

PACKET

MAR 21

2016



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

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

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

BOARD OF SELECTMEN
Monday, March 21, 2016
Wayland Town Building
Selectmen's Meeting Room

Proposed Agenda

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

- | | | |
|---------|------|--|
| 6:45 pm | 1.) | Open Meeting and Enter into Executive Session with Representatives of the Planning Board and the Board of Public Works pursuant to Massachusetts General Laws Chapter 30A, Section 21A(3), to Discuss Strategy with Respect to Pending Action regarding Bernstein, et al v. Planning Board |
| 7:00 pm | 2.) | Call to Order by Chair <ul style="list-style-type: none">• Announcements; Review Agenda for the Public |
| 7:02 pm | 3.) | Public Comment |
| 7:10 pm | 4.) | Interview and Potential Vote to Appoint Jack Carr to the Surface Water Quality Committee for a Term to Expire on June 30, 2018 |
| 7:20 pm | 5.) | Vote to Sign Annual Town Meeting Warrant |
| 7:25 pm | 6.) | Vote to Set Compensation for Election Workers |
| 7:35 pm | 7.) | Meet with Finance Director and Treasurer to Discuss Investment of OPEB Funds in Massachusetts Pension Reserves Investment Trust (PRIT) |
| 7:50 pm | 8.) | Meet with Energy Initiatives Advisory Committee; Potential Vote to Approve Project and Authorize Town Counsel to Review Contracts for Streetlight Project |
| 8:10 pm | 9.) | Vote to Authorize the Application for a Massachusetts Historical Commission Grant for Restoration of Stone's Bridge and to Authorize the Board Chair and Town Administrator to Execute Documents and Authorize the Town Administrator to Act as Local Project Coordinator |
| 8:20 pm | 10.) | Review Open Meeting Law Complaint Dated March 10, 2016, and Discuss Response |
| 8:40 pm | 11.) | Discuss Annual Town Meeting Issues: Discuss Selectmen's Warrant Hearing, Moderator's Hearing, Motions and Motion Assignments |
| 8:55 pm | 12.) | Discuss and Potential Vote on Special Town Meeting Date |
| 9:10 pm | 13.) | Review and Approve Consent Calendar (See Separate Sheet) |
| 9:15 pm | 14.) | Review Correspondence (See Separate Index Sheet) |
| 9:25 pm | 15.) | Report of the Town Administrator |
| 9:35 pm | 16.) | Selectmen's Reports and Concerns |
| 9:45 pm | 17.) | Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any |
| 9:50 pm | 18.) | Adjourn |

(\$) APPOINTMENT : SWQC

DiNapoli, MaryAnn

From: Jack Carr
Sent: Tuesday, March 15, 2016 7:49 PM
To: DiNapoli, MaryAnn; Toni Moores
Cc: Tom Largy; Alias, SWQC
Subject: RE: Jack Carr Application

Hi MaryAnn

Thanks for scheduling the time on 21st. I don't have a current resume. While I suppose everyone should have one I do not primarily because as a business owner for many years I've not needed one.

I could however address the following points in a letter to the B.O.S. if that would be helpful. :

John Carr "Jack"

My family and I reside at 11 Gage Road Wayland

- Bachelor Science UMass Amherst 1987 – Mechanical Engineering
- Currently I own a company that manufactures specialty packaging for use in medical, pharma and some retail. This has been my career since 1996.
- Prior to that I worked as engineer for GE, Siemens, Honeywell.

- Grew up in metrowest
- As an abutter and as a recreational user of Lake Cochituate - our family has considerable interest in maintaining the ecology of all sensitive resource areas in Wayland.
- One daughter at Happy Hollow. Another graduated from WHS and is in college.

(6) COMPENSATION: ELECTION
WORKERS

DATE: March 21, 2016
TO: Board of Selectmen
FROM: John Senchyshyn, Asst. Town Administrator/HR Director
RE: **COMPENSATION FOR ELECTION WORKERS**

REQUESTED MOTION:

I MOVE THAT THE BOARD OF SELECTMEN VOTE TO SET NON-EMPLOYEE COMPENSATION FOR ELECTION WORKERS AS FOLLOWS: \$10.00/HOUR FOR INSPECTORS, NIGHT TELLERS, BALLOT BOX WORKERS AND ALL TRAINING SESSIONS; \$10.50/HOUR FOR CLERKS; AND \$11.00/HOUR FOR WARDENS.

BACKGROUND:

Election Workers' compensation is set by the BOS per M.G.L. Chapter 54, Section 22. However, Election Workers are not considered employees under Chapter 151A, Section 6A. Last year the BOS amended Election Workers' compensation based upon the first of a 3-year increase in the minimum wage. The Town Clerk proposes to keep Election Workers compensation aligned with the State's minimum wage, even though municipalities are exempt from the minimum wage provision. Taking the action at this time will make the new wage effective for the April election. The Town Clerk believes sufficient funds are available to allow for the wage increase.



PENSION RESERVES
INVESTMENT
MANAGEMENT BOARD

Presentation to the

Town of Wayland

***Overview of the
State Retiree Benefits Trust Fund
and the
Pension Reserves Investment Trust***

March 14, 2016

By

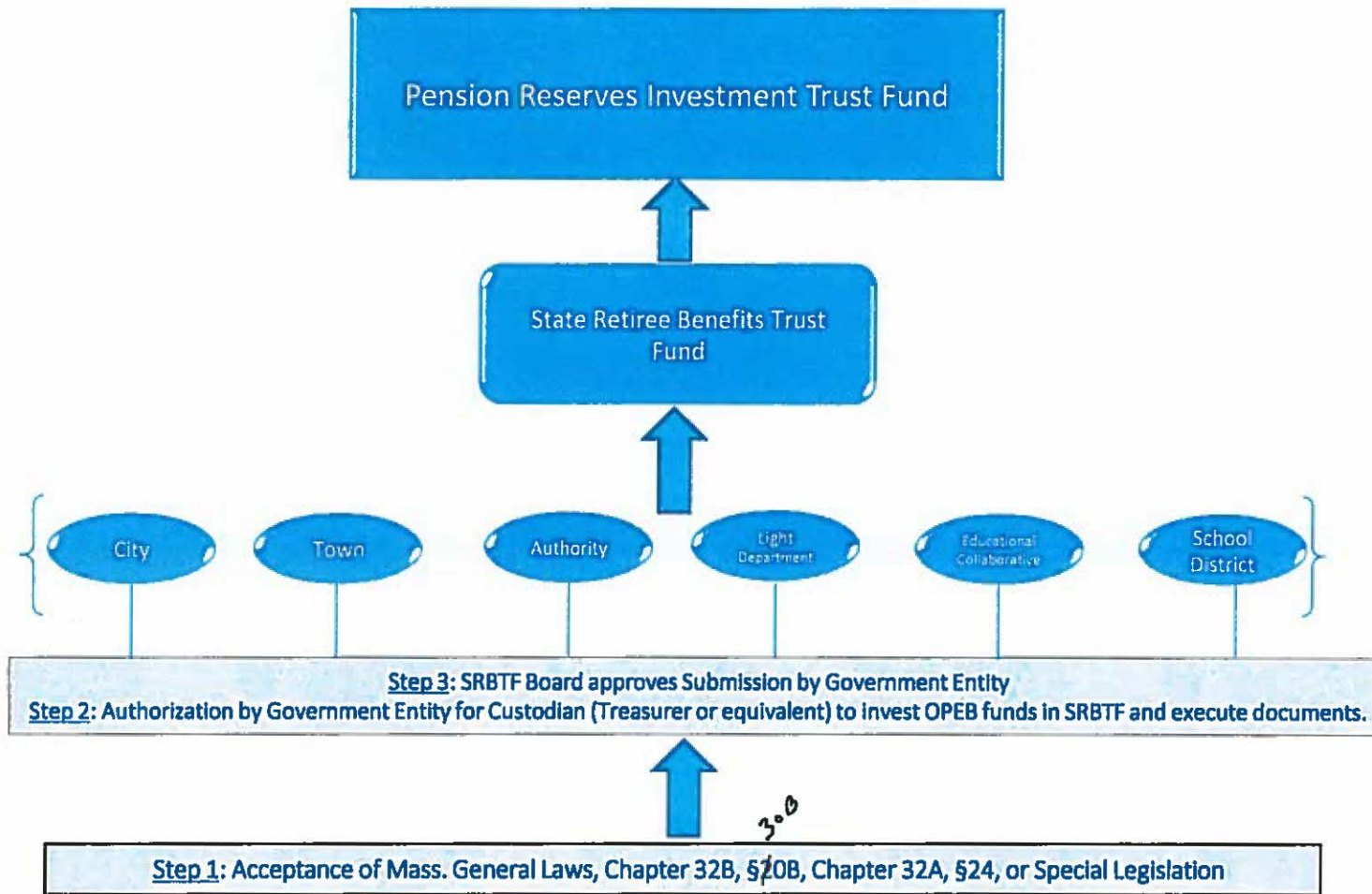
Paul W. Todisco, Senior Client Services Officer, PRIM Board

