Unissued Debt	BoS	5

THURSDAY 5 (cont'd)**7:00PM START**

41	AA*	Transfer at Lakeview Cem.	BoPW	5
42	G*	Accept Law Increasing Tax Expms	BoS	5
43	M*	Hear Reports	BoS	5
44	I*	Choose Town Officers	BoS	5
45	K*	Sell or Trade Vehicles	BoS	5

Thurs 4/14 245 4.1 11:00pm +

MONDAY 6**7:00PM START****Pulled**

46	T	Town Counsel Participate	BoS
47	EE	Regulate Temporary Signs	BoPW
48	MM	Sidewalks	PB
49	NN	Conservation Clusters	PB
50	SS	Mainstone - CPA only	CPC

8. POSSIBLE STM: 11-9-2016

365 January 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
	3	4	5	6	7	8
	10	11	12	13	14	15
	17	18	19	20	21	22
	24	25	26	27	28	29
	31					

365 February 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	28	29				

365 March 2016

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365 April 2016

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365 May 2016

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365 June 2016

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365 July 2016

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	24	25	26	27	28	29
	31					

365 August 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	28	29	30	31		

WARRANT OPEN

365 September 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
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	11	12	13	14	15	16
	18	19	20	21	22	23
	25	26	27	28	29	30

365 October 2016

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	23	24	25	26	27	28
	30	31				

365 November 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
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	27	28	29	30		

365 December 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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						31

- | | | | | |
|---------------------------------------|---------------------------------|--------------------------------|-----------------------------------|------------------------------------|
| 1 Jan New Year's Day | 17 Mar St. Patrick's Day | 15 May Pentecost | 5 Sep Labor Day | 31 Oct Halloween |
| 9 Jan Martin Luther King Day | 25 Mar Good Friday | 16 May Pentecost Monday | 11 Sep September 11th | 6 Nov Daylight Saving (End) |
| 18 Feb Mardi Gras Carnival | 27 Mar Easter | 21 May Armed Forces Day | 17 Sep Citizenship Day | 11 Nov Veterans' Day |
| 12 Feb Lincoln's Birthday | 28 Mar Easter Monday | 30 May Memorial Day | 23 Sep Native American Day | 24 Nov Thanksgiving |
| 14 Feb Valentine's Day | 1 Apr April Fool's Day | 14 Jun Flag Day | 10 Oct Columbus Day | 7 Dec Pearl Harbor |
| 15 Feb Presidents Day | 5 May Cinco de Mayo | 19 Jun Father's Day | 15 Oct Sweetest Day | 25 Dec Christmas Day |
| 13 Mar Daylight Saving (Start) | 8 May Mother's Day | 4 Jul Independence Day | 17 Oct Boss's Day | 31 Dec New Year's Eve |

10/2, 10/3, 10/4 Rosh Hashana 10/11, 10/12 Yom Kippur
 4/22. PASSOVER

Calendar & Holidays

2016

Calendar-365.com

2015 STM SCHEDULE

2015 SPECIAL TOWN MEETING SCHEDULE

(Schedule for fall STM to begin on MONDAY, NOVEMBER 9, 2015)

August 24	Selectmen voted on August 10 th to open warrant for Special Town Meeting on Tuesday, August 25, 2015 at 8:30 a.m. through Wednesday, September 2, 2015 at 4:30 p.m. Petitioners' Hearing will be held Monday, August 24 th .
September 2	Last day to submit articles for Special Town Meeting at 4:30 p.m. Petitioners' articles must be submitted to the Selectmen's office with at least 100 signatures
September 7	Labor Day
September 8	Finance Committee Special Town Meeting Article Hearing
September 24	<u>Deadline for submission of petitioner's comments on STM articles</u>
September 28	Selectmen review, order and vote to place and vote positions on articles
September 30	<u>Deadline for submission of Special Town Meeting article comments from Finance Committee</u>
October 9	Compilation of Warrant completed and all changes made
October 9	Final Warrant copied and delivered to Selectmen, Moderator, Finance Committee, Town Clerk, Town Counsel and Finance Director
October 9	Warrant sent to printer
October 12	Columbus Day - Town offices closed
October 13	Motions for articles submitted by Town Counsel and provided to Moderator and Town Clerk. Draft motions posted for public review.
October 19	Selectmen meet to sign warrant
October 20	Postal delivery of warrants (Town Code 36-2A, MGL c. 39, s10)
October 20	Warrant will be posted by Constable (no later than October 26)
October 26	Selectmen review proposed motions
October 28	Potential Moderator's Forum
November 2 by 8:00 p.m.	Last day before Town Meeting to register to vote
November 2	Selectmen conduct Special Town Meeting Warrant Hearing, 7:00 p.m. Large Hearing Room, Town Building
November 9	Moderator's instructions to tellers and list of non-resident employees provided to Moderator and Town Clerk
November 9	Warrants, final errata sheets and supplemental material prepared, printed and delivered to Town Meeting site for distribution
NOVEMBER 9	SPECIAL TOWN MEETING, Monday 7:30 p.m., Wayland High School Field House
November 10	Adjourned session of Special Town meeting (Tuesday, as necessary)

Note - Dates not set by general laws and town code may change.

**TOWN ADMINISTRATOR'S REPORT
WEEK ENDING FEBRUARY 22, 2016**

Please see attached:

- 1. Draft Public Information Plan: Town Meeting**
- 2. Care of Sanctuary: Land at Town Building**

DATE: February 22, 2016
TO: Board of Selectmen
FROM: Katelyn O'Brien/HR Assistant
RE: Annual Town Meeting Public Information

REQUESTED ACTION:

Approval of the proposed Town Meeting public information plan outlined below.

BACKGROUND:

The Selectmen's Office is prepared to advertise ATM dates and time changes as approved by the Board. We will advertise on the Town's website, local media, social media, and electronic signage in front of the Public Safety Building. We will also use social media to bring residents to the website where they can find information on articles and any additional Town Meeting information.

One way to help organize Town Meeting information on the website would be to post any additional information under a link titled "Town Meeting" under quick links. This new link would replace the "Proposals Destined for TM" link. The Proposal link can be confusing, since we are already in the middle of Town Meeting season and there are no actual "proposals" listed. The new Town Meeting link is broader and more obvious to people who are looking for Town Meeting information on our website. We would have to reach out to Virtual Town Hall to change links.

We also suggest creating an email address for residents to send any Town Meeting related questions. This general email address ex. townmeeting@wayland.ma.us, would come to John and me. We will forward the emails to the appropriate person to answer. By doing this, the Selectmen's Office can oversee what questions residents are sending and see that the appropriate person answers them.

Another way we would like to improve communications about Annual Town Meeting is by creating a PowerPoint presentation presenting a few bullet points about key Articles. Nan will oversee this and reach out to boards and Department Heads with an example of what a slide should look like. The slides will be sequenced to coincide with the ordering of the warrant. The goal here is to try and summarize key articles in a few bullet points so residents can be familiar with the important issues. If after viewing the slide they want to know more information, they can examine the full article or submit a query to the townmeeting@wayland.ma.us email.

To: Nan Balmer, Town Administrator

From: Brian J. Monahan, Conservation Administrator

Date: February 18, 2016

Re: Care of Sanctuary – Land at Town Building

Members of the Wayland Garden Club met with me to discuss the land abutting the wetlands here at Town Building. They were hoping that the appearance could be improved. Years ago there was a plan for the area and in the past the Commission has reviewed proposals. The Garden Club representatives were inquiring about how to improve the appearance of the area.

It was suggested that the Commission's summer crew, who currently mows trails and fields all using hand equipment, might be able to mow the invasive plants along the edge of the lawn area a couple of times each summer. Mowing would improve the appearance of the area particularly in the front of the building where as summer progresses the Japanese knotweed takes over the area where the formal lawn mowing stops. It was also suggested that the Garden Club might explore some native plants that would be more attractive in this area while maintaining the naturally vegetated buffer along the wetlands. Also at least twice the shoulder along the driveway to Pelham Island could be mowed – again to discourage the invasive plants and not to try to create a lawn.

The land is under the care and custody of the Board of Selectmen and I want to know if they have any concerns with this concept.

Thank you.



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 22, 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 Certificate of Achievement for Eagle Scout Harrison Brewton

DiNapoli, MaryAnn

From: Laurel Whitehouse <laurel.whitehouse@gmail.com>
Sent: Friday, February 05, 2016 11:37 AM
To: DiNapoli, MaryAnn
Subject: Eagle Scout Commendation

Hello MaryAnn,

I am writing to request a letter of commendation from the Town Selectmen for Harrison Brewton, Troop 1 Cochituate's newest Eagle Scout.

Harrison completed a service project to benefit the Conservation Commission. He and a team of volunteers built a covered kiosk to post maps and information at the Sedgemoor Conservation Area.

Thanks for your help on this,
Laurel Whitehouse

Consent

Certificate of Achievement

*On behalf of the Town of Wayland,
its Board of Selectmen presents this certificate to*

Harrison Brewton

*in recognition of achieving the highest award of Eagle Scout,
Troop 1 Cochituate, and setting an example of honor and courage,
loyalty and service.*



February 22, 2016



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

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

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

**LIST OF PUBLIC DOCUMENTS PROVIDED TO THE
BOARD OF SELECTMEN FROM FEBRUARY 5, 2016,
THROUGH AND INCLUDING FEBRUARY 18, 2016,
OTHERWISE NOT LISTED AND INCLUDED IN THE
CORRESPONDENCE PACKET FOR FEBRUARY 22, 2016**

Items Distributed To the Board of Selectmen –February 5 - 18, 2016

1. Email of 2/11/16 from Nan Balmer, Town Administrator, to Board of Selectmen, re: 2016 Annual Town Meeting Planning Board Report

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of February 9, 2016

1. None

Items Included as Part of Agenda Packet for Discussion During the February 22, 2016, Board of Selectmen's Meeting

- 1.
2. Town Administrator's Report for the Week Ending February 19, 2016



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BOARD OF SELECTMEN
Monday, February 22, 2016
Wayland Town Building
Selectmen's Meeting Room

CORRESPONDENCE

Selectmen

1. Public Comment, Funding for Proposed Council on Aging/Community Center
2. Public Comment, OPEB Warrant Article for 2016 Annual Town Meeting
3. Letter of 1/28/16 from Kevin Dandrade, TEC, to Nan Balmer, Town Administrator, re: Design Plan Submission, Route 27/Glezen Lane
4. Email of 2/10/16 from Nan Balmer, Town Administrator, to Wastewater Management District Commission, re: Draft Letter regarding Sewer Capacity
5. Letter of 2/11/16 from Eversource Energy to Nan Balmer, Town Administrator, re: Notice of Planned and Scheduled Vegetation Maintenance
6. Letters of 2/11/16 from Nan Balmer, Town Administrator, to State Senator and State Representatives re: Act Relative to Modernizing Municipal Finance and Government
7. Letters of 2/12/16 from Nan Balmer, Town Administrator, to State Senator Ross and State Representative Gentile re: State Assistance
8. Monthly Report, Police Department, January 2016

Zoning Board of Appeals

9. Decision No. 15-32, 34 Bradford Street

Minutes

10. Council on Aging/Community Center Advisory Committee, July 16, 2015, November 5, 2015, December 17, 2015, January 5, 2016, January 14, 2016, January 28, 2016
11. Finance Committee, January 21, 2016
12. Municipal Affordable Housing Trust Fund Board, January 6, 2016

State

13. Invitation from Massachusetts Municipal Association re: Spring Legislative Breakfast Meetings

(1) COA/CC

DiNapoli, MaryAnn

From: Balmer, Nan
Sent: Monday, February 08, 2016 11:29 AM
To: DiNapoli, MaryAnn
Subject: Fwd: funding Article O (COA/CC)

Correspondence

>
>
>

> From: Betty Salzberg [salzberg@ccs.neu.edu]
> Sent: Friday, January 29, 2016 3:49 PM
> To: Selectmen; Balmer, Nan; nancyfunkhouser
> Cc: salzberg; Karlson, Cherry
> Subject: funding Article O (COA/CC)

>
> To the Selectmen (Ms. Karlson), Ms. Balmer (Town Administrator) and Ms. Funkhouser (Finance Committee):

>
> I believe that Appropriating Funds for the design, construction and bidding for the proposed council on aging/
community center (article O for Spring Town Meeting) cannot be funded by borrowing unless the town owns the land.
Here is a source:

> =====

>
>
> <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter44/Section7>

>
> Massachusetts Chapter 44 Municipal Finance Section 7 clause 21:

>
> "Section 7. Cities and towns may incur debt, within the limit of indebtedness prescribed in section ten, for the
purposes hereinafter set forth, and payable within the periods hereinafter specified or, except for clauses (3C), (11),
(16), (18), (19), (21) and (22), within such longer period not to exceed 30 years based upon the maximum useful life of
the public work, improvement or asset being financed, as determined in accordance with guidelines established by the
division of local services within the department of revenue:

>
>

> (21) For the cost of architectural services for plans and specifications for any proposed building for which a city, town
or district is authorized to borrow, or for the cost of architectural services for plans and specifications for additions to
buildings owned by a city, town, or district where such additions increase the floor space of said buildings, five years if
issued before any other debt relating to said buildings or additions is authorized, otherwise the period fixed by law for
such other debt relating to said building or additions; PROVIDED HOWEVER, THAT AT THE TIME THE LOAN IS ISSUED THE
CITY, TOWN, OR DISTRICT OWNS THE LAND ON WHICH THE PROPOSED BUILDING OR ADDITIONS WOULD BE
CONSTRUCTED."

>
>
> =====

>
> In general, I believe this is evidence that the state does not look kindly on building projects on land not owned by the
town. While on the library committee, I also found that the state library granting program does not make grants for
library buildings to be built on land not owned by the town. Here is the source for that:

>

> (from website of MBLC

> <http://mblc.state.ma.us/grants/construction/regulations/605CMR6.00-20131206.pdf>

>

> "Site Approval. A project may be planned for a site in which the land is owned by the municipality or school, or it may be privately owned. At the time of application a project planned for municipal or school owned land must receive documented and official approval defining the site and agreeing that it is to be used for the library. IF THE PROJECT IS PLANNED ON LAND NOT OWNED BY THE LIBRARY OR THE MUNICIPALITY, THE APPLICANT MUST HAVE A SIGNED PURCHASE AND SALE AGREEMENT AT THE TIME OF APPLICATION."

>

> =====

>

>

> So I would urge the selectmen to try to obtain ownership of land for any building projects. Not doing so may preclude both borrowing and applying for state grants.

>

> Betty Salzberg (as a private citizen of Wayland)

From: Jay Sherry [mailto:sherry.jay@gmail.com]
Sent: Tuesday, February 09, 2016 12:18 PM
To: Karlson, Cherry; Antes, Mary; Anderson, Lea; Nolan, Joseph F.
Cc: Balmer, Nan; Clifford Lewis
Subject: OPEB warrant article R

PUBLIC COMMENT

To the Members of the Town of Wayland's Board of Selectmen:

I see that your agenda for tonight's BOS meeting calls for you to vote your positions on OPEB warrant article R.

While I certainly applaud your effort to modify the current Special Act governing the investment management of the OPEB Trust Fund, I believe warrant article R needs further work on its language to provide what Wayland needs. I recommend you defer your final vote on warrant article R until this refinement is complete.

I offer two substantive comments, and a couple of miscellaneous edits.

1. BOS flexibility in choosing the OPEB Trust Fund's board of trustees: Subsection 2 (c) describes a board of five to nine individuals, with very specific requirements for employee, retiree and town officer representation. I believe that the BOS should have more complete authority to appoint the board of trustees. In particular, this subsection should not mandate that an employee and a retiree recommended by the Town Administrator should serve on the board. They are beneficiaries of the OPEB Trust Fund who in general will not have contributed to it. The BOS should ensure that most or all of the trustees are qualified Wayland citizens and taxpayers who will be primarily motivated to increase the Fund's investment returns so as to reduce future OPEB fund contributions.
2. Establishment of the OPEB Trust: The language of Section 2 begins "Establishment and Management of OPEB Fund". It does not explicitly use the word "Trust". This has been an issue with Town Counsel Mark Lanza that has frustrated the OPEB Committee in the past. I would urge that you ask Town Counsel to make the language of Section 2 unambiguous in this regard so that the Town has clear legal authority to establish a Trust.
3. GASB compliance: GASB Statement 45 requires that an OPEB trust have three characteristics:
 - a. All trust assets earmarked to pay OPEB only
 - b. Trust assets are not subject to the claims of any general creditor of the Town
 - c. Trust contributions are irrevocable.

The current Section 2 addresses characteristics a and b, but it should also be explicit on characteristic c.

4. Section 3 on Actuarial Reports, first sentence, makes reference to "liabilities of the unit". I believe this should be "liability of the Town"

I am happy to participate further in the drafting effort should you require my help. It's so important that we get this statutory language just right to establish the right governance model for Wayland's OPEB Trust.

Jay Sherry
18 Pine Needle Road
e: sherry.jay@gmail.com
m: +1.508.308.3422

(3) Glezen Lane



65 Glenn Street | 169 Ocean Blvd.
Lawrence, MA 01843 | Unit 101, PO Box 249
Hampton, NH 03842
T: 978.794.1792 T: 603.601.8154
TheEngineeringCorp.com

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

January 28, 2016

TEC Ref. T0558.05

RE: Design Plan Submission - Route 27 / Glezen Lane
Wayland, Massachusetts

Dear Ms. Balmer,

Enclosed please find the detailed design submittal and associated construction cost estimate for the requested improvements at the intersection of Old Sudbury Road (Route 27) at Glezen Lane that are associated with the Town's settlement agreement with various appellants for targeted improvements. This design is founded on the recommendations of the appellants' hired traffic engineer who suggested this measure as the final element of mitigation for their desired traffic diversions around the Glezen Lane neighborhood. This project would redefine the intersection layout for a total project construction cost of \$55,000.

TEC, Inc. has performed a final design role for this mitigation measure, but previously expressed our opinions regarding the lack of merit for this level of geometric change and the associated regulatory restriction for vehicle turns. Furthermore, we expressed our concern regarding the turning radius for the Town's fire trucks traveling between Town Center and Glezen Lane via Route 27 as they respond to an emergency; this would require the use of both lanes on both roadways to negotiate the turn. Upon final review by the Department of Public Works, the acknowledgment of the availability of Town funds for construction bidding purposes, and any pending legal actions, TEC is prepared to finalize the documents for the Town's use in bidding and construction.

Please do not hesitate to contact me or Mikel Myers, PE at (978) 794-1792 if you have any questions regarding our plans or estimate. We appreciate the opportunity to continue our great working relationship with the Town of Wayland.

Sincerely,
TEC, Inc.

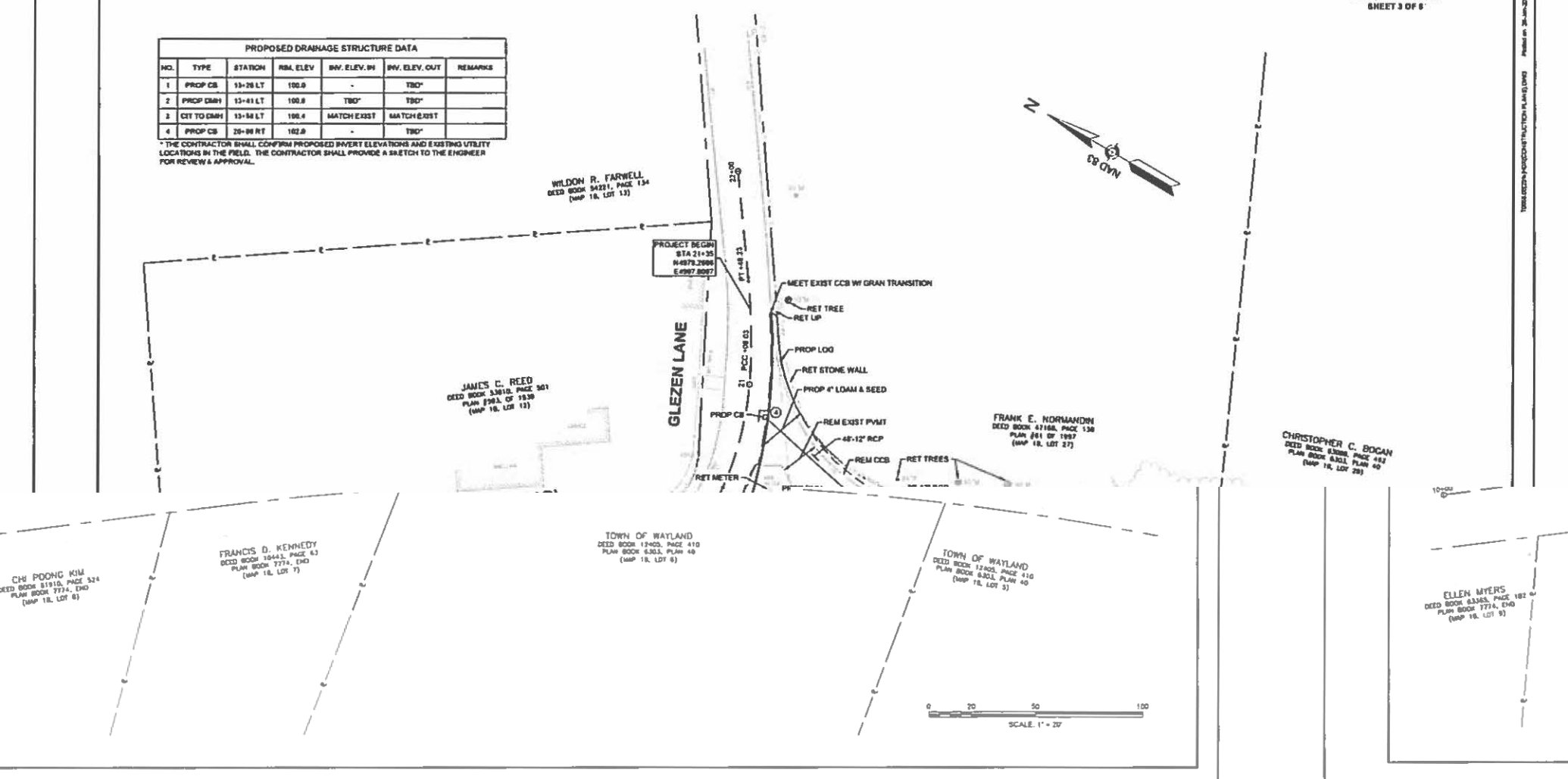
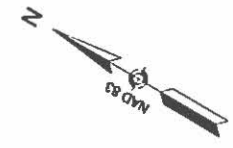
A handwritten signature in blue ink, appearing to read 'Kevin R. Dandrade', written in a cursive style.

Kevin R. Dandrade, P.E., PTOE
Principal

cc by email: Stephen Kadlik, DPW

PROPOSED DRAINAGE STRUCTURE DATA						
NO.	TYPE	STATION	RSL. ELEV.	INV. ELEV. IN	INV. ELEV. OUT	REMARKS
1	PROP CS	13+26 LT	100.0	-	TBD*	
2	PROP DMH	13+41 LT	100.8	TBD*	TBD*	
3	CUT TO DMH	13+51 LT	100.4	MATCH EXIST	MATCH EXIST	
4	PROP CS	29+86 RT	102.0	-	TBD*	

* THE CONTRACTOR SHALL CONFIRM PROPOSED INVERT ELEVATIONS AND EXISTING UTILITY LOCATIONS IN THE FIELD. THE CONTRACTOR SHALL PROVIDE A SKETCH TO THE ENGINEER FOR REVIEW & APPROVAL.



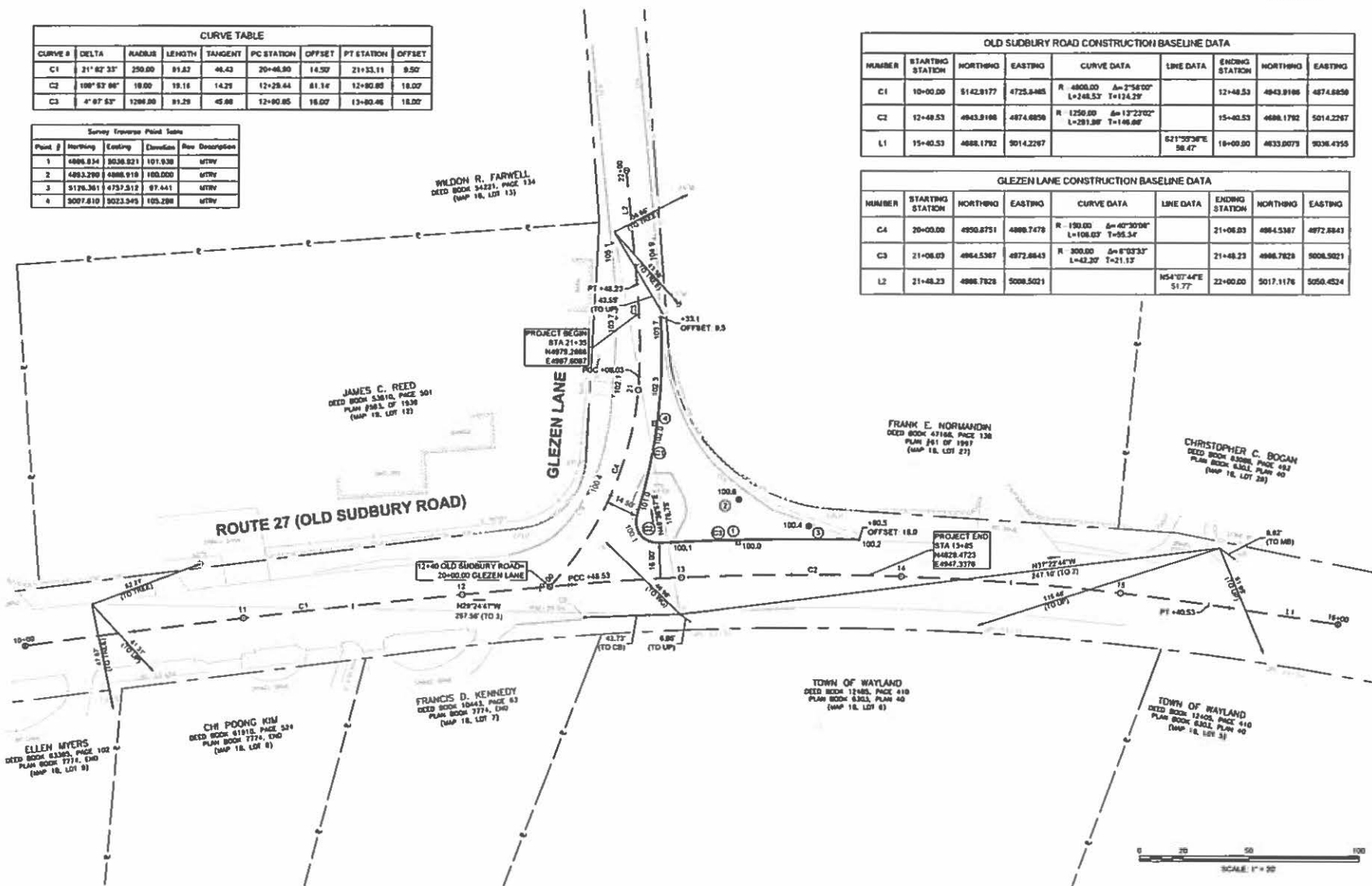
WAYLAND
ROUTE 27 (OLD SUDBURY ROAD) AT GLEZEN LANE
CURB TIE & GRADING PLAN
SHEET 4 OF 6



CURVE TABLE							
CURVE #	DELTA	RADIUS	LENGTH	TANGENT	PC STATION	OFFSET	PT STATION
C1	31° 02' 33"	250.00	81.82	46.43	20+46.80	14.50'	21+33.11
C2	109° 52' 06"	18.00	19.16	14.29	12+29.64	81.3'	13+02.85
C3	4° 07' 52"	1289.00	91.29	45.88	12+00.85	18.00'	13+00.46

Survey Traverse Point Data			
Point #	Northing	Eastng	Plan Description
1	4096.824	3028.821	101.938 MTRV
2	4093.290	3086.919	100.000 MTRV
3	3176.361	4737.512	87.441 MTRV
4	3007.810	3023.549	105.298 MTRV

OLD SUDBURY ROAD CONSTRUCTION BASELINE DATA							
NUMBER	STARTING STATION	NORTHING	EASTING	CURVE DATA	LINE DATA	ENDING STATION	NORTHING
C1	10+00.00	5142.9177	4725.9485	R 460.00 Δ=2°58'00" L=248.53 T=124.29		12+48.53	4843.9186
C2	12+48.53	4943.9186	4874.8858	R 1250.00 Δ=13°22'02" L=281.38 T=146.68		15+02.53	4686.1792
L1	15+40.53	4888.1792	5014.2297		S21°39'38"E 58.47	16+00.00	4833.0073