Deborah B. Goldberg, Treasurer and Receiver General, Chair

Michael G. Trotsky, CFA, Executive Director and Chief Investment Officer



Three Step Process to Join the State Retiree Benefits Trust Fund





PENSION RESERVES
INVESTMENT
MANAGEMENT BOARD

SRBT Fund



Evolution of the State Retiree Benefits Trust Fund (SRBTF)

- ❑ **1999** - MGL Chapter 29D enacted and signed into law as part of the FY 2000 GAA (section 43 of Chapter 127 of the Acts of 1999), creating the Health Care Security Trust ("HCST"), into which the Master Settlement annual payments are to be deposited, and also creating the HCST Board of Trustees, a 7-member Board charged with the supervision and management of the HCST and the MSA funds therein. Significant features of Chapter 29D include: 7-member Board appointed by Governor (5), Treasurer (1) and AG (1); 70/30 % schedule of saving/spending ratio established for annual MSA payments to be received in subsequent fiscal years, with the 30% for spending to be "for health related and tobacco control purposes".
- ❑ **2004** - The GASB (Governmental Accounting Standards Board) issues Standards 43 and 45, requiring all (non-federal) government employers to take steps to define and disclose actuarial liability for retirees' non-pension post-employment benefits (aka "Other Post-Employment Benefits" or "OPEB"), and to determine the actuarial liability for those OPEB benefits.
- ❑ **2007** - The State Retiree Benefits Trust Fund (SRBTF) is legislatively created to address and administer OPEB state retiree benefits; composition of the SRBTF Board is "PRIM plus 2", i.e., the existing PRIM Board members plus A&G and GIC (Section 8 of Chapter 61 of the Acts of 2007 states: " There shall be set up on the books of the commonwealth a fund to be known as the State Retiree Benefits Trust Fund ... The pension reserves investment management board ... shall be the trustee of and shall administer the fund. For the purposes of this section the secretary of the executive office of administration and finance, or his designee, and the executive director of the group insurance commission ... shall be members of the [PRIM] board ... The purpose of said [SRBTF] fund shall be for depositing, investing and disbursing amounts set aside solely to meet liabilities of the state employees' retirement system for health care and other non-pension benefits for retired members of the system ..."). The legislation also abolished the HCST.
- ❑ **2007** – Special Commission is legislatively established to study and report on numerous issues associated with GASB 43 and 45 and OPEB liability – said Special Commission issues its report in 2008, and many of its recommendations are subsequently filed as legislative proposals, and some subsequently enacted and signed into law.
- ❑ **2008** - "Interim" outside section is enacted and signed into law stating that the HCST shall manage the SRBTF while the legislature considers the recommendations of the special OPEB study commission (See section 12 of Chapter 235 of the Acts of 2008: "... in order to minimize investment fees and maximize returns through continuity of investment management of the [SRBTF] ... while the general court considers the recommendations of the [special] commission ... investments of the trust shall be held and managed by the [HCST] board of trustees ... until legislation is enacted confirming management of the [SRBTF]").
- ❑ **2009** - Interim status of HCST management of SRBTF becomes permanent, and HCST Board is reconfigured.



Who Manages the SRBTF? Who Can Invest in the SRBTF?

- ❑ The seven-member State Retiree Benefits Trust Fund (SRBTF) Board, established by Section 24 of Chapter 32A of the Massachusetts General Laws, is responsible for the administration and investment management of the SRBTF. The SRBTF Board is comprised of the Secretary of Administration & Finance or a designee, the Executive Director of the Group Insurance Commission or a designee, the Executive Director of the Public Employee Administration Commission (PERAC) or a designee, the State Treasurer or a designee, the Comptroller or a designee, an appointee of the Governor, and an appointee of the State Treasurer (both appointed members are required to have investment, financial management, legal, or public management experience).
- ❑ Chapter 68 of the Acts of 2011, the FY 2012 state budget, was signed into law in July 2011. Sections 50 and 57 of Chapter 68 amend **Section 24 of Chapter 32A** and **Section 20 of Chapter 32B**, respectively, of the General Laws allowing municipalities, authorities, and certain other government entities of the Commonwealth to establish a liability trust fund for funding retiree benefits (other than pension), also known as Other Post-Employment Benefits (OPEB). The legislation also ensures that these entities have access to the state's investment trust, the State Retiree Benefits Trust Fund (SRBTF), for purposes of investing OPEB funds. Further, Section 20 of Chapter 32B, as amended, designates the entities eligible to serve as custodian of such funds: 1) a designee appointed by the board of a municipal lighting plant, 2) the treasurer of any governmental unit, or 3) the SRBTF Board of Trustees, which oversees the SRBTF.
- ❑ In August 2011, the SRBTF Board (formerly the Health Care Security Trust (HCST) Board), voted to assign full investment management of the SRBTF assets to the nine-member Pension Reserves Investment Management (PRIM) Board, which manages the approximately \$60 billion Pension Reserves Investment Trust (PRIT) Fund, the state pension fund. PRIM and PRIT were established in 1983 to address the Commonwealth's unfunded pension liabilities.