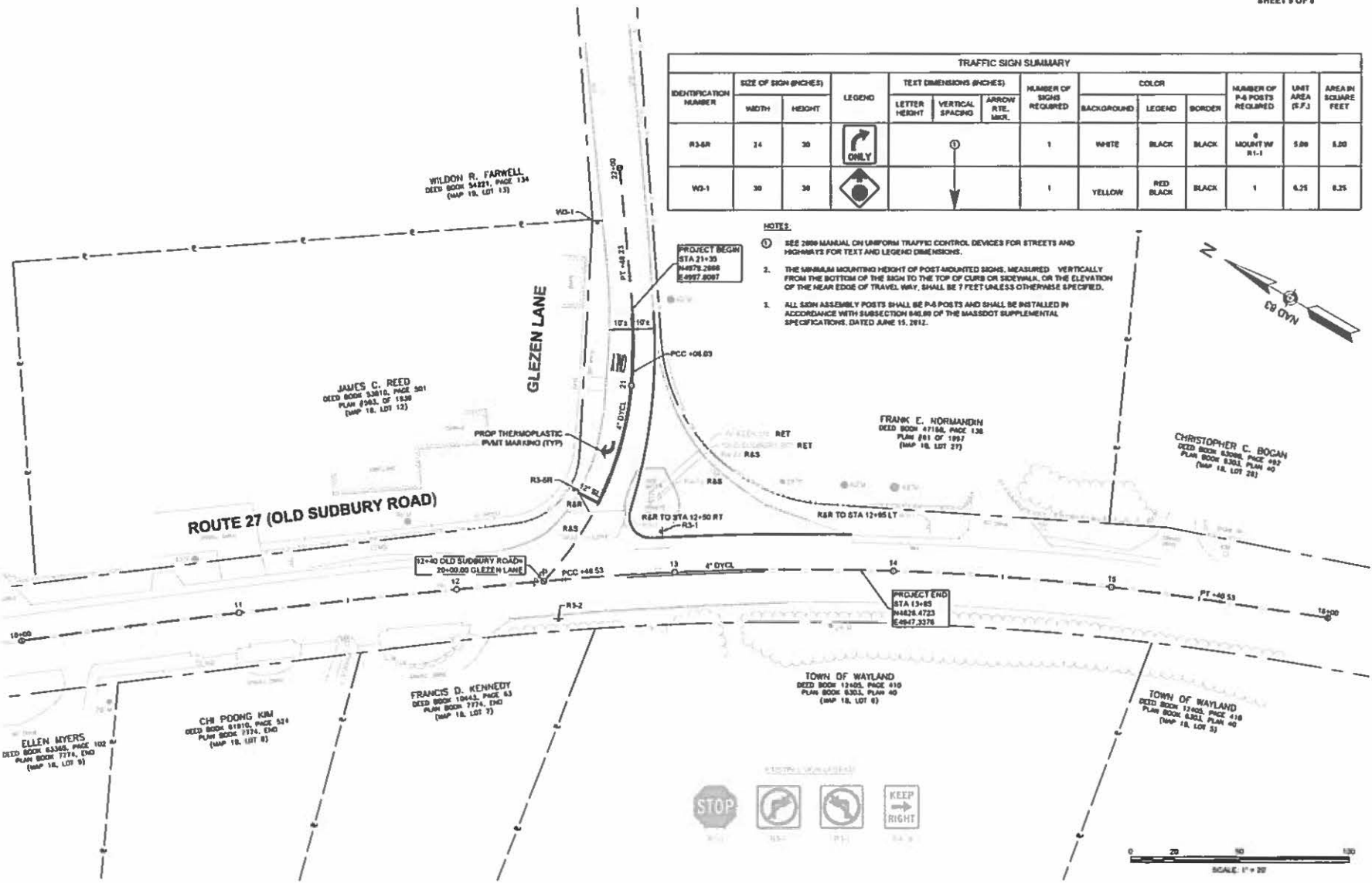
GLEZEN LANE CONSTRUCTION BASELINE DATA							
NUMBER	STARTING STATION	NORTHING	EASTING	CURVE DATA	LINE DATA	ENDING STATION	NORTHING
C4	20+00.00	4900.8751	4886.7478	R 150.00 Δ=40°30'06" L=106.03 T=55.34		21+06.03	4964.5367
C3	21+06.03	4964.5367	4872.8643	R 300.00 Δ=6°03'31" L=43.30 T=21.15		21+48.23	4966.7828
L2	21+48.23	4966.7828	5008.5021		N54°07'44"E 51.77	22+00.00	5017.1176

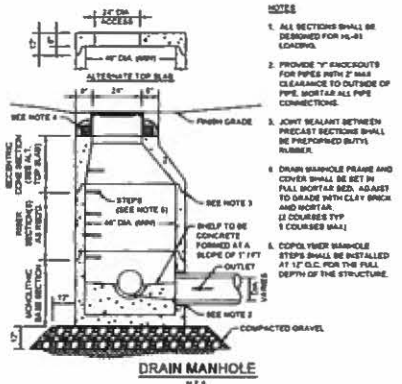


IDENTIFICATION NUMBER	SIZE OF SIGN (INCHES)		LEGEND	TEXT DIMENSIONS (INCHES)			NUMBER OF SIGNS REQUIRED	COLOR			NUMBER OF P-8 POSTS REQUIRED	LMT AREA (S.F.)	AREA IN SQUARE FEET
	WIDTH	HEIGHT		LETTER HEIGHT	VERTICAL SPACING	ARROW R.TE. MCR.		BACKGROUND	LEGEND	BORDER			
R3-8R	24	30		1		1	WHITE	BLACK	BLACK	6 MOUNT W R1-1	5.88	8.20	
WD-1	30	30		1		1	YELLOW	RED BLACK	BLACK	1	6.25	8.25	

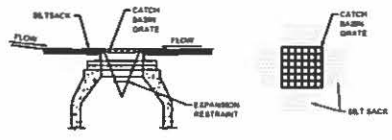
NOTES:

1. SEE 2009 MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS FOR TEXT AND LEGEND DIMENSIONS.
2. THE MINIMUM MOUNTING HEIGHT OF POST MOUNTED SIGNS, MEASURED VERTICALLY FROM THE BOTTOM OF THE SIGN TO THE TOP OF CURB OR SIDEWALK, OR THE ELEVATION OF THE NEAR EDGE OF TRAVEL WAY, SHALL BE 7 FEET UNLESS OTHERWISE SPECIFIED.
3. ALL SIGN ASSEMBLY POSTS SHALL BE P-8 POSTS AND SHALL BE INSTALLED IN ACCORDANCE WITH SUBSECTION 94B.09 OF THE MASSDOT SUPPLEMENTAL SPECIFICATIONS, DATED JUNE 15, 2012.

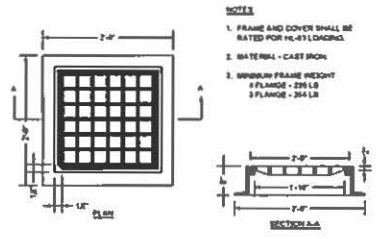




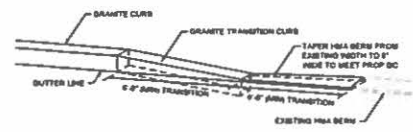
- NOTES**
1. ALL SECTIONS SHALL BE DESIGNED FOR H-41 LOADING.
 2. PROVIDE "Y" ENCLOSURES FOR PIPES WITH 2" MIN CLEARANCE TO OUTSIDE OF PIPE. INSTALL ALL PIPE CONNECTIONS.
 3. JOINT SEALANT BETWEEN PRECAST SECTIONS SHALL BE PREPARED BUTYL RUBBER.
 4. DRAIN WASHHOLE FRAME AND COVER SHALL BE SET IN FULL SHORTS BED, ADJUST TO GRADE WITH CLAY BRICK AND MORTAR. (2 COURSES TYP. 1 COURSE MAX.)
 5. CONCRETE SHALL BE FORMED AT A SLOPE OF 1" FTT - OUTLET.
 6. COPOLYMER WASHHOLE STEPS SHALL BE INSTALLED AT 12" O.C. FOR THE FULL DEPTH OF THE STRUCTURE.



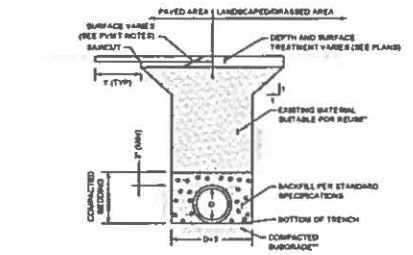
- NOTES**
1. INSTALL SILT SACK IN EXISTING CATCH BASINS BEFORE COMMENCING WORK. HMA IN NEW CATCH BASINS IMMEDIATELY AFTER INSTALLATION OF STRUCTURE. MAINTAIN UNITS UNDER COURSE PAVING IS COMPLETE OR A PERMANENT STAND OF GRAVEL HAS BEEN ESTABLISHED.
 2. GRATE TO BE PLACED OVER SILT SACK.
 3. SILT SACK SHALL BE INSPECTED PERIODICALLY AND AFTER ALL STORM EVENTS AND CLEANING OR REPLACEMENT SHALL BE PERFORMED PROMPTLY AS NEEDED.



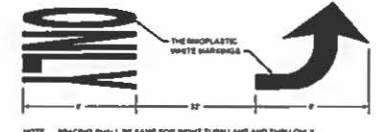
- NOTES**
1. FRAME AND COVER SHALL BE RATED FOR H-41 LOADING.
 2. MATERIAL - CAST IRON.
 3. MINIMUM FRAME HEIGHT: # FLANGE - 2 1/2" LB, # FLANGE - 3 1/2" LB.



GRANITE CURB TRANSITION TO HMA BERM
N.T.S.



- NOTES**
1. *EXISTING MATERIAL OBTAINED FROM EXCAVATION THAT IS DETERMINED TO BE SUITABLE, AND APPROVED BY THE ENGINEER SHALL BE USED. BACKFILL SHALL BE PLACED IN LAYERS NO THICKER THAN 6" IN DEPTH AND THOROUGHLY COMPACTED. BACKFILLING TO A POINT 2' OVER THE PIPE SHALL CONTAIN NO STONES LARGER THAN 2".
 2. *SOFT OR UNUSABLE MATERIAL EXISTING BELOW THE REQUIRED BEDDING GRADE SHALL BE REMOVED AS DIRECTED AND REPLACED WITH SAND, GRAVEL, CRUSHED STONE OR OTHER SUITABLE MATERIAL AND THOROUGHLY COMPACTED.



NOTE: SPACING SHALL BE SAME FOR RIGHT TURN LANE AND THRU ONLY PAVEMENT MARKING (REFER TO STANDARD DRAWING 10 8 11)

CONSTRUCTION NOTES:

1. EXISTING CONDITIONS INFORMATION FROM SURVEY AND PLAN BY HANCOCK ASSOCIATES AUGUST 19, 2015.
- ELEVATIONS SHOWN REFER TO AN ASSUMED DATUM.
2. ALL EXISTING STATE, COUNTY, CITY, AND TOWN LOCATION LINES AND PRIVATE PROPERTY LINES HAVE BEEN ESTABLISHED FROM AVAILABLE INFORMATION AND THEIR EXACT LOCATION ARE NOT GUARANTEED.
3. THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE MANNER ONLY AND HAVE NOT BEEN INDICATEDLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL CONTACT DCS&E (1-888-DIGSAFE) A MINIMUM OF 72 HOURS PRIOR TO ANY CONSTRUCTION TO VERIFY THE LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND SHALL BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.
4. WHERE AN EXISTING UTILITY IS FOUND TO CONFLICT WITH THE PROPOSED WORK, THE LOCATION, ELEVATION AND SIZE OF THE UTILITY SHALL BE ACCURATELY DETERMINED WITHOUT DELAY BY THE CONTRACTOR, AND THE INFORMATION FURNISHED TO THE ENGINEER FOR RESOLUTION OF THE CONFLICT.
5. ALL MUNICIPALLY OWNED UTILITY STRUCTURES (CATCH BASINS, DRAIN MANHOLES, SEWER MANHOLES, WATER GATES, ETC.) SHALL BE ADJUSTED BY THE CONTRACTOR TO FINISHED GRADE UNLESS DIRECTED OTHERWISE.
6. ALL PRIVATELY OWNED UTILITY STRUCTURES (GAS GATES, ELECTRIC TELEPHONE MANHOLES, ETC.) SHALL BE ADJUSTED TO FINISHED GRADE BY THE PRIVATE UTILITY COMPANY, UNLESS DIRECTED OTHERWISE. THE CONTRACTOR SHALL COORDINATE WITH PRIVATE UTILITY COMPANIES FOR THE ALTERATION AND ADJUSTMENT, AS NECESSARY.
7. CATCH BASIN FRAMES AND GRATES SHALL BE IN CONFORMANCE WITH TOWN OF WAYLAND STANDARDS.
8. PROPOSED LATERAL DRAIN PIPES SHALL BE INSTALLED WITH A PITCH OF 1.0% (MINIMUM) UNLESS OTHERWISE NOTED.
9. AREAS OUTSIDE THE LIMITS OF PROPOSED WORK DISTURBED BY THE CONTRACTOR'S OPERATIONS SHALL BE RESTORED TO THEIR ORIGINAL CONDITION AT THE CONTRACTOR'S EXPENSE.
10. ALL DISTURBED AREAS OUTSIDE THE CURBLINE SHALL BE STABILIZED WITH 4" LDM AND SEED, UNLESS OTHERWISE NOTED.
11. THE TERM "MEET EXIST" MEANS TO MEET BOTH THE EXISTING ALIGNMENT AND ELEVATION.
12. ALL EXISTING TREES WITHIN THE PROJECT LIMITS SHALL BE RETAINED.

PAVEMENT NOTES:

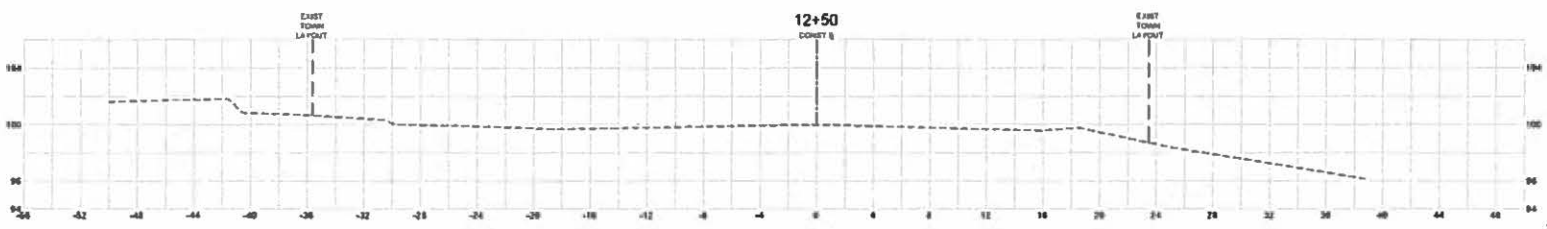
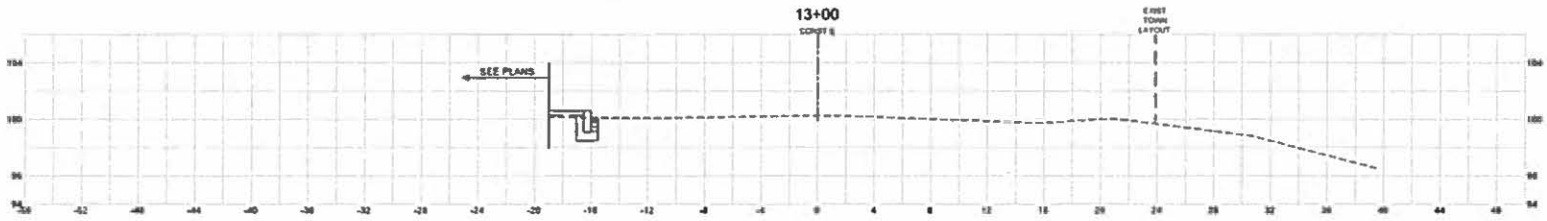
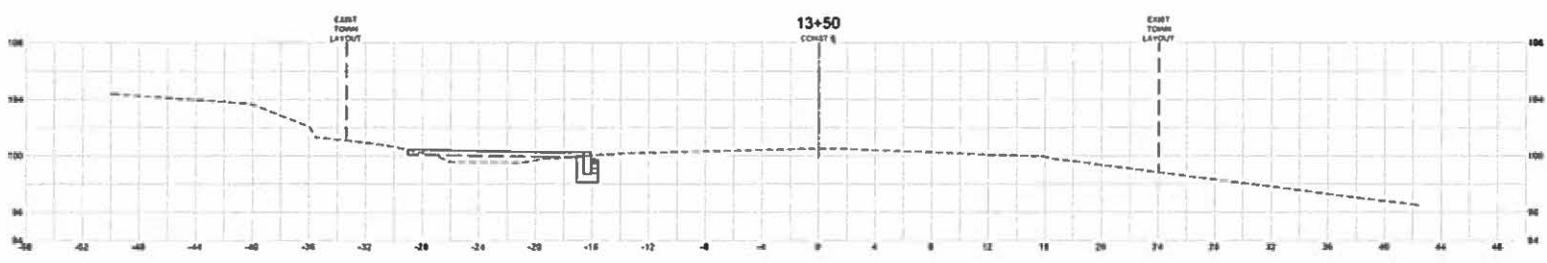
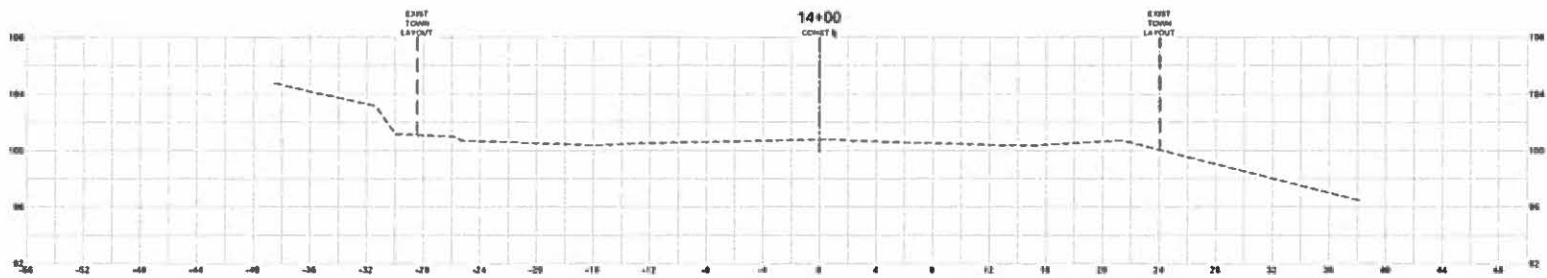
- PROPOSED FULL DEPTH PAVEMENT (LESS THAN 4' WIDE)**
- SURFACE: 1 1/2" HOT MIX ASPHALT SURFACE COURSE OVER 6" HIGH EARLY STRENGTH CEMENT CONCRETE BASE COURSE
- SUBBASE: 8" GRAVEL BORROW, TYPE B

GENERAL PAVEMENT NOTES:

ASPHALT EMULSION FOR TACK COAT SHALL BE APPLIED BETWEEN ALL ASPHALT SURFACES AND SAND/JOINTS BEFORE PAVING. HMA JOINT SEALANT SHALL BE APPLIED TO ALL COLD JOINTS (LONGITUDINAL AND TRANSVERSE) BEFORE PAVING SURFACE COURSE. ASPHALT EMULSION FOR TACK COAT SHALL BE APPLIED AT A RATE OF 0.07 GAL/SY, ALL SURFACES SHALL BE CLEAN OF ALL ORGANICS, DEBRIS, AND SAND PRIOR TO PAVING.

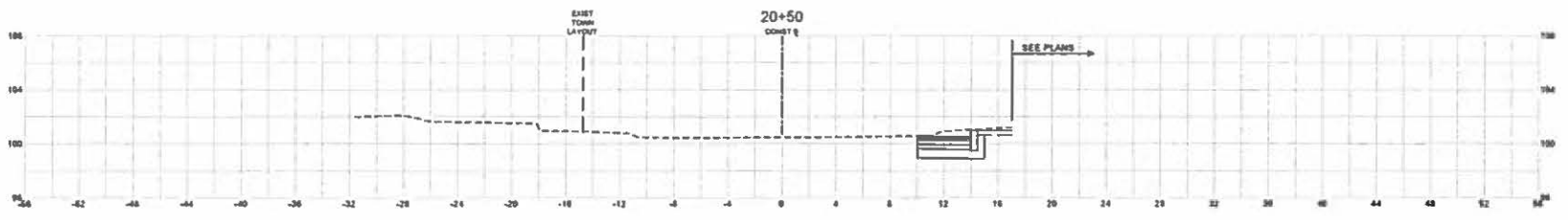
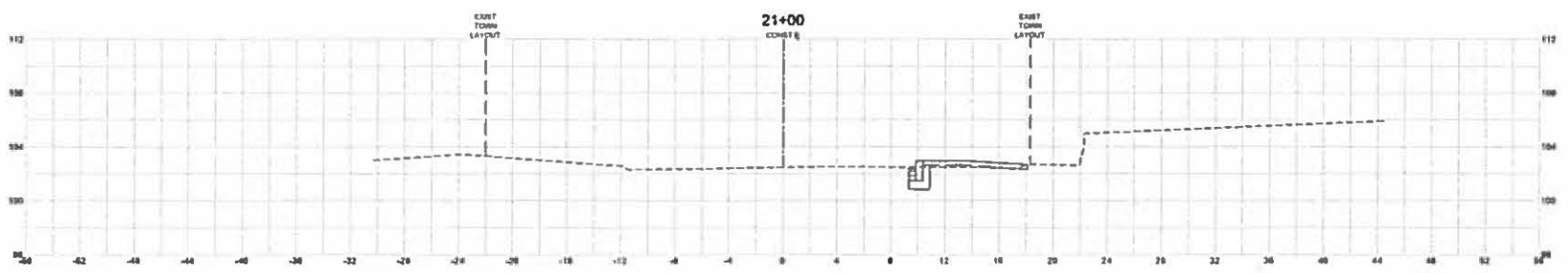
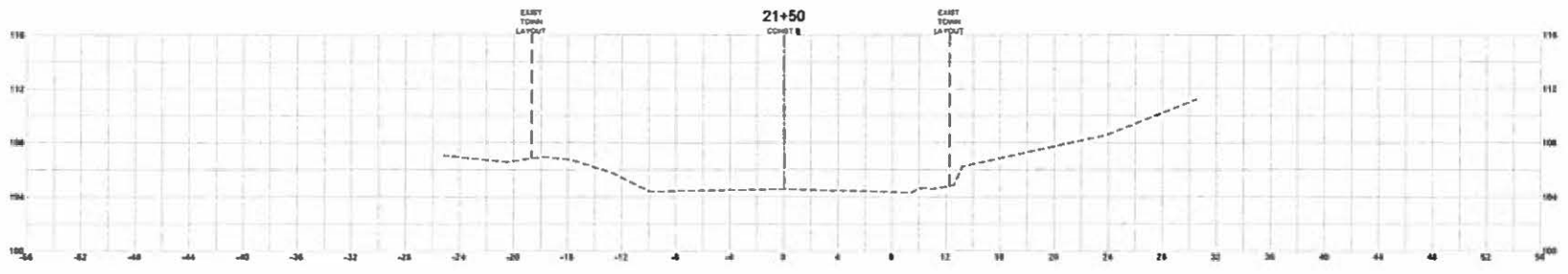
WAYLAND
 ROUTE 27 (OLD SUDBURY ROAD) AT GLEZEN LANE
 CROSS SECTIONS - 1
 OLD SUDBURY ROAD
 SHEET 7 OF 6

11/20/2009 10:42:00 AM SECTION 1 (1) 11/20/2009 10:42:00 AM



WAYLAND
ROUTE 27 (OLD BUDBURY ROAD) AT GLEZEN LAKE
CROSS SECTIONS - 2
GLEZEN LAKE
SHEET 6 OF 8

TRIMBLE COUNTY PUBLIC WORKS DEPARTMENT
FILED IN 20-04-2018 11:51 AM



(4) Wastewater
Correspondence
2-22-16

Balmer, Nan

From: Balmer, Nan
Sent: Wednesday, February 10, 2016 2:08 PM
To: Knight, Fred
Cc: Karlson, Cherry
Subject: Correspondence from TA to WWMDC
Attachments: WWMDC 2 10 16 DRAFT DOC.pdf

Fred

I had a preliminary conversation with the Selectmen last night about the WWMDC's recent questions about sewer capacity. The attached is a draft document which may be distributed to WWMDC members at your meeting tonight which outlines some issues for discussion. I am keeping the letter in draft as I continue to review and learn about this issue --- I hope the draft letter is a way to get a conversation started between the 2 boards and hope to hear from you soon so we can decide next steps.

Thanks

Nan

Nan Balmer, Town Administrator
Town of Wayland
41 Cochituate Road
Wayland, MA 01778
(508) 358-3620 office
(508) 237-1330 cell





TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

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

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

February 10, 2016

Mr. Fred Knight, Chairman
Wastewater Management District Commission
41 Cochituate Rd.
Wayland, MA 01778

Dear Mr. Knight,

The following summarizes subjects of mutual interest to the WWMDC and Board of Selectmen. I ask that the Selectmen and the WWMDC meet jointly prior to any actions on these issues by the WWMDC. As you know, the Town is a major customer of the WWMDC, is party to a Memorandum of Agreement (MOA) with the Commission dated July 28, 2014 (amended February 3, 2015), and is the Commission's appointing authority. Given the relationship of the WWMDC and Board of Selectmen, there should be ongoing dialogue about our mutual interests.

- 1. ALLOCATION OF DESIGN FLOW AT TOWN CENTER:** I understand that the WWMDC is working with the Health Director and Building Commissioner to determine if the connection permits / capacity issued by the WWMDC at Town Center are (or at build-out, will be) in excess of the allowed 45,000 gpd in design capacity. I am concerned that there is uncertainty about the actual quantity of assigned sewer capacity and will recommend that the Selectmen meet with the WWMDC to consider contracting with a qualified engineering consultant for a scope of work that may include: 1) Confirmation of the recent recalculations of the allocation of wastewater capacity and, 2) Assumption of future responsibility for review of applications for new connections and change in use, 3) Establishment of a sound process for maintenance of connection, billing and betterment records for the Commission, 4) Assumption of responsibility for monitoring the WWTP operations contractor, 5) Recommendation of an ongoing program for maintenance and capital improvements to the WWTP, and 6) Recommendation of appropriate user fees. I ask that this discussion occur prior to any decision to decrease user fees.

2. **REDISTRIBUTION OF OF TOWN OWNED WASTEWATER CAPACITY:** The Board of Selectmen, under the MOA, owns 7100 gpd of capacity at the WWTP. The Town pays over \$5,000 quarterly for this capacity, whether the capacity is used or unused. Under the MOA, the town also agreed to pay \$500,671 as a Payment in Lieu of Betterment. It is my understanding that the WWMDC is considering a redistribution of part of the town's wastewater capacity to Town Center. I do not believe the WWMDC is authorized to reallocate the town owned capacity without the agreement of the Board of Selectmen.

3. **ANNUAL TOWN MEETING ARTICLE REQUESTING TOWN PURCHASE WASTEWATER CAPACITY FOR LIBRARY:** A 2016 Annual Town Meeting Article proposes to purchase 800+ gpd of wastewater capacity for the Library. I believe the article should be reconsidered because the 7100 gpd owned by the town may be overstated and excess capacity might be reallocated to provide for wastewater capacity for the Library without the need for the taxpayers to incur a payment of \$55,000+/- for potentially unneeded capacity in addition to the payment of ongoing new quarterly fees. I would also like to discuss with you how the 800 gallons per day became available for the Library.

Please contact me to discuss a potential meeting with the Selectmen to resolve these concerns.

Thank you!

Sincerely,

Nan Balmer
Town Administrator

CC: Board of Selectmen

DRAFT - 2-10-16



(5) Vegetation Maintenance

One NSTAR Way, SE-370
Westwood, MA 02090

William Hayes
Senior Arborist
Electric Transmission
Vegetation Management

02/11/16

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

Dear Ms. Balmer:

In accordance with the Commonwealth of Massachusetts regulations (220 CMR 22.00), Eversource is hereby providing notice of planned and scheduled vegetation maintenance work on the transmission right-of-way (ROW) that is located within your town or city limits this year.

The planned maintenance will involve the side pruning and selective removal of hazard trees that are located along or just beyond the right-of-way edge.

Pruning and hazard tree removal is required to comply with our vegetation management clearance program requirements for ensuring that vegetation does not contact or encroach within minimum distances of the energized transmission system. Our current cycle requires that this pruning be performed once every ten years.

All planned work is reviewed in advance and all tree removals beyond the limits of the right-of-way easement area are discussed with property owners prior to the performance of the work.

As required by the regulations, you are being informed of this proposed work through this letter. We are also required to submit this notice to you through electronic means.

All property owners and/or abutters to the transmission right-of-way where this work is planned will be receiving letters and door hanger notices informing them of the scheduled vegetation maintenance in accordance with the current regulations.

Enclosed is a map that denotes the location of the right-of-way where work will be performed.

If you have any questions on the proposed work, please contact me at 781-441-3932.

Sincerely,

William N. Hayes Jr.

Enclosures: ROW 8-2, Map 1 of 1



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

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

(6) Modernizing Muni
Finance

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

February 11, 2016

Representative Alice Hanlon Peisch
State House
Room 473G
Boston MA 02133

Dear Representative Peisch:

Re: Act Relative to Modernizing Municipal Finance and Government

On behalf of the Wayland Board of Selectmen, I would like to voice their strong support for passage of Governor Baker's Act Relative to Modernizing Municipal Finance and Government. We believe this Act will strengthen Wayland by making us a more effective and efficient community. Many of the statutes municipal governments are forced to operate under today are obsolete and not supportive of our operations.