Composition of the State Retiree Benefits Trust Fund Board

- ❑ Secretary of Administration & Finance, or designee
Kristen Lepore, Secretary of Administration & Finance
-Lauren Peters serves as Secretary Lepore's Designee
- ❑ State Treasurer, or designee
Deborah B. Goldberg, State Treasurer & Receiver-General
-Nicola Favorito serves as Treasurer Goldberg's Designee and is SRBTF Board Chair
- ❑ State Comptroller, or designee
Thomas G. Shack III, Esq., State Comptroller
- ❑ Executive Director, Group Insurance Commission, or designee
Dolores L. Mitchell, Executive Director, GIC
- ❑ Executive Director, Public Employee Retirement Administration Commission, or designee
Joseph E. Connarton, Executive Director, PERAC
- ❑ Treasurer's appointee
Michael Tow, President & Founder, New Boston Financial
- ❑ Governor's appointee
Terrence Finn, Edwards Angell Palmer & Dodge LLP

Five of the seven Trustees are Ex Officio Members. The two appointed Trustees serve five-year terms.



Application of Legislation

SRBTF Board Approval Requirements

- Evidence of authorization
- Acknowledgement of investment risk, understanding of agreements
- Acknowledgement of fiduciary obligation (Custodial designee)
- Indication of commitment to fund



State OPEB Reporting Requirements

MGL 32B:20 (d)

- (Entities) shall annually submit to the Public Employee Retirement Administration Commission (PERAC) on or before December 31, a summary of its OPEB cost and obligations and all related information required under GASB 45, covering the last fiscal or calendar year for which this information is available.
- On or before June 30 of the following year, PERAC shall notify any entity submitting this summary of any concerns that the commission may have or any areas in which the summary does not conform to the requirements of GASB 45 or other standards that the commission may establish.
- PERAC shall file a summary report of the information received under this subsection with the chairs of the house and senate committees on ways and means, the secretary of administration and finance and the board of trustees of the Health Care Security Trust.



Downloadable Documents Posted to SRBTF Web Page

<http://www.mass.gov/srbtf/>

Frequently Asked Questions (FAQ).

Custodian and Investment Agreement, Exhibits, and Opinion of Counsel.

- Exhibit A – Sample language of resolution/vote of a government entity authorizing the HCST to invest such government entity's OPEB liability funds. Vote must be certified.
- Exhibit B – Investment Services Agreement (ISA) between HCST and PRIM.
- Exhibit C – PRIM Operating Trust Agreement.
- Exhibit D - HCST and PRIM Administrative Services Agreement.
- Exhibit E – HCST Policies and Procedures.
- Sample of boilerplate language for government entity's Opinion of Counsel letter, i.e., what should be included in the letter.

Draft of Certificate of the Clerk of City/Town. May be customized for type of entity (e.g., an authority, county, district, light department).

Checklists for government entities investing in SRBTF under Chapter 32B, §20, under Chapter 32A, §24, or under Special Legislation.



Benefit to Investing in the SRBTF

- ❑ Municipalities' OPEB liability trust funds are invested the same way the Massachusetts Retirement System's assets are managed.
 - The PRIT Fund's General Allocation Account, aka PRIT Core, which holds ALL of PRIT's investments.
- ❑ Diversification, diversification, diversification!
 - Lowers overall portfolio risk.
 - Municipalities' OPEB liability trust funds gain access to PRIT's alternative investments, which are unavailable to smaller investors due to cost and minimum investment requirements (i.e., Private Equity, Direct Hedge Funds, Timber, Private real Estate, Private Debt).
- ❑ Municipalities' OPEB assets are managed at a very low cost due to economies of scale.
 - 53 basis points, based on PRIT's most recent audit. This includes ALL expenses incurred by PRIM and PRIT.
- ❑ Municipalities receive a concise monthly capital account statement from PRIM identical to the one the Participating and Purchasing Retirement Systems receives each month.
- ❑ Proven long-term investment performance track record.
 - Since inception (1/31/1985), the average annual return of the PRIT Fund was 9.35% as of December 31, 2015.
- ❑ Municipalities, SRBTF, and PRIM's interests are totally aligned.
 - There are no financial incentives for PRIM staff to "accumulate assets", as is the case for most private investment and consulting firms.
- ❑ Municipalities have a responsive and dedicated client services team at PRIM representing their needs.



How Are Fees Allocated to SRBTF Participants?

The pro rata share of fees is approximately 53 basis points, which is PRIM's management fee expense and is the combination of the following:

- Direct investment management fees paid to third party managers, paid by PRIM check or wire.
- Consultant and advisory fees paid to third party consultants and advisors, paid by PRIM check or wire.
- Costs for maintaining and operating PRIM's offices, paid by PRIM check or wire.
- Indirect investment management fees which are charged against investments by commingled funds and private investment managers (private equity, real estate, Hedge funds, etc.).

Each month-end, a participant in the PRIT Fund or SRBTF is allocated a share of these costs according to the percentage of the PRIT Fund/SRBTF that the participant owns. For example, if a participant owns *one-fifth-of-one-percent* of the PRIT Fund/SRBTF, the management fee shown on the monthly capital account statement will reflect *one-fifth-of-one-percent* of PRIM's monthly costs. In addition to PRIM fees, there is the shared cost among SRBTF participants in funding the operations of the SRBTF Board (the entity that oversees the SRBTF), which equates to less than one basis point. Again, such fee is allocated on a pro rata basis, with the state paying the largest share of that fee, as it is the largest participant in the SRBTF, with assets over \$700 million.