We have shared the details of the Governor's proposed Act with our Department Heads. They are excited about these changes and hopeful of their implementation. Included in the positive feedback we received from the employees in the trenches are the following:

- Simplifying procurement laws
- Improving the collections and imposition of municipal liens
- Allowing more user-friendly tax forms
- Granting more latitude in abating back taxes and interest
- Permitting municipalities the right of first refusal to purchase tax-exempt property
- Providing a simpler mechanism of withdrawing from the antiquated and ineffective Civil Service system
- Vastly improving the general operation of the Assessing Office
- Establishing a mechanism for creating OPEB Trust Funds

We could elaborate further, but these are just a few meaningful highlights worth noting.

The Governor's Act reflects long sought after improvements for cities and towns. The proposed changes will greatly improve the day-to-day administration of our Town. We respectfully ask you to support and approve the Act Relative to Modernizing Municipal Finance and Government.

Thank you very much for your consideration and attention to this important legislation.

Sincerely,

A handwritten signature in cursive script that reads "Nan Balmer".

Nan Balmer
Town Administrator

cc: Board of Selectmen



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

February 11, 2016

Representative Carmine Gentile
State House
Room 39
Boston MA 02133

Dear Representative Gentile:

Re: Act Relative to Modernizing Municipal Finance and Government

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Thank you very much for your consideration and attention to this important legislation.

Sincerely,

A handwritten signature in black ink that reads "Nan Balmer". The signature is written in a cursive style with a large, stylized initial "N".

Nan Balmer
Town Administrator

cc: Board of Selectmen



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

February 11, 2016

Senator Richard Ross
State House
Room 419
Boston MA 02133

Dear Senator Ross:

Re: Act Relative to Modernizing Municipal Finance and Government

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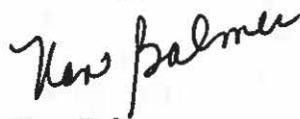
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Sincerely,

A handwritten signature in cursive script that reads "Nan Balmer".

Nan Balmer
Town Administrator

cc: Board of Selectmen



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TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

(7) State
Assistance

BOARD OF SELECTMEN

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

February 12, 2016

Senator Richard Ross
State House
Room 419
Boston MA 02133

Dear Senator Ross:

Thank you for asking about the town's needs for state assistance. We look forward to your consideration of the following projects that are important to the future of Wayland and the Metro-West region:

1. ASSIST WITH PURCHASE OF CONSERVATION RESTRICTION FOR MAINSTONE FARM: UP TO \$800,000 IN STATE FUNDING REQUESTED

The Town of Wayland, in partnership with Sudbury Valley Trustees (SVT), Inc. seeks to purchase a Conservation Restriction (CR) on Mainstone Farm for \$15 million, which is \$2 million below the appraised value for this property. This is a once-in-generations opportunity to preserve the largest remaining piece of undeveloped, unprotected open space in Wayland – and one of the largest working farms in close proximity to Boston. The CR will permanently protect 208 of the farm and woodland acres, preserve scenic vistas, protect wildlife habitat, protect water quality and provide opportunities for passive recreation on a network of trails connecting to other conservation areas. Town funding for this project would come from Community Preservation Act (CPA) funds and borrowing against future CPA surcharge receipts as well as borrowing against general taxation. Our land trust partner SVT has committed to raising more than \$3 million in donations. **State funding up to \$800,000** will significantly ease the pressure on the general borrowing segment and contribute in a meaningful way toward the preservation of Mainstone Farm, which has long been a priority of the Town and SVT.

CONTACT PERSON: Gretchen Schuler, Community Preservation Chair, at
ggschuler@verizon.net

2. ASSIST WITH FUNDING WATER AND SEWER IMPROVEMENTS FOR AFFORDABLE HOUSING: \$2,500,000

The Town of Wayland at the Annual 2014 Town Meeting approved a zoning overlay district on Town owned land consisting of 8 acres to define the scope and nature of the River's Edge Development at 489-490 Boston Post Road, at and including the former Wayland/Sudbury Septage Facility site, for the development of 190 units of affordable and market-rate rental housing units. This density equates to 24 units per acre, far exceeding the Mass Works requirement of four units per acre. The Town has worked on the pre-development process for the site for over three years. A significant amount of due diligence work by the Town has been completed to assist potential bidders. One of the major costs for this project is providing water and sewer to the site. An RFP is scheduled to be issued this Spring of 2016.

The project was included in last year's environmental bond bill. Link to bond bill: <https://malegislature.gov/Bills/188/House/H4375>.

CONTACT PERSON: Sarkis Sarkisian, Town Planner at ssarkisian@wayland.ma.us

Thank you very much for your consideration and attention to these assistance requests.

Sincerely,



Nan Balmer
Town Administrator

cc: Board of Selectmen
Gretchen Schuler, Community Preservation Committee Chair
Brian Monahan, Conservation Director
Sherre Greenbaum, Conservation Commission Chair
Sarkis Sarkisian, Town Planner
Jerry Heller, River's Edge Advisory Committee Chair



NAN BALMER
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BOARD OF SELECTMEN

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

February 12, 2016

Representative Carmine Gentile
State House
Room 39
Boston MA 02133

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Sincerely,


Nan Balmer
Town Administrator

cc: Board of Selectmen
Gretchen Schuler, Community Preservation Committee Chair
Brian Monahan, Conservation Director
Sherre Greenbaum, Conservation Commission Chair
Sarkis Sarkisian, Town Planner
Jerry Heller, River's Edge Advisory Committee Chair

(8) Police Report



WAYLAND POLICE DEPARTMENT

WAYLAND, MASSACHUSETTS 01778



ROBERT IRVING
CHIEF OF POLICE

Monthly Update

January 2016

RECEIVED

FEB - 9 2016

Board of Selectmen
Town of Wayland

On January 26th, a Framingham man, who is a business owner in Wayland, was arrested for Sexual Conduct for a Fee. This case was based on a complaint from a local woman and reported to the department in mid-January. Two Lincoln detectives conducted the investigation due to the close relationship that many Wayland officers had with the man and his business.

On January 18th, a Springfield woman was arrested and charged with Uttering a Counterfeit Note, Possessing a Counterfeit Note and Larceny Over \$250 by a Single Scheme. This case began in April of 2014 when counterfeit currency was passed at a local pharmacy. The woman was identified through video surveillance and forensic evidence. The United States Secret Service assisted in the investigation.

On January 1st, two people were arrested for Operating Under the Influence of Alcohol. The first incident involved a Framingham woman who was observed by an off duty officer operating erratically. The second arrest was made after an officer on patrol observed a vehicle operating erratically on Commonwealth Road.

A new dispatcher was hired in December. Alexandria Aviles was hired to replace Andrew Rokes, who left to take a position as a firefighter in the town of Framingham. Currently the Joint Communications Center has two new dispatchers in training, Ali and Crystal Cosgrove.

Officer Tyler Castagno was temporarily reassigned to the Detective Division in December. Officer Castagno will perform the duties normally done by Det. Seanna Lombardo. Det. Lombardo will be out of work for an extended period as she recuperates from an injury.



Robert Irving
Chief of Police

Wayland Police Department Detective Division Report for January 2016

INVESTIGATIONS

Patrol Assist – Rice Road
Suspicious Activity – Timber Lane
Suspicious Activity – Timber Lane
Counterfeit Currency – Main Street
Larceny/CC Fraud – Andrew Avenue
Threatening Texts – Concord Road
Assault & Battery Investigation – Wayland High School
Narcotics Investigation – Ongoing
Sexual Conduct for a fee – Main Street

MEETINGS/TRAININGS

NEMLEC Detective Meeting
Acton Area Detective Meeting
CBJ Meeting
BASE Meeting
WaylandCares

***Wayland Police Department
Monthly Training Report***

Officers of the Wayland Police Department attended the following training programs during the month of January 2016:

In-Service

MPTC

Reading Academy

January, 4th-7th, 2016

Brian Healy

In-Service

MPTC

Boylston Academy

January, 25-28, 2016

Patrick Swanick

Risk Management Seminar Graham Gordon

Regis College

January, 5th, 2016

William Smith

Ed Walsh

Sean Gibbons

Jennifer Ordway

Domestic Violence Seminar

M.P.I (Massachusetts Police Institute)

Marlboro

January 14th, 2016

Jennifer Ordway

Wayland Police Department

Press Release

January 13, 2016

Chief Robert Irving would like to remind all residential and business alarm owners in Wayland of Bylaw 83-2 in the Town of Wayland Code concerning false alarms. The bylaw establishes the assessment of fines for excessive false alarms in a calendar year. There is a \$25.00 fine for the fourth false alarm and \$50.00 fine for the fifth and \$100 fine for each subsequent false alarm.

In 2015 Wayland Police Officers responded to 678 false alarms. The department has seen a steady increase in false alarm calls since 2013. Many of these alarms are repeat malfunctions at businesses or private residences. False alarms strain the resources of the department and create unnecessary risk to officers and the public as a response is initiated. All malfunctioning alarm systems should be repaired as soon as possible to avoid recurring responses from the police department. Family members and employees should be trained on the operation of the alarm system.

Beginning January 1, 2016 false alarm calls will again be tracked by specific address and warning notices will be sent out to locations upon receipt of the third false alarm in the calendar year. Subsequent alarms will generate fines as described in the bylaw. A copy of the Town of Wayland bylaw concerning false alarms may be obtained by contacting the police department.

Robert Irving
Chief of Police


Irving, Robert

From: S07314 Wayland [REDACTED]
Sent: Monday, January 25, 2016 12:36 PM
To: Irving, Robert
Subject: Thanks

Dear Chief

I wanted to let you know that I had the opportunity to watch two of your officers in action on Saturday January 23. I had to call for their assistance, when a customer was disrupting our store and had a little too much to drink. Chris Custodie and Justen Kazan were professional, caring and patient and it was really great to see. These officers were here to help and I would like to commend them for their professionalism. They truly represent you and the Wayland Police Department in a positive way. Please pass along my appreciation to the two officers

Thanks again,
Tom Goulet
Manager Starbucks Wayland Ma
[REDACTED]

PERSONNEL FILES


To: Keep up the good work
Wayland Police Department

From: A grateful citizen ☺

Chief,

I would like to donate these brand new teddy bears to you and your force. I am a "27 yrs in Wayland" resident that raised 2 children here. They always felt safe in their home and their town. Much in part to The Wayland Police Dept. I would love one of these bears to be available in your squad cars to a child who's not feeling safe. Maybe they will help to calm a child when life throws some unpleasantness at them. I have done this in the past and will continue to do so in the future.

Best, Ginny Meyer



TOWN OF WAYLAND

MASSACHUSETTS
01778

BOARD OF APPEALS

(9) Bradford St

Selectmen

TOWN BUILDING
41 Cochituate Road
TELEPHONE: (508) 358-3600
FAX: (508) 358-3606

DECISION NO. 15-32

NAME OF APPLICANT:

Joseph and Jennifer Choi

APPLICATION FOR:

Application of Joseph & Jennifer Choi for any necessary approvals, special permits, variances as may be required to change, alter, extend a pre-existing, non-conforming structure by more than 20% (construct 2 car garage with master suite above and replace rear deck with covered porch) within required side and rear setback under the Town of Wayland Zoning By-Laws Chapter 198 Sections 201, 203, 401.1.2, 401.1.3, 703.1 and 801, Table of Dimensional Requirements. The property is located at 34 Bradford Street which is in a Single Residence District. (15-32)

DATES OF HEARING:

January 26, 2016.

BOARD CONDUCTING HEARING AND RENDERING DECISION:

Eric Goldberg, Aida Gennis, Thomas White, Michael Connors and Linda Segal.

DECISION:

Special Permit granted, with conditions.

VOTE OF BOARD:

Unanimous (5-0).

RECEIVED

FEB 10 2016

Board of Selectmen
Town of Wayland

CONDITIONS:

1. Construction shall be in substantial conformity with the plans filed with the Building Department on December 21, 2015 dated November 11, 2015 and Revised December 10, 2015 as well as the Survey plan also filed with the Building Department on December 21, 2015 dated October 30, 2015.
2. Construction shall be consistent with the Board of Health Approval dated December 18, 2015.
3. The Applicants must obtain 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 34 Bradford Street. The Applicants seek zoning relief as may be necessary to “construct 2 car garage with master suite above and replace rear deck with covered porch”.

The property is pre-existing non-conforming due to insufficient Frontage, Front Yard Setback a westerly Side Yard Setback and Rear Yard Setback. The proposed construction will bring the westerly Side Yard Setback and the Rear Yard Setback into conformance. The proposed construction does not exacerbate any of the other non-conforming setbacks.

Because the Applicants seek to alter and extend a pre-existing, nonconforming property, under M.G.L. c. 40A, § 6, § 401.1.2 and §401.1.3 of the zoning bylaw, the Applicants need a special permit, and must demonstrate to the Board that the proposal “shall not be substantially more detrimental than the existing nonconforming structure or use to the neighborhood.”

The current house contains 1,689 square feet of Gross Floor Area. The new construction will add approximately 588 square feet of Gross Floor Area. This results in 2,277 square feet of total Gross Floor Area which is an increase in Gross Floor Area of approximately 34.8%.

Under § 203 of the bylaw, in order for the applicants to receive a special permit, they must further demonstrate to the satisfaction of the Board 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, 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.”

Chairman Eric Goldberg asked whether any members of the public wished to be heard. Diane and Howard Kaufman of 29 Shawmut Avenue identified themselves as direct abutters and reiterated their concern that they questioned in their January 6, 2016 letter to the Zoning Board of Appeals regarding “the ratio of open space on their lot to building coverage in our zoning area”.

The Board reviewed the materials filed by the Petitioner that showed 17% lot coverage which is less than the 20 % threshold of the bylaw.

Next, Chris Alexa of 30 Bradford Street merely questioned the location of the septic system and that it had been approved by the Board of Health. It was confirmed that it had been on December 18, 2015.

Lastly, it was noted that the Board had received four letters in support of the proposed construction from the following abutters:

- 1.) The Karachs-36 Bradford Street;
- 2.) The O'Neils- 21 Shawmut Avenue;
- 3.) The Grays- 23 Shawmut Avenue; and
- 4.) The Theobalds- 31 Shawmut Avenue

By a vote of 5-0, the Board finds pursuant to G.L. c. 40A, § 6 that the proposed construction would increase the existing nonconformity by expanding the existing structure on a nonconforming lot. Nonetheless, the Board further finds that the proposed construction is not against the public interest, nor does it derogate from the character of the neighborhood, and is not detrimental, offensive or injurious to the public health or safety and thus meets the requirements of the zoning bylaws.

Thus, the Board concludes that the Petition to "construct 2 car garage with master suite above and replace rear deck with covered porch" will not be substantially more detrimental than the existing nonconforming structure to the neighborhood and votes unanimously to approve the Special Permit subject to the conditions set forth herein.

DATE OF FILING OF DECISION:

BY ORDER OF THE BOARD

February 9, 2016


Michael Connors, Member

CERTIFICATION:

The Board of Appeals, by delivery of a copy of this Decision to the Applicants, Joseph and Jennifer Choi, 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


Michael Connors, Member



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: July 16, 2015 7:30 PM

In attendance: Frank Krasin, Jean Milburn, Mark Foreman, Marylynn Gentry and William Sterling
Absent: Steve Correia. Also in attendance were Ben Keefe and CoA Director, Julie Secord, Director of the Recreation Department, Jessica Brodie.

The meeting was called to order, as a quorum was present at 7:38 PM at the Selectmen's Office in the Wayland Town Building.

I. Public Comment-no comments.

II. Review of meeting notes- Minutes from July 6 meeting were reviewed and amended to change any reference to "Park and Recreation" to "The Recreation Department." Mr. Krasin moved to approve as amended. Ms. Gentry seconded the motion. The minutes were approved with 3-0 with two abstentions.

III. Review of Environmental Assessment RFP

- a. The title of the document was agreed to change from "RFP" to "Contract Guidelines."
- b. In RFP-General Conditions, item 1.c.1., third line, change "than" to "then."
- c. The second part of item 1.d. that starts, "Timeliness of response..." was changed to become a separate topic, item e. and the present item e changed to f.
- d. The third paragraph of History, in the second line, change "about 4.0 acres," to "4.16 acres."
- e. The fourth paragraph of History, insert at the end after, "taking ownership..." insert "and the timeline for this work reflects this schedule."
- f. The fifth paragraph, in the first line after, "Sudbury River," insert, "and possibly within a priority habitat of endangered species."
- g. In section IV, Scope of work, item 4, after "deemed," insert, "that."
- h. Ms. Gentry will make these changes for further review at the next meeting.

IV. Possible Archeological Study

Ms. Milburn has offered to help the Wayland Historical Commission (WHC) draft a request to the CPC for funding of an archeological study if the WHC determines the site has any areas that may be threatened by further development. Members of the WHC intend to tour the property with Alf Berry when he gets back from vacation to determine what may be required. There is reason to get on this right away because such a study may take as much as a year to complete. The sooner it is

authorized, the better, ideally right after Town Meeting votes to acquire the property from the Town Center developer. The fees for such a study could be financed by the Community Preservation Committee (CPC). However, such funding needs to be voted at Town Meeting. The next Town Meeting (November) warrant articles are due at the end of August.

V. Review Other Community Center Initiatives

Ms. Milburn presented handouts of materials from Marlborough and Sudbury. In addition a report by the Town of Lincoln has been copied and is available to view at the offices of the Wayland Senior Center.

VI. Discuss Preprogramming of Recreation, WCoA and WHC

Ms. Milburn discussed some of the major efforts made to date to better understand the various program needs of the three groups listed above regardless of whether they go forward with the municipal pad site or some other location, including staying where they are right now. Mr. Keefe concurred that this preprogramming is useful regardless of the outcome of the due diligence results on the Town Center site.

Ms. Brodie spoke positively about the potential uses of the Town Center site, particularly the idea of multipurpose rooms for dance and fitness classes for example. She added that it would be good to locate a classroom adjacent to a kitchen so that cooking classes could be conducted there.

Ms. Milburn suggested the need for a financial model to show the potential sources and uses of funding of programs. At the present time there are three groups in town that offer similar programs and thus potentially compete for users, the Recreation Department, the Council on Aging and the library. The Recreation Department is required by the FinCom to charge full cost for all of its programs whereas the library offers similar programs for free. The CoA is somewhere between the two. This pricing inconsistency creates a bias in usership that favors the library and negatively impacts the success of the other programs.

V. Date and time of next meetings

Ms. Milburn will report to the CPC on July 22 the possibility of the Historical Commission requesting money for archeological study of the 4.16 acre municipal pad.

Mr. Keefe will report to the BoS on July 23 regarding the progress of the Phase I environmental impact report.

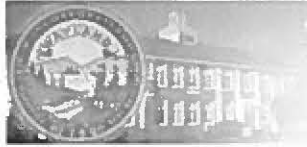
The CoA/CCAC will attend the Recreation Committee meeting and the Historical Commission meeting (if it is scheduled), then reconvene for its own meeting after that if necessary.

The CoA/CCAC will schedule its next regular meeting on July 30, 2015 at 7 PM.

The CoA/CCAC has tentatively been scheduled to attend a BoS meeting on August 24 to make a progress report.

VI. Adjournment

At 8:22 PM, Mr. Sterling moved to adjourn. Mr. Foreman seconded the motion. The vote in favor was 4-0. One member had already left.



Town of Wayland Massachusetts

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

Handouts:
Agendas of tonight's two meetings
Minutes of July 6, 2015 meeting
CoA/CCAC RFP-DRAFT 7-5-15
Sudbury Initiative, Town Hall Forum Presentation 03.29.15
Marlborough Senior Center Schematic Design October 2013

Respectfully submitted
William A. Sterling, Co-Chair



Town of Wayland Massachusetts

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

Council on Aging /Community Center Advisory Committee (“CoA/CCAC”)
Minutes: November 5, 2015 7:00 PM

In attendance: Steve Correia, Marylynn Gentry, Jean Milburn & Mark Foreman, Carol Glick and William Sterling-Absent: Frank Krasin. Also in attendance were Mary Antes, Selectperson and Ben Keefe.

The meeting was called to order, as a quorum was present at 7:01 PM at the Council on Aging multi-purpose room in the Wayland Town Building.

1.

Public Comment -

Linda Segal suggested that the committee look at the most recent Board of Health meeting’s video and read the following letters:

10/30/15 letter from Raytheon

8/31/15 proposal letter from CMG

She added that the progress made at the BoH meeting was what she had hoped for.
Members’ response- None.

2. WRAP Committee- Bill Steinberg discussed the new WRAP committee handout for “Points for Discussion” dated 11/1/15.

The purpose of the committee is to study the Town’s needs both present and future. Some people have asked him why not start meeting the CCAC or the CoA right away. He is not sure of the WRAP’s readiness to respond to CCAC’s concepts yet. Bill asked if there is any confusion about WRAP. Steve Correia responded that he hopes the CCAC and WRAP will be able to work together. He added that WRAP’s list of points have already been addressed for the most part in previous correspondence to the BoS. “That being so, “ he asked, “will our committee have to start over with a new study process or can we just reformat our answers to match the WRAP format?” Bill Steinberg answered that he did not know and that there would be Bill added that there is a huge variety of parcels for them to study including extremely small spaces and questions of what to do with them, open space that is not being utilized, recreation needs, playing fields, etc., DPW need for a space for storing building materials. He added that Ben Keefe is looking ahead 30 years for needs assessment.

The goal of the WRAP is to devise a building and land use plan for the entire Town, e.g. the Town Building efficiency study that was done a couple of years ago.

Question: Mark Foreman asked whether this is a one time Study or a continuous process.

Answer: Bill Steinberg thought it was one time only with possible periodic reviews, say every five years, for example reviewing the list of optimum uses of available land and their respective prioritization that may vary over time.

Question: Steve Correia asked, "How does the WRAP tie into the Wayland Master Plan?"

Answer: It is a subset of the Master Plan that did not get into the level of detail needed to make informed decisions.

Question: Steve Correia asked, "How is WRAP connected to other Town organizational strategies such as personnel, expanding departments or shrinking departments?"

Answer: Studies similar to the DRA study of the Town Offices will be undertaken to study the efficiencies of buildings.

Linda Segal added that the 2004 Wayland Master Plan suggested setting up a Capital Planning Committee and that this serves that same purpose.

Mr. Steinberg requested a written response to the WRAP list of questions from the CoA/CCAC by 12/30/15.

3. Review of meeting notes- Minutes of October 29, 2015 meeting were reviewed. Steve Correia moved to accept them. Mark Foreman seconded the motion. Vote to approve was unanimous, 6-0-0.
4. Preparation for Town Meeting- Bill Sterling noted that Mary Antes would read the motion for Article #3 and pass the mic to Mark Foreman to present the arguments in favor.
5. Review of Site Engineering Report by David Faist of McLure Engineering- Ms. Gentry requested an electronic copy of the report. Mr. Sterling give her his hard copy to review in greater detail. She also noted that the "River Resource Area was not clearly identified on the map.
6. Review invoices from consultants- Mr. Keefe reported that amounts not to exceed \$19,070 had been authorized to date of the \$63,500 budget for the Due Diligence phase of the CoA/CCAC study.
7. Other topics –a. The Board of Health held a meeting to review the CMG report and proposal for additional services. They voted to support the BoS acquiring the land contingent on further testing of the site for PCB's.
b. The CoA/CCAC took up a reading of the BoS Revised Motion for Article #3 of the Warrant. Mr. Correia moved the following: "This committee recommends the Board of Selectmen enter an agreement to acquire or lease the 4.16 acre municipal parcel, contingent on additional environmental testing as deemed appropriate to protect the Town. "
Ms. Gentry seconded the motion. Members voted in favor 5-0.
c. Mr. Keefe noted that according to the charge from the BoS, if the land is not acquired or leased, the CoA/CCAC may not proceed with Phase 2 of the study.
8. Date and time of next meeting
November 9, 2015-Town Meeting. Ms. Antes noted that all boards are posted for the Town Meeting.



Town of Wayland Massachusetts

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

9. Adjournment- At 8:10 PM, Mr. Correia moved to adjourn. Ms. Gentry seconded the motion.
The vote in favor was 5-0.

Respectfully submitted by William A. Sterling.



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: December 17, 2015

In attendance: Steve Correia, Carol Glick, Marylynn Gentry, Frank Krasin, Jean Milburn, and William Sterling.

The meeting was called to order at 7:08 PM when a quorum was established in the Wayland Board of Selectmen Room.

- I. Public Comment & Members' Response to Public Comment: None
- II. Request for Proposal for Engineering Services
 - a. Bill said that according to Ben Keefe that the RFP we approved at the prior meeting is considered a housekeeping item and falls under on call services. We don't need to advertise because it was already vetted. This will speed up the process.
 - b. Ben gave Bill the backgrounds of 7 firms that are on call for the town.
 - i. Carol Johnson & Associates – they are mostly site and landscaping services. Bill noted that she is a Civil Engineer.
 - ii. Marshall Garry
 - iii. Tator & Howard
 - iv. Presley Associates
 - v. Gagley Associates
 - vi. Tighe and Bond – they did a lot of work for Wayland in the past and Bill has also worked with them. Very good.
 - vii. Weston & Sampson
 - c. They all have different strengths. Some don't cover everything except maybe Tighe and Bond. Bill and Steve both think they worked on the DPW building.
 - d. Bill reminded us what the Environmental Engineering scope is for this job.
 - i. Site Drainage
 - ii. Septic Design and calculations
 - iii. Will help us with on-site design if we find we do need more than 30,000 gallons so we can address Conservation Committee concerns.

iv. Marylynn asked if they will do the alternative analysis and Bill said yes.

Bill suggested that we should all go to the purchasing department to review all 7 firms. We agreed it didn't make sense to make a decision tonight even though the time line was tight. Steve suggested that maybe Ben could help us narrow the choices down, weed out those that don't apply and make some recommendations. We only have 2 weeks over the holidays to review.

Bill then sent around a copy of the RFP that went out last summer that brought these firms to the table and listed the requirements. He also sent around our RFP for engineering services that we approved at the following meeting. Jean asked if all 7 should send in a proposal for our specific job. Bill mentioned that some are not even close to what we need so not necessary. He said that Ben even mentioned that there were only a few good fits. Bill pulled out Ben's email that had some descriptions of the companies and reviewed with us.

- i. BLW Engineers – building and structural engineering so don't apply
- ii. Tator & Howard – waterworks so also don't apply
- iii. Tighe & Bond – wastewater and drainage
- iv. TEC – traffic and roadway design

These were the only groups that Ben commented. Jean read in Tighe & Bond's description that they did the Wayland Wastewater Plant and the Dudley Pond study. Bill and Marylynn both commented that any Wayland expertise was a big plus and important such as Tighe & Bond's experience.

II. Review meeting notes from 12/10/2015 and 11/5/2015 with motions to accept.

- a. Reviewed the notes from the 12/10 meeting and noted there was a question on the adjournment. We all agreed it was roughly 8:40PM and noted the change in minutes. Steve moved the motion to accept and Carol seconded. Voted 6-0 to accept.
- b. Reviewed the notes from the 11/5 meeting. Bill took the notes that night and could not remember who sent in a letter of the site being contaminated. We thought it was Andy Irwin the former Chairmen of Conservation. It was noted that the letter was read at our meeting. Bill will include letter with the minutes. Marylynn moved the motion to accept and Carol seconded. Voted 5-0 to accept with Frank abstaining because he was not at the meeting.

III. Preparation of Warrant article

- a. Bill pulled off the Town website Article 6 from last years Town Meeting on the Library funding for discussion. It was four pages of text and most of it wasn't very useful for our article draft. The Selectmen said we only need something similar to the front paragraph of the Library article.
- b. Marylynn mentioned we only need something brief for a placeholder. Steve agreed and reminded everyone that this is what Cherry Karlson said at a prior meeting.
- c. We discussed Town Meeting timing, sponsors (BOS), and costs (building Committee?). We need to leave costs blank at this point until we get our engineer reports back. Bill made a quick stab at an article wording. We discussed purpose of article. It is a bid document and another article will be needed in the future to ask for the actual build dollars. Bill discussed how this is the most efficient process. Get bids in hand first. Article for dollars to get an architectural and design of building. Steve said we should be advising the BOS on which path is best.
- d. Bill listed the options the BOS should consider:

- i. Renovate the existing building on the municipal parcel
- ii. Build a new building on the municipal parcel
- iii. Both renovate the old building and build a new one on the municipal parcel.

Carol asked if we should include in the article any other site options. Bill answered that our alternative analysis is separate from the actual article.

We discussed the rest of the article being boilerplate about borrowing and authority. Bill will draft an article and circulate. Steve mentioned that this is the first step and we have a lot more work to be prepared for the Finance Committee and BOS.

IV. Discussion on the RFP for Programing Service needs

- a. Frank asked what is the definition of Programing Services? Bill said it is the interior design and/or architectural services needed to help decide on building spaces/room designs. Basically gathering space needs.
- b. Bill mentioned that Ben reached out to 3 firms and all were interested in getting us a proposal by Tuesday. We should all go in to the town building to look over the proposals next week before we meet again. Steve mentioned again that Ben should make his recommendations to help speed things along.

V. Topics not reasonably anticipated by the co-chairs 48 hours in advance of the meeting, if any. None

VI. Establish date/time schedule for subsequent meetings. – Next meeting was set for December 29, 2015 at 7:00PM

VII. Adjournment At 7:55 PM, Mr. Sterling moved to adjourn. Steve seconded the motion. The vote in favor was 6 – 0.

Respectfully submitted Steve Correia



Town of Wayland Massachusetts

Members:

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

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

Minutes: January 5, 2016

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

Absent: none

The meeting was called to order at 7:08 PM when a quorum was established in the Wayland Selectmen's meeting room.