Governmental Entities Participating in the SRBTF

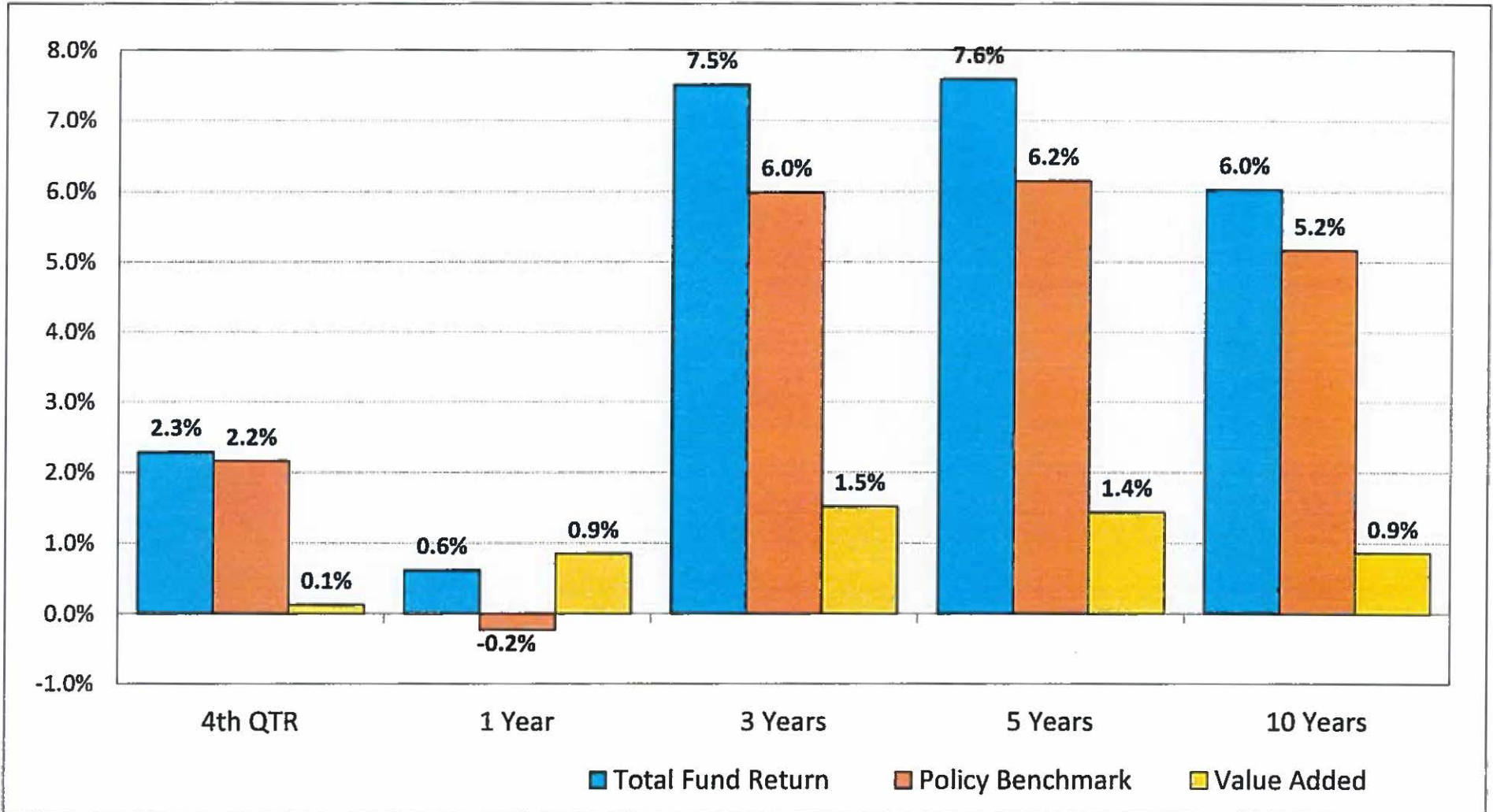
- | | |
|---|---|
| 1. Town of Acton | 29. Town of Marblehead |
| 2. Town of Amherst | 30. Massachusetts School Building Authority |
| 3. Town of Ayer | 31. Mass State Retirees |
| 4. Town of Bedford | 32. Town of Middleton |
| 5. BiCounty Educational Collaborative, Franklin, MA | 33. Town of Needham |
| 6. Town of Blackstone | 34. City of New Bedford |
| 7. Town of Boxford | 35. City of Newburyport |
| 8. Town of Braintree | 36. City of Newton |
| 9. Town of Brewster | 37. Town of North Andover |
| 10. Town of Brookline | 38. Town of Northborough |
| 11. Town of Burlington | 39. Town of Orleans |
| 12. Town of Chelmsford | 40. Pilgrim Area Collaborative (PAC), Pembroke, MA |
| 13. Concord Area Special Education (CASE) Collaborative | 41. Town of Provincetown |
| 14. Town of Cohasset | 42. Shawsheen Valley Technical High School, Billerica, MA |
| 15. Town of Dedham | 43. Town of Sherborn |
| 16. City of Fitchburg | 44. Town of Stockbridge |
| 17. Town of Franklin | 45. Town of Tewksbury |
| 18. Town of Harvard | 46. Town of Wakefield |
| 19. Town of Hingham | 47. Wakefield Municipal Gas & Light Department |
| 20. Town of Holliston | 48. Town of Wellesley |
| 21. Town of Ipswich | 49. Town of Westwood |
| 22. Town of Lancaster | 50. Town of Wilmington |
| 23. Town of Lenox | |
| 24. City of Leominster | |
| 25. Town of Lincoln | |
| 26. Lowell Regional Transit Authority (LRTA) | |
| 27. Lower Pioneer Valley Educational Collaborative | |
| 28. Town of Manchester-By-The-Sea | |

**Participant assets, excluding Mass State Retirees, were \$203.1 million as of December 31, 2015.
Total SRBTF assets were \$963.5 million as of December 31, 2015₂₆**



Total SRBT Fund Returns (Net of Fees)

Annualized Returns as of December 31, 2015



State Retiree Benefits Trust Fund

NET of Fees Rates of Return

For Periods Ending December 31, 2015

	NAV \$ (M)	Actual Allocation %	Month	QTD	FY '16	Calendar YTD	1 Year	3 Year	5 Year	10 Year	Since Inception
GENERAL ALLOCATION*	947,176	100.0%	-0.79	2.30	-1.70	0.66	0.66	7.56			9.36
CLOSED PORTFOLIOS	11	0.0%									
CASH	(13)	0.0%									
TOTAL	947,174	100%	-0.80	2.29	-1.73	0.62	0.62	7.51	7.59	6.03	6.76
PARTICIPANTS CASH	16,302		0.02	0.04	0.09	0.15					
TOTAL FUND**	963,477	100%	-0.80	2.27	-1.74	0.60	0.60	7.49	7.58	6.02	6.76
POLICY BENCHMARK			-0.90	2.16	-2.74	-0.23	-0.23	5.99	6.15	5.17	6.14
ACTUAL ALLOCATION BENCHMARK			-0.84	1.83	-2.79	0.08	0.08	6.83	6.92	5.78	6.57

* The inception date for the SRBTF's investment in the PRIT Fund General Allocation Account (PRIT GA) was 10/31/2011, when 82% of the fund was transitioned from separate accounts to PRIT GA. The remaining 18% of separate account assets were transitioned over the following 14 months with 100% of assets invested in PRIT GA by 12/31/2012. This ITD value reflects the inception-to-date return for PRIT GA assets only.

** The inception date for the TOTAL FUND was 11/30/2001. This ITD value reflects the true inception-to-date return for all SRBTF assets including legacy separate account investments as well as the PRIT GA investments.





PENSION RESERVES
INVESTMENT
MANAGEMENT BOARD

PRIT Fund



PRIM is a Retirement Board with Layers of Fiduciary Oversight

Pension Reserves Investment Management (PRIM) Board
9 Appointed and Elected Trustees

Investment, Real Estate, Administration and Audit and
Compensation Committees
31 Industry Professionals & Board Members

PRIT Fund - \$59.6 billion as of 12/31/2015

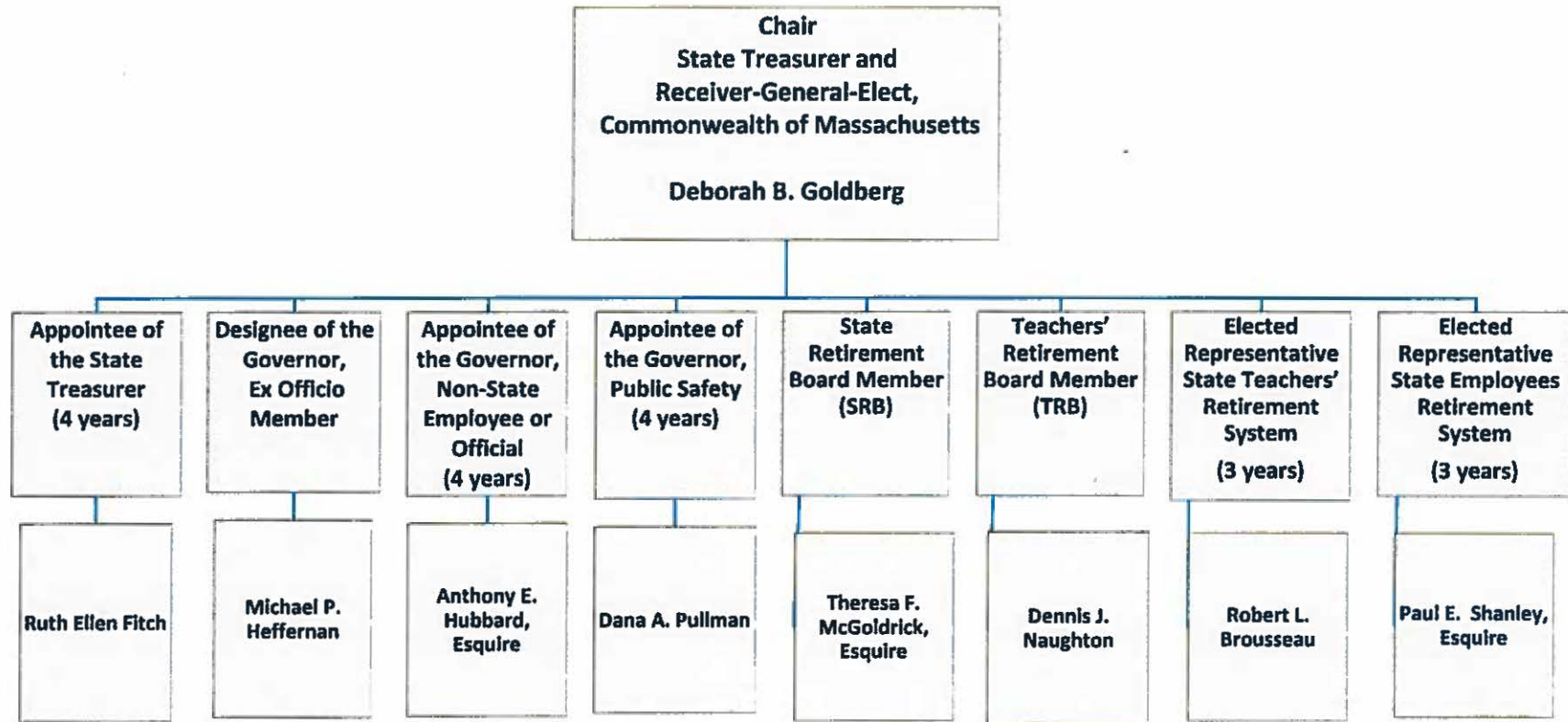
34 Public Securities Managers Investing 43 Portfolios
9 Real Estate, Timber & REIT Managers
100+ Private Equity and Private Debt Managers, 200+ Partnerships
23 Direct Hedge Fund Managers, 1 Hedge Fund-of-Funds Manager
Public Markets, Private Equity, Hedge Funds and Real Estate Consultants
PRIM Staff - 33 Professionals

Beneficiaries: 90% of All Retirement Boards:
Mass Teachers' Retirement System
State Employees' Retirement System
& 92 Local Retirement Systems



Board Membership

- ❑ Welcomed New Chair, Treasurer Deborah Goldberg, 2 Board Members, and 7 New Committee Members.



Committee Membership

Investment Committee (11 Members)

1. Deborah B. Goldberg, Chair **
2. C. LaRoy Brantley
3. Michael Even, CFA
4. Constance M. Everson, CFA
5. Ruth Ellen Fitch **
6. Michael Heffernan**
7. Joe Bonfiglio *
8. Edward W. Kane
9. Paul E. Shanley, Esq.
10. Glenn P. Strehle, CFA
11. Timothy L. Vaill

Real Estate & Timberland Committee (8 Members)

1. Jill S. Hatton, CRE, Chair
2. Deborah B. Goldberg
3. Anthony E. Hubbard, Esq.
4. Dennis Kanin *
5. Garlan Morse, Jr., CRE
6. Jack Lutz, Ph.D.
7. Peter F. O'Connell
8. William F. McCall, Jr., CRE

Administration & Audit Committee (12 Members)

1. Robert L. Brousseau, Chair
2. Deborah B. Goldberg
3. Ted C. Alexiades, CFPO
4. Patrick E. Brock
5. Joseph Connelly *
6. Karen E. Gershman, CPA
7. Eileen Giovsky *
8. Michael Heffernan
9. Renée M. Landers, Esq.
10. Theresa F. McGoldrick, Esq.
11. Dennis J. Naughton
12. Michele A. Whitman, Esq.

Compensation Committee (5 Members)

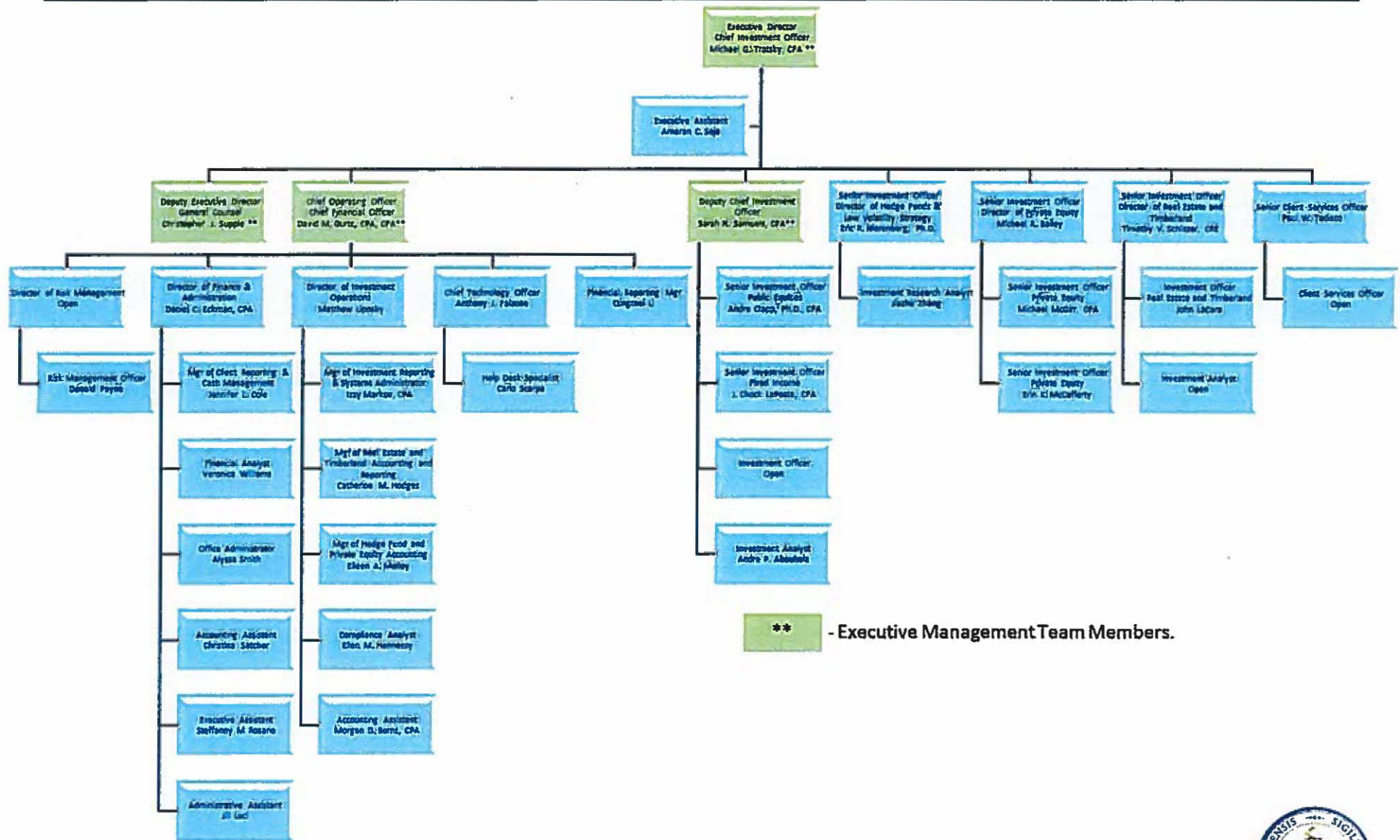
1. Michele A. Whitman, Esq., Chair
2. Deborah B. Goldberg
3. Patrick E. Brock
4. Robert L. Brousseau
5. Joseph Connelly