- I. Public Comment, None
- II. Review of proposals for programming services. Ben Keefe explained that he invited three firms to submit proposals: DRA because they had done previous work for the town on a similar program for CoA programming and layouts at the town hall site, BH+A because they had submitted a proposal from the prior RFQ that was not executed, and Kang Associates because they had completed the prior programming and layout study for a combined library/senior center at the municipal site at the town center. Ben recommended Kang Associates because they were so familiar with the program and because they were 20% lower than the other two fee proposals. Jean Milburn moved that we accept the Kang proposal. Bill Sterling seconded the motion. The committee voted in favor of the motion 7-0.
- III. Review proposals for engineering services.
 - a. Ben Keefe explained that the proposals were from firms with existing "on call" contracts (9 firms in the pool). On all the firms, Ben recommended Tighe & Bond as his first choice because of their breadth of capability that matches our breadth of scope. He ranked MG second and Weston & Sampson third.
 - b. Bill disclosed that he had previously teamed up with Tighe & Bond, but had no financial relationship with them because the project did not go forward. Marylynn Gentry disclosed that she had former ties to MG through Sudbury Valley Trustees when the principal of MG was an officer there and had been

very helpful to SVT. Steve Correia disclosed that he had used Tighe & Bond on prior work in previous years and recommended them as a good firm. Steve Correia moved that we take Ben's advice and accept Tighe & Bond as our first choice to be negotiated by Nan Balmer and Ben Keefe. He was instructed to underscore the tight schedule and confirm that they can prepare all material needed for ConCom hearings on 2/4/16 and 2/18/16. Marylynn Gentry mentioned that the ComCom should issue a list of parameters for an alternative site analysis for the engineers to prepare.

- IV. Review meeting notes. None.
- V. Review draft of Warrant for spring town meeting.
 - a. Mark Foreman spread the dates for the schedule of submitting the Warrant draft. It was worked backwards as follows: 4/7/16 Town Meeting, deadline for final submission by FinCom 3/2/16, FinCom hearing on Warrant articles 1/25/16. CCAC draft to FinCom 1/11/16.
 - b. We discussed the amount requested at the top of the Warrant as follows: assume a total fee of about 10% off the cost of construction as a worst case amount, including extra services for interior design, kitchen consulting, commissioning, etc. Taking the documents through the bid period only is 80% of that fee, i.e. 8% of the cost of construction. If the highest cost anticipated were to be \$7,000,000, that would result in a fee request of \$560,000, with the anticipation that the requested amount may come down after the study is completed.
 - c. Jean Milburn moved to accept the draft Warrant as amended with that figure. Marylynn Gentry seconded the motion. Vote was in favor 7-0.
- VI. Topics not reasonably anticipated.
 - a. The WRAP committee charrette was discussed, as we had just received notice of it the day before and it was to occur the day after this meeting (1/6/16). Due to the short notice, not all members could attend, but all were encouraged to do their best to participate. In past times, charrettes were held for the CoA/Library design and for the Dudley Pond design. In both of those cases, filling the room with special interest groups in higher numbers than others shifted the results in favor of those special interest groups who did attend.
- VII. Establish date/time schedule for subsequent meetings. Next BOS meeting was scheduled to be 1/11/16 6:30 PM.
– Next CCAC meeting was set for 1/12/16, 7PM.
- VIII. Adjournment At 9:25 PM, Marylynn Gentry moved to adjourn. Jean Milburn seconded the motion. The vote in favor was 7 – 0.

Respectfully submitted William Sterling

COUNCIL ON AGING/COMMUNITY CENTER ADVISORY COMMITTEE

MEETING MINUTES OF JANUARY 14 , 2016

MEMBERS PRESENT

JEAN MILBURN(Co-Chair)
BILL STERLING(Co-Chair)
Carol Glick
Steve Correia
Frank Krasin
Mark Foreman

MEMBERS ABSENT

Marylynn Gentry

In attendance: Julie Secord , Council on Aging Director
Ben Keefe , Wayland Public Buildings Director
Kaffee Kang representing Kang Associates

MEETING COMMENCED AT 8:00PM

There was no public comment .

Bill S. introduced Kaffee Kang and Ben Keefe . Kang Associates was selected for the programming services for our proposed Council on Aging/Community Center project.

Jean M. noted that Lincoln is planning a project similar to ours .

Bill S. indicated that it may be helpful to look at their programming in regards to helpful aspects of our programming needs. Discussion continued regarding our programming needs such as those for the Historical Commission and the Veterans Organization .

Kaffee Kang discussed some of the projects , with some detail , that Kang Associates have performed which might be helpful to look at for our programming needs.

Kaffee asked for help to set up meetings for her regarding the needs of various groups.

She also indicated the need for public comment and asked if there are plans for intergenerational type programs. Steve C. said that is one of our objectives and we need her help on this particular aspect of our programming needs.

The discussion continued on many aspects of programming including the importance of scheduling to determine space needs.

There was a discussion of the activities that the Council on Aging engage on a daily basis . Also the need for kitchens was discussed in relation to help with the programming needs. Storage needs were also discussed . Kaffee noted that sinks might prove to be useful in activity rooms . She also stated that it would be more efficient if we allow her to generate a list of rooms needed so that further discussion using this list would be very helpful.

Bill S. moved the discussion onto engineering services regarding Tighe and Bond whom we selected for this project. Regarding our Warrant Article Bill S. said that the BOS wanted him to explain how the cost of the project was determined. Bill indicated that it was an upper limit not a final cost . Tighe and Bond would have a much better cost estimate of the project .

Mark F. mentioned that he may attend the next PMBC meeting for public comment regarding giving an update on our project .

Bill S. mentioned that he and Jean M. attended the latest WRAP meeting because the Committee wanted to know the direction that we were going and our plans if certain things happened .

Frank K. indicated that Recreation and the Library Trustees were going to submit a joint Warrant Article regarding taking possession of the former DPW site .

Bill S. mentioned that Marylynn G. has a meeting scheduled with Brian Monahan next week .

Steve C. mentioned that he and Bill S. discussed potentially researching additional funding for our project .

It was noted that no additional progress has been made with 20 Wayland regarding getting control of the Municipal Pad . Next meeting was scheduled for January 21 at 8PM .

Meeting Adjourned at 8:40PM

SUBMITTED BY
FRANK KRASIN



Town of Wayland Massachusetts

Members:

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

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

Minutes: January 28, 2016

In attendance: Mark Forman, Marylynn Gentry, Frank Krasin, and William Sterling. Also in attendance were the Wayland Public Buildings Director Ben Keefe and COA Director Julie Secord.

Absent: Steve Correia, Carol Glick, Jean Milburn

The meeting was called to order at 8:08 PM when a quorum was established in the Wayland Town Hall large meeting room.

- I. Public Comment, None.
- II. Discuss programming services. Bill Sterling suggested that Kang should take the programming to the next step and prioritize the needs into two possible phases in case there was not sufficient support for the full 25,000 SF program to be designed this year. Marylynn Gentry suggested Kang do a detailed hypothetical projected schedule analysis that shows room usage on a typical day. Mark Foreman suggested we request a fee update from Kang to see whether there was sufficient time left for her to do these next steps. Bill Sterling agreed to ask her for that.
- III. Discuss engineering progress.
 - a. Ben Keefe explained that he was still working with Ian Catlow of T&B to negotiate their fee.
 - b. Bill reported that Tighe & Bond's engineer assigned to this project was Janet Moonan. This week, Janet had already met with Brian Monaghan at ConCom who disclosed to her his two greatest concerns, site drainage and protection of the wetlands. T&B are to report on those two things at the next ConCom meeting.
 - c. Bill also handed out four alternative site layouts for Tighe & Bond to use in their discussions about the property. T&B requested the committee weigh in on the pros and cons of each alternative and report our conclusions to them for use in their report to ConCom. They are as follows:
Site Scheme A- This is the preferred scheme because it incorporates the entire

25,000 SF program of space needs as determined by Kang Associates this month. It also meets the DEP requirement of disturbing no more than 10% of the area within 200 ' of the river.

Scheme B- This plan shows a new building on the footprint of the existing one, but two stories in height, totaling only 20,500 SF where 25,000 SF is in the program. Not only is this building too small for the program, but, being two stories, it will need an elevator two stairs and extra rest rooms to accommodate folks on both floors. Programs will be harder to manage on two floors, splitting the staff to offices to serve both locations. Finally the cost of tearing the existing building down and rebuilding all new will be more expensive than just renovating the existing building and adding on to it.

Scheme C-R shows what could possibly be a fallback position of a phased approach, being the first phase of Scheme A to be finished at some future date. Because the addition is only 4,159 SF, it is too small to gain significant economies of scale. However, not building this small addition would preclude the possibility of moving the art center that is presently in Station 2 over to the municipal pad site. Nor would there be enough space for a Veterans administration office, nor much display space for the Historical Commission. This option with the addition would accommodate several programs for the Recreation Department to use in afternoons and evenings as well as week-ends.

Scheme D- This plan shows a maximum packed site with a new building of 26,827 SF built entirely outside the 200' riverfront setback line. It disturbs the least amount of area within the 200 ' river setback. Even though it may be the preferred approach for the ConCm, it is not preferred for the CCAC. As with scheme B, the two story option sacrifices much non-program space to elevator stairs and extra rest rooms. The town will be spending much more money for less usable space. Since the entire site shall serve as a combined community center, forcing people to walk outside between venues is tough on both users and staff who would have to go out in all kinds of weather for various programs. One advantage is it could be built in two phases, keeping the second floor as an expansion option at some future date. The committee instructed Bill Sterling to convey these comments to Tighe & Bond in the form of meeting minutes.

- IV. Review meeting notes. Meeting dated 12/17/15 were reviewed. Marylynn Gentry moved to accept them. Frank Krasin seconded the motion. Vote was 4-0 in favor. Meeting dated 1/14/16 were reviewed. Bill Sterling suggested Frank Krasin note that he wrote them at the bottom. Marylynn Gentry moved we accept them as amended. Frank Krasin seconded the motion. Vote was 4-0 in favor.
- V. Review draft of Warrant for spring town meeting.
 - a. Bill Sterling reported that he presented the draft of the Warrant to the FinCom Warrant hearing on 1/25/16.
 - b. He also mailed the edited document to Bill Steinberg for final editing.
 - c. Mark Foreman offered to reach out to Bill Steinberg with any further input on it.
- VI. Topics not reasonably anticipated.
 - a. The WRAP committee site tour was attended by Mark Foreman. He reported that the tour included a tour of the building at the municipal pad. Members of the WRAP committee asked how the 10% "disturbance" was defined. They also toured the Paine estate site. Committee members were concerned that it is too isolated from other activities to serve as a community center. They toured the

former DPW site, next to the Middle School. Committee members felt that location is not near enough to the population center of the town to attract users from the whole town. All in attendance expressed concern about traffic in that location as well. Julie Secord asked whether the new library would not be available to CoA and Rec Dept. programs that must charge fees to cover costs. The library currently has a policy of not allowing their spaces to be used for any programs that charge a fee.

- b. It was mentioned that an addition to the present town building had been studied previously and may be brought up for consideration again.

VII. Establish date/time schedule for subsequent meetings.

– Next CCAC meeting was set for 2/4/16, 8PM.

VIII. Adjournment At 9:04 PM Marylynn Gentry moved to adjourn. Frank Krasin seconded the motion. The vote in favor was 4 – 0.

Respectfully submitted William Sterling



Town of Wayland Massachusetts

Finance Committee

Nancy E. Funkhouser (Chair)

Thomas Abdella

Gordon Cliff

Carol Martin

Bill Steinberg

David Watkins

Gil Wolin

Finance Committee

Minutes

January 21, 2016

Attendance: N. Funkhouser, B. Steinberg, D. Watkins, G. Cliff, C. Martin and B. Keveny (Finance Director). T. Abdella & G. Wolin were not in attendance.

Call to Order: The meeting was called to order by Chair Funkhouser in the Senior Center at the Town Building at 7:00pm when a quorum was present. Ms. Funkhouser indicated the meeting was being recorded by WayCam and may be recorded by others.

Public Comment: Mark Hays of Sylvan Way inquired about the status of the report recommending the SAN size and/or Firewall patch management. He urged the FinCom to approve the proposed FY17 IT budget but exert caution in purchases. He wondered how the upgrades were being carried in the School budget.

Peggy Patton, Plain Road, expressed concern the water meter project was being considered, particularly since this project had been presented and rejected by Town Meeting on three separate occasions. Linda Segal, Aqueduct Road stated it would be beneficial if the documents being reviewed and discussed by the FinCom were posted. Frank Krasin of Edgewood Road stated in his professional opinion as a certified physicist that the water meters were unsafe.

Finance Committee Response to Public Comment: The Committee agreed its documents should be online and indicated it would determine how that could be accomplished. Concerning the IT budget, Mr. Watkins indicated funds were committed at the STM in November to determine the appropriate size and scope of the SAN, firewalls, patch management, etc.

FY2017 Operating Budget Request Discussion: Jessica Brodie, Recreation Director discussed the Recreation Department's FY16 & FY17 financial models. To ensure FY16 budget will not exceed its \$595K cap, she stated no new programs would be added, enrollment would be managed and any

one-time unforeseen expenses monitored.

For FY17, Ms. Brodie explained that if the special legislation to increase Rec's cap is not authorized before Annual Town Meeting, Recreation would again in FY17 have cap of under \$600K. As an interim measure, the Recreation Commission is proposing to create a 53D Revolving Fund for the Beach which would create more flexibility within the Rec. Revolving Fund as it would move approximately \$100K of expenses from the fund. To tackle the surplus, a Recreation Stabilization Fund is being proposed. Initial funding will be approximately \$300K. These fund will be used to fund future Recreation capital projects.

A discussion of the differences between an 53D and a 53E ½ followed during which Ms. Brodie indicated the major difference is at year end, only \$10,000 may remain in the fund. Any balance is "swept" to the General Fund. Finance Director, B. Keveny indicated there was additional reporting with a 53D. Brud Wright, Recreation Chair indicated the intent was not to enrich the general fund and would be looking for the swept funds to be returned to the 53D.

In discussing the Stabilization fund, Town Administrator Nan Balmer indicated that while more discussion with the Department of Revenue (DOR) needed to take place, the DOR has stated user fees are to be spent on the costs associated with the program from which they are derived. They are not to be "banked" for future projects. Ms. Brodie and Mr. Wright both indicated they wish to set aside surplus user fees in order to rebuild fields. Ms. Balmer reiterated user fees are to match costs as closely as possible.

In discussing the revolving fund surplus, Mr. Steinberg stated it appears we are winding up with excess user fees on an annual basis. He wondered if Wayland was unique in this area and would it be possible to lower program fees or spent these funds on field costs such as mowing. Ms. Balmer added these fees could be spent what is deemed "present costs". She stated her recommendation was to treat user fees as a local receipt. Then, use them to offset related expenses.

The Committee then discussed Recreation's operating budget request for salaries and personnel changes. Ms. Brodie explained the Recreation Commission had requested the Personnel Board change the current vacant position to Assistant Director and requested an additional FTE. The Committee noted the Personnel Board did approve both the change of duties and title of the vacant position as well the new position. The Committee also noted the Personnel Board felt the 2nd position should be funded from within the revolving fund.

Discussion with Town Administrator: Ms. Balmer, Town Administrator distributed a memo with her comments and recommendations on the FY17 operating and capital budget. She stated overall she felt the FY17 budget as submitted is modest. Ms. Balmer concurred with the Assistant Town Administrator that an additional \$10K was needed for Elections.

Regarding additional staff, Ms. Balmer added that although the Personnel Board agreed to add one position to DPW, she feels that department may still be somewhat understaffed. Expressing concern with the workload in the Facilities Department, she estimates an additional \$36-48K in contract services may be needed to clear the backlog.

Discussing the IT budget, Ms. Balmer agreed it was on the high side but added based on prior discussions and votes taken by both the FinCom and Town Meeting, it appeared the Town was looking for a high end budget. She agreed to re-visit the budget and report back. The Committee wondered

what was the best way or if at all possible to break out School IT costs. Mr. Watkins stated he felt the bigger issue is the Town is waiting for the arrival of new IT staff. Ms. Balmer replied the hiring process was taking shape.

Referring to the budget presentation made by the Recreation Director, Ms. Balmer agrees a new position is appropriate and should be funded via the Rec Revolving Fund. She also endorses the local receipts option for field user fees, reiterating the DOR does not allow present costs to be set aside for future use.

FY 2017 Capital Budget discussion and possible vote: Finance Director Brian Keveny distributed a draft FY17 Capital budget with suggested funding sources. The FinCom discussed outstanding capital requests which included a review of the prioritized list of road projects submitted by the DPW, noting approximately \$775K would be needed to complete road projects listed as either a 1 or 2 priority and reduced that CIP request to reflect the \$775K. Mr. Keveny confirmed the funds in the cemetery account could be used for the proposed cemetery road work and the funding source for that CIP was changed accordingly. Discussing the outstanding Water capital requests, the Committee found the water meter project CIP's to be confusing and removed the water meter project from the capital budget. Other adjustments including reducing the Wayland Housing Authority's request from \$528K to \$475K based on project bids received and the water main replacement request to \$750K.

The Committee then reviewed funding sources. Mr. Keveny stated the FY17 capital budget calls for \$4.5M in borrowing and at a 2.25% borrowing rate, the debt service would be approximately \$400K. After a brief discussion, Mr. Steinberg moved the FinCom accept the FY17 capital budget of \$6,180,699 as follows: \$4,569,669 from the general fund borrowing, \$1,611,00 water fund borrowing, \$305,00 from cash capital, \$250,00 from free cash, \$515,000 from ambulance receipts, \$88,000 from transfer station fund, \$50,000 from cemetery fund and \$545,00 from Real Estate Sale. Mr. Cliff seconded. Approved by a vote of 5-0.

Operating Budget Discussion: Mr. Keveney stated as the collective bargaining units settle their contracts, those salary adjustments will be made to the appropriate operating budgets. He added the FY17 borrowing is scheduled for next week and our updated FY17 Minuteman costs are expected early February.

The Committee discussed the additional operating budget personnel requests. Using the Personnel Board's recommendations, the Committee approved both positions in IT and an additional maintenance worker in DPW. The Committee did not approve the Engineering position in DPW, the additional Police Officer nor part-time clerks for the Board of Health and/or Town Clerk's office. The Committee did approve the additional FTE for Recreation provided it is funded outside the general fund and the Senior Foreman position in DPW provided these funds are confirmed to already exist within the DPW budget.

Ms. Funkhouser announced she hoped to vote a draft operating budget on January 28th after which the Committee would prepare for its annual budget presentation on February 8th.

Possible Debt exclusion discussion and vote: After a brief discussion, the Committee voted against recommending a debt exclusion for FY17. Vote: 5-0.

ATM Article Listing and Assignments: Mr. Keveny distributed the list of articles for 2016 Town

Meeting. The committee discussed and assigned article write ups as follows:

Abdella: Q, V, BB-EE
Cliff: D, R, X, Y, Z, WW, XX
Funkhouser: A-C, E-M
Martin: N, S, T, AA, FF-HH
Steinberg O, P, II-NN, UU, VV,
Watkins: U OO-TT

Committee Members' Reports, Concerns: Mr. Cliff expressed a concern over minute taking. He suggested rather than attribute comments to a specific member, the minutes be written to reflect a discussion took place. Mr. Watkins discussed preparing the Capital budget for the Warrant and indicated for FY17, the word template has been eliminated. The Capital budget will be prepared from the CIP's.

Chair's Update: Ms. Funkhouser stated she received feedback on the draft article checklist the FinCom is proposing that the date for maps and etc may place an undue burden on the staff. It was suggested and agreed that the date be changed from submission to a request. Ms. Funkhouser asked the Committee members to be respectful of staff time and to please defer to the department liaison before posing questions and requests to staff members.

Minutes: The Committee reviewed and approved minutes as follows:

December 14,2015 - approved as amended: Motion: Martin. second: Steinberg. Vote 5-0.
January 4, 2016: approved as amended: Motion: Martin. Second: Steinberg. Vote 5-0.
January 11, 2016: Approved as amended: Motion: Martin. Second: Steinberg. Vote 5-0.

Adjourn: A motion was made to adjourn. Vote 5-0. Meeting adjourned at 11:02pm.

Respectfully Submitted,

Carol Martin

Documents:

Distributed by B. Keveny:
Recreation Projected FY17 Budgets for 53E ½, 53D & User Fees
2016 Special Town Meeting Warrant
Articles Submitted for Admission to Warrant for Annual Town Meeting
Draft Fy17 Capital Budget

Memo: New Budget for Town and School IT upgrades (source M. Hays)

Memo: Request for Town Administrator's Comments on FY17 Budget Submission (source N. Balmer)

MAHTF Minutes—January 6, 2016

Municipal Affordable Housing Trust Fund (MAHTF)

Meeting Minutes—January 6, 2016

Wayland Town Building

Attendance: Mary Antes; Jacqueline Ducharme; Stephen Greenbaum; Kevin Murphy; Brian O’Herlihy; Jennifer Steel

Absent: Susan Weinstein

Materials Distributed:

- Draft of the MAHTF December 16, 2015 minutes
- Financial statements (unaudited) as of December 31, 2015
- MAHTF draft response to Wayland Real Assets Planning (WRAP) questionnaire
- The Town of Medway’s MAHTF goals and the Town of Belmont’s Affordable Housing goals and Strategies

Open Meeting: Mary Antes called the meeting to order at 7:30 PM

Public Comment: None

Notes:

1. The December 16, 2015 minutes were reviewed. Stephen Greenbaum moved that the minutes be approved as amended. Jennifer Steel seconded the motion. Motion approved 5-0-1.
2. Treasurer’s Report: B. O’Herlihy provided report of Treasurer which included:
 - (i) A review of the MAHTF financial statements (unaudited) as of December 31, 2015
 - (ii) A discussion of investing a portion of our funds in a CD at the Village Bank.

Motion: K. Murphy moved that the Trustees authorize B. O’Herlihy, in his capacity as Treasurer of the Trust, to direct the Treasurer of the Town of Wayland to establish one or more 18-month CD accounts at The Village Bank, in an aggregate amount not to exceed \$400,000; that the funds for such investment(s) be withdrawn from one or both of the Trust’s existing savings accounts at The Village Bank; and that B. O’Herlihy be given discretion as to the ultimate amount invested in the 18-month CD’s based on the terms and conditions provided by The Village Bank, including his comfort that the penalty provisions for early withdrawal would not create a significant risk of loss of the Trust’s principal investment. Stephen Greenbaum seconded the motion. The motion was unanimously approved (6-0).

MAHTF Minutes—January 6, 2016

3. The Trustees discussed the MAHTF's revised response to the WRAP questionnaire. Jennifer Steel moved to approve the response. Brian O'Herlihy seconded the motion. The motion was unanimously approved (6-0).
4. The discussion of the small grants program was deferred.
5. The Trustees began to discuss goals for 2016. This led to a discussion of the MAHTF's mission of creating and preserving affordable housing, responsibilities and prioritizing goals. The Trustees reviewed and discussed both Medway's and Belmont's affordable housing goals.
ACTION: Trustees are to submit a list of recommended affordable housing goals and its priority to Mary Antes by January 20, 2016. This will be sent to Kevin Murphy, who will compile the list.
6. Kevin Murphy moved the meeting be adjourned at 9:10 PM. Jennifer Steel seconded the motion. The motion was unanimously approved (6-0).

Respectfully Submitted,

Jacqueline Ducharme

**TOWN OF WAYLAND
MUNICIPAL AFFORDABLE HOUSING TRUST FUND**

**BALANCE SHEET
(Unaudited)
As of December 31, 2015**

	Current Month	Prior Month	Variance
ASSETS			
Cash and cash equivalents	\$ 816,917.81	\$ 791,197.34	\$ 25,720.47
Due from Town of Wayland	12,791.43	25,582.86	(12,791.43)
Inclusionary housing payments receivable	12,791.43	12,791.43	0.00
Total assets	<u>\$ 842,500.67</u>	<u>\$ 829,571.63</u>	<u>\$ 12,929.04</u>
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts payable	\$ 2,500.00	\$ 2,500.00	\$ -
FUND BALANCE			
Nonspendable	0.00	0.00	-
Restricted	840,000.67	827,071.63	12,929.04
Committed	0.00	0.00	-
Assigned	0.00	0.00	-
Unassigned	0.00	0.00	-
Total fund balance	<u>840,000.67</u>	<u>827,071.63</u>	<u>12,929.04</u>
Total liabilities and fund balance	<u>\$ 842,500.67</u>	<u>\$ 829,571.63</u>	<u>\$ 12,929.04</u>

**TOWN OF WAYLAND
MUNICIPAL AFFORDABLE HOUSING TRUST FUND**

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
(Unaudited)
For the Period July 1, 2015 to December 31, 2015**

	Assigned	Restricted	Current Month Total	Prior Month Total	Variance
REVENUES					
Investment income	\$ 0.00	748.91	\$ 748.91	\$ 611.30	\$ 137.61
Inclusionary housing payments	0.00	179,080.02	179,080.02	166,288.59	12,791.43
Total revenues	0.00	179,828.93	179,828.93	166,899.89	12,929.04
EXPENDITURES					
Professional fees	(0.00)	(2,500.00)	(2,500.00)	(2,500.00)	-
Total expenditures	(0.00)	(2,500.00)	(2,500.00)	(2,500.00)	-
NET CHANGE IN FUND BALANCE	0.00	177,328.93	177,328.93	164,399.89	12,929.04
FUND BALANCE, AT JULY 1, 2015	0.00	662,671.74	662,671.74	662,671.74	-
FUND BALANCE, AT DECEMBER 31, 2015	\$ 0.00	\$ 840,000.67	\$ 840,000.67	\$ 827,071.63	\$ 12,929.04

**TOWN OF WAYLAND
MUNICIPAL AFFORDABLE HOUSING TRUST FUND**

**STATEMENT OF CASH FLOWS
(Unaudited)**

For the Period July 1, 2015 to December 31, 2015

CASH FLOWS FROM OPERATING ACTIVITIES:

Change in fund balances **\$ 177,328.93**

Adjustments to reconcile change in net assets to net cash
provided by operating activities:

Change in:

Due from Town of Wayland **(12,791.43)**

Inclusionary housing payments receivable **38,374.29**

Accounts payable **2,500.00**

Net cash provided by operating activities **205,411.79**

NET CHANGE IN CASH AND CASH EQUIVALENTS **205,411.79**

CASH AND CASH EQUIVALENTS, AT JULY 1, 2015 **611,506.02**

CASH AND CASH EQUIVALENTS, AT DECEMBER 31, 2015 **\$ 816,917.81**



PLEASE SIGN UP FOR THE MMA'S SPRING LEGISLATIVE BREAKFAST MEETINGS

February 10, 2016

Dear Local Official,

The Massachusetts Municipal Association is pleased to announce its Spring schedule for **Friday morning Legislative Breakfast meetings** in communities across the Commonwealth. The meetings will take place on February 26, March 4 and March 11 in a community near you!

These meetings start just a few weeks after the Governor files his fiscal 2017 state budget recommendation, and as the House and Senate begin work on their own spending blueprints. The nine meetings will be a great time to talk about budget and finance issues, ranging from Cherry Sheets and municipal and school aid programs, to funding for the Chapter 90 local road program and other capital investments and improvements. There are also many major legislative public policy issues lined up for debate this year that would affect local government. MMA Staff will provide an update on several key bills, including the Governor's municipal modernization bill, public records act legislation, and energy legislation that would raise the net metering cap on solar projects.

These meetings will be a great opportunity to talk with area legislators, fellow municipal officials and MMA staff about new ideas for local government and key legislative initiatives for the new year. Spring 2016 is going to be busy and exciting. Please select a meeting near you to attend, and bring your good questions and best advice. We hope you can join us for a lively discussion with your legislators and MMA staff.

The sessions are structured to provide plenty of time for questions and answers, and an opportunity for local officials to talk about priority issues and challenges in their community.

Please join us for great coffee and conversation!

PLEASE SIGN UP TODAY! Register through www.mma.org or by contacting Vanessa Calaban at vcalaban@mma.org or 617-426-7272, ext. 121.

Thank you very much.

Sincerely,

Geoffrey C. Beckwith
Executive Director & CEO

Enclosure



**2016 Spring Legislative Breakfast Meetings
Please Register Now!**

**Please register online at www.mma.org or complete this registration form and send it to:
Vanessa Calaban, Massachusetts Municipal Association, One Winthrop Square, Boston, MA
02110, or by Fax to: 617-695-1314, or by Email to vcalaban@mma.org**

Registrant's Name: _____

Municipality: _____

Job Title: _____

Phone Number: _____

Email Address: _____

Breakfast Location (Please check the meeting you will attend):

Note: all breakfast meetings will begin at 8:00 a.m. and end by 10:00 a.m.
(except for Framingham, which will be 8:30 a.m. until 10:30 a.m.)

February 26th

- Framingham, New McAuliffe Branch Library, 746 Water Street (8:30-10:30)
- Hanover, Town Hall, 550 Hanover Street
- Lee, Senior Center, 21 Crossway Street

March 4th

- Wilmington, Town Hall, 121 Glen Road
- Belchertown, Town Hall, 2 Jabish Street
- Lunenburg, Community Room, Public Library, 1023 Massachusetts Avenue

March 11th

- Southbridge, Southbridge Hotel & Conference Center, 14 Mechanic Street
- Groveland, Town Hall, 183 Main Street
- Berkley, Activity Room, Town Hall, 1 North Main Street

While the meetings are free, attendees are asked to pre-register so the planners can have
an accurate count.

THANK YOU FOR REGISTERING – WE LOOK FORWARD TO SEEING YOU THERE!