* New Committee Member

** New Board Member



PRIM Organizational Staff



** - Executive Management Team Members.



External Advisors

Fund Advisors:

- **NEPC** - Asset Allocation
- **Callan Associates** - Public Markets
- **Arden** - Hedge Fund Investments
- **Hamilton Lane** - Private Equity
- **The Townsend Group**- Real Estate & Timber

Independent Auditors:

- **KPMG, LLP** - PRIM Board and PRIT Fund, Real Estate, Timber, and SASE 16 Reviews
- **Deloitte & Touche, LLP** – PRIM Board tax Consultant

Custodian:

- **BNY Mellon Corporation**



Summary of Recent National Recognition

- ❑ Michael Trotsky, CFA, Executive Director and Chief Investment Officer, was awarded the 2015 Asset International-**Chief Investment Officer Magazine's "CIO Innovation Award"** at the New York Public Library on December 3, 2015 . The other nominees were: New Jersey Division of Investment, Oregon Investment Counsel, Pennsylvania School Employees' Retirement System, and Public Employees' Retirement System of Nevada. Sarah Samuels, CFA, Deputy Chief Investment Officer, was also recognized for innovation excellence and leadership in Asset International-CIO's "Next Generation" category. PRIM was the only plan among more than two dozen nominated to receive two top honors.
- ❑ **The Private Equity Growth Capital Council** named PRIM #1 best performing private equity investment portfolio of 155 U.S. public pensions it considered (December 2015).
- ❑ Michael Bailey, Senior Investment Officer – Director of Private Equity, was nominated for the **Investor Intelligence Award for Excellence in Private Equity**. The award recognizes the most outstanding and innovative public plan sponsors in North America.
- ❑ Sarah Samuels, CFA, Deputy Chief Investment Officer – Director of Public Markets & Investment Research, was named to **Chief Investment Officer Magazine's "40 under 40"** list. This is a worldwide award which recognizes up and coming asset owners who have made meaningful contributions to their organizations.
- ❑ Chris Supple, Deputy Executive Director and General Counsel, was awarded the **Commonwealth's Citation for Outstanding Performance**. This citation was awarded for Chris's work on Class Action lawsuits in which PRIM was lead plaintiff. Chris was also reappointed to a 2nd term as Co-Chair of the Securities Litigation Committee at the National Association of Public Pension Attorneys (NAPPA).
- ❑ **Buyouts Magazine** named PRIM as the best-performing private equity portfolio of the 22 largest pensions it evaluates for the 1-year, 3-year, 5-year, and 10-year time periods (February 2015).
- ❑ PRIM was awarded its 10th consecutive **Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting**.



PRIT Core Fund Asset Allocation Targets – Adopted February 2, 2016

	PRIM Target	2015 Expected 5-7 Yr. Return	2016 Expected 5-7 Yr. Return	Difference
Large Cap Equities	14.5%	6.00%	6.00%	0.00%
Small/Mid Cap Equities	3.5%	6.00%	6.25%	0.25%
Int'l Equities	16%	7.00%	7.25%	0.25%
Emerging Int'l Equities	6%	9.00%	9.75%	0.75%
Global Equity	40%			
Core Bonds	5%	2.30%	2.46%	0.15%
20+ Yr. Treasury STRIPS ¹	5%	2.50%	2.00%	-0.50%
TIPS	3%	2.25%	2.50%	0.25%
Core Fixed Income	13%			
High-Yield Bonds	1.5%	4.00%	5.25%	1.25%
Bank Loans	1.5%	4.50%	5.50%	1.00%
EMD (External)	1%	4.50%	4.75%	0.25%
EMD (Local Currency)	2%	5.50%	6.50%	1.00%
Private Debt	4%	7.50%	7.50%	0.00%
Value-Added Fixed Income	10%			
Private Equity	10%	8.50%	8.50%	0.00%
Real Estate	10%	6.50%	6.50%	0.00%
Timberland ²	4%	7.06%	6.76%	-0.30%
Hedge Funds	9%	5.75%	5.75%	0.00%
Portfolio Completion ³	4%	5.56%	5.74%	0.18%
Expected Return 5-7 Yr.		6.8%	6.8%	0.07%
Expected Return 30 Yr.		7.9%	7.8%	-0.12%
Standard Deviation		12.5%	12.2%	-0.35%
Sharpe Ratio (30 Yr.)		0.37	0.39	0.02

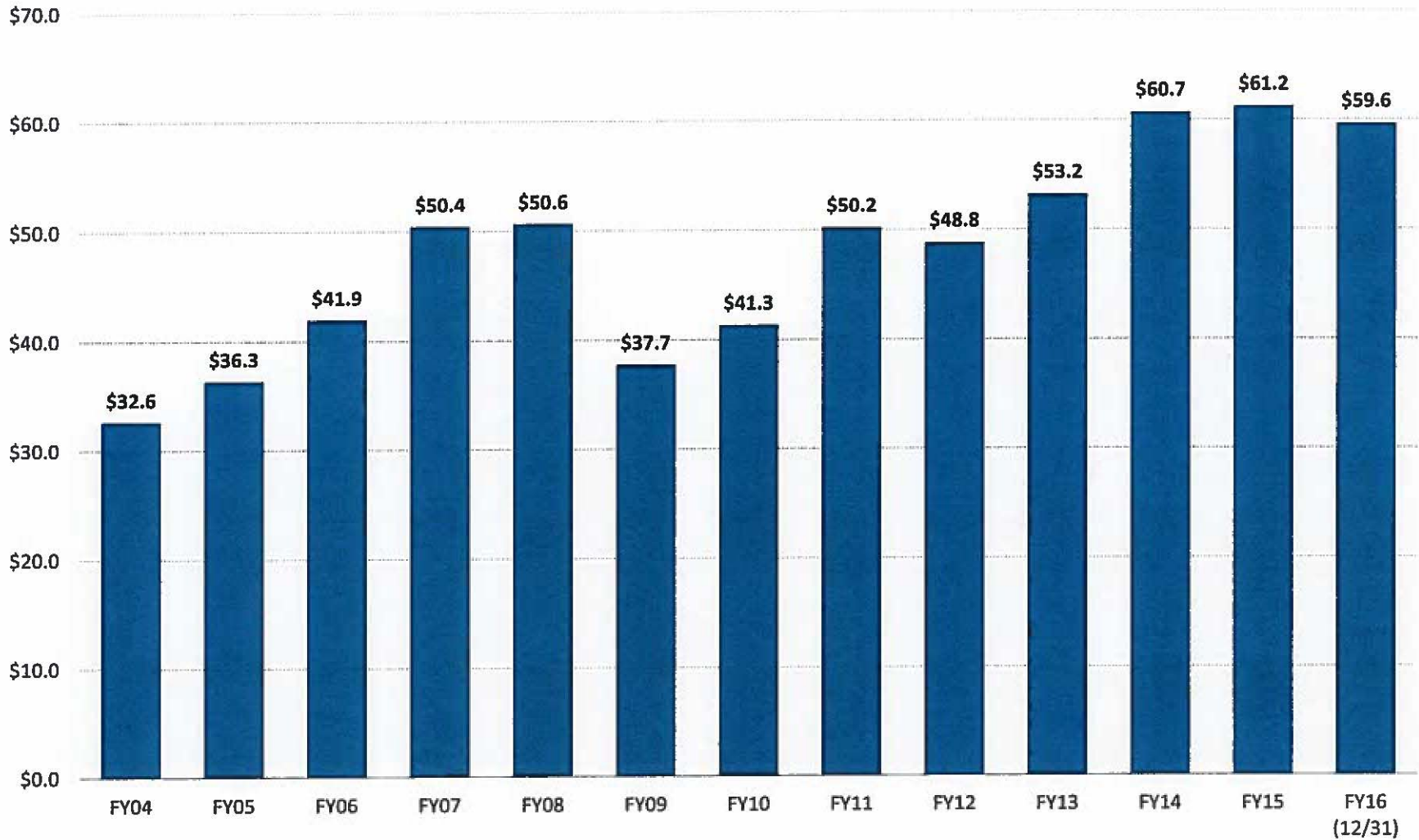
1: The 2016 assumption is modeled as 20+ Yr. Treasury STRIPS portfolio, prior assumptions were based on a 20 Yr. LDI strategy

2: The Timberland portfolio is modeled as 50% Commodities and 50% Private Real Assets (Illiquid)

3: For the Portfolio Completion strategies, the risk/return assumptions are modeled as 50% Hedge Fund (Credit) and 50% GAA

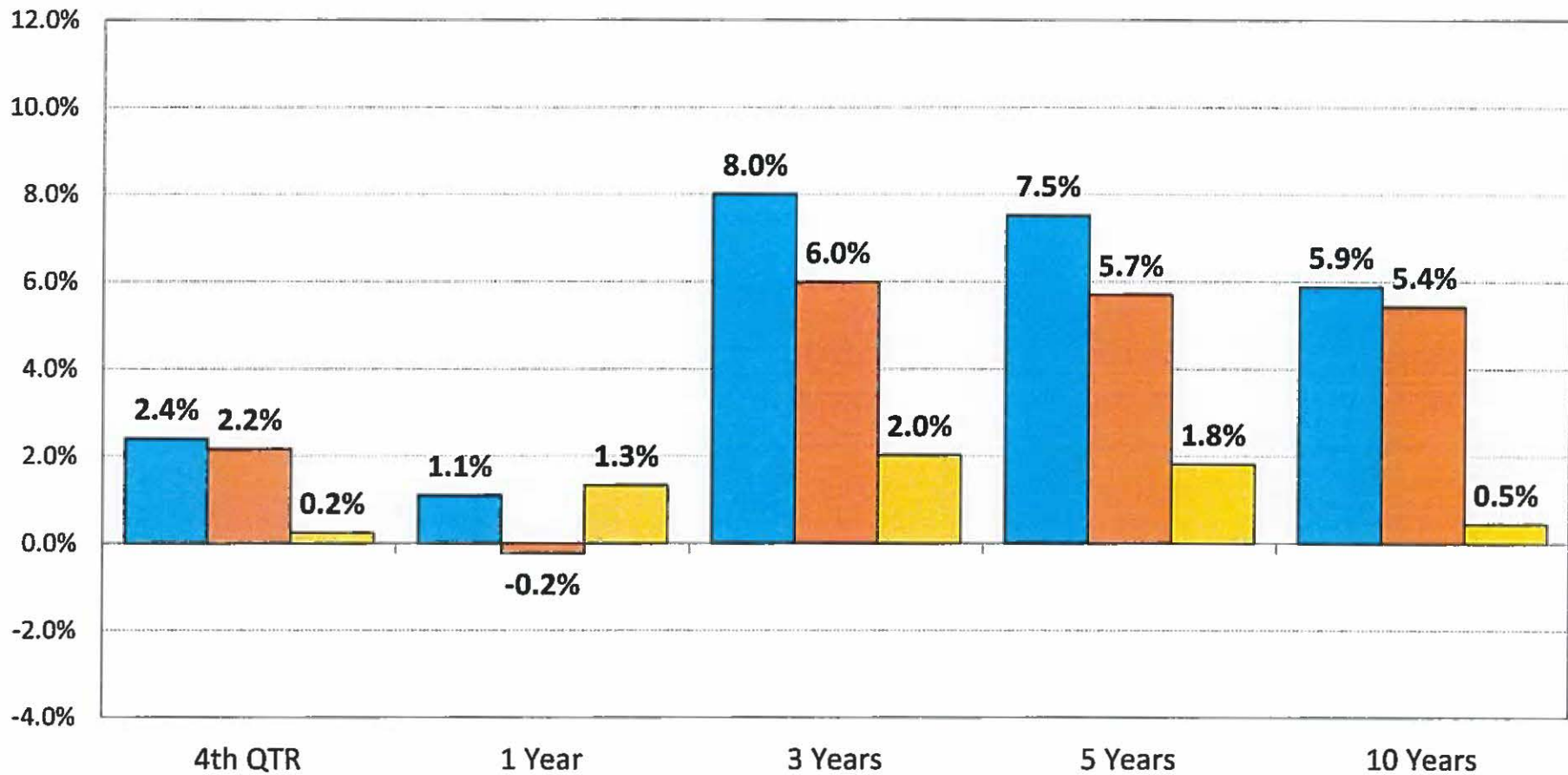


Total PRIT Fund Fiscal Year Market Value (\$ Billions)



Total PRIT Fund Returns (Gross of Fees)

Annualized Returns as of December 31, 2015



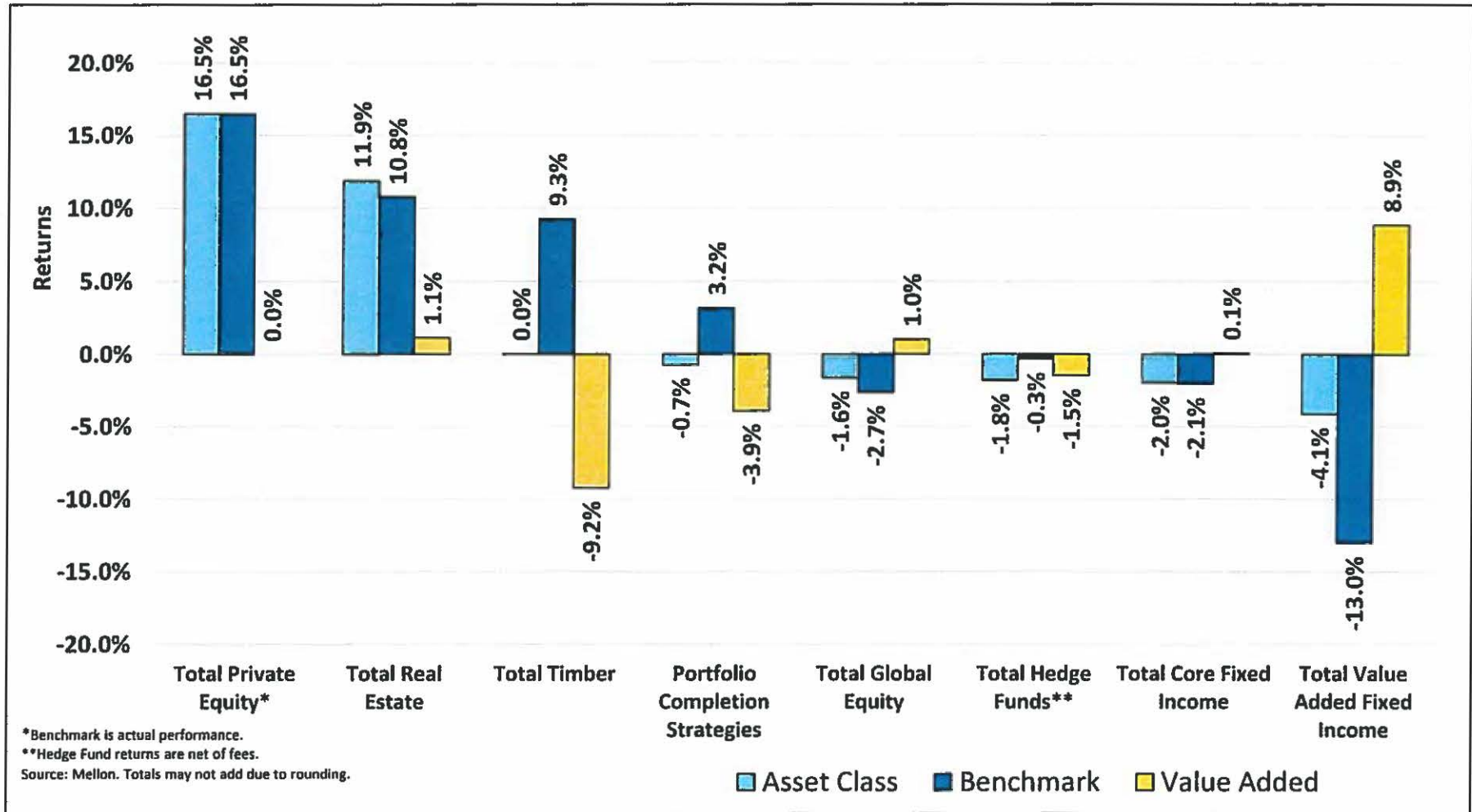
Total Core Benchmark includes private equity benchmark.
Source: Mellon. Totals may not add due to rounding.

■ Total Fund Return
 ■ Total Core Benchmark
 ■ Value Added



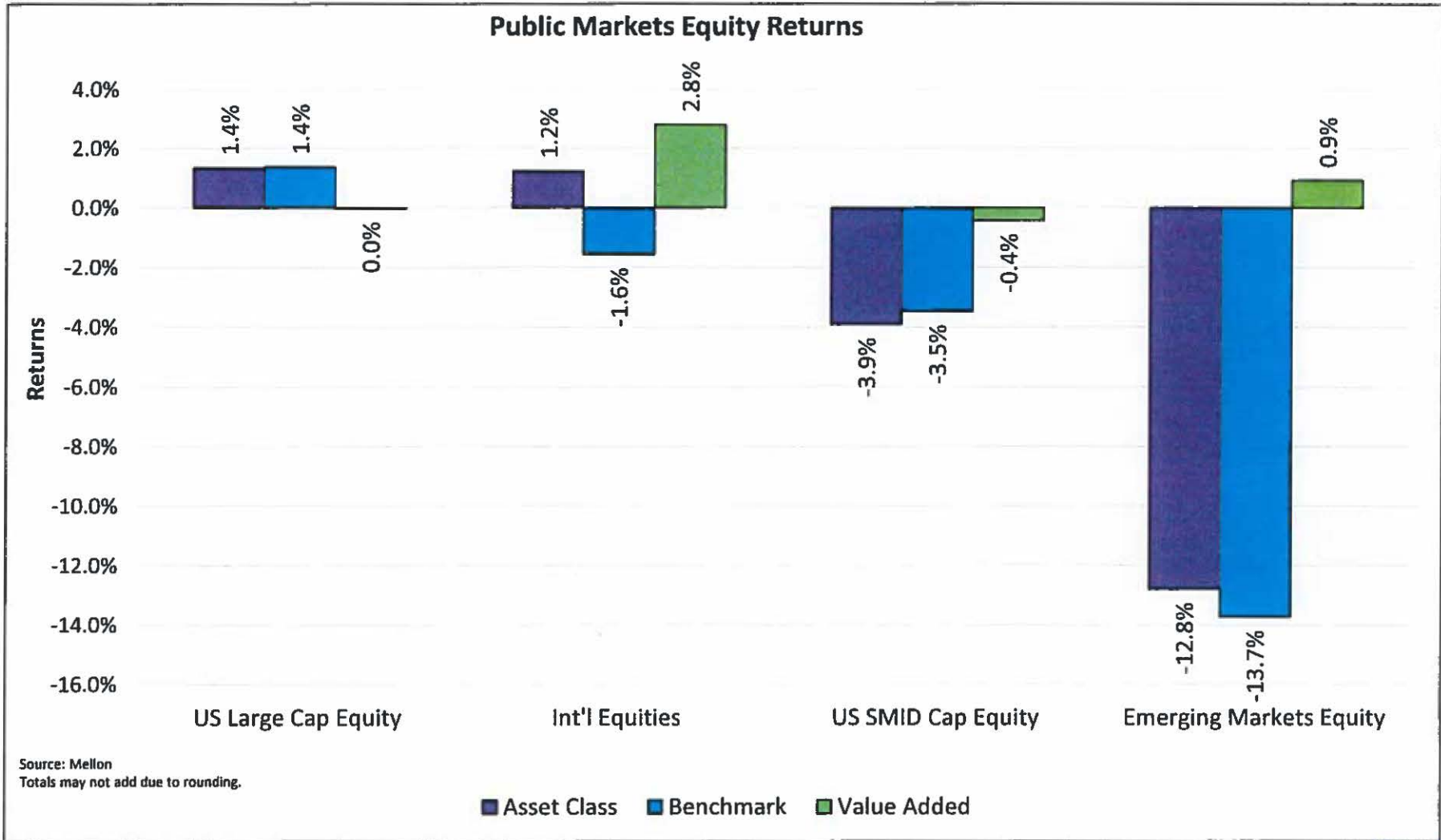
PRIT Asset Class Performance (Gross of Fees)

One Year Ended December 31, 2015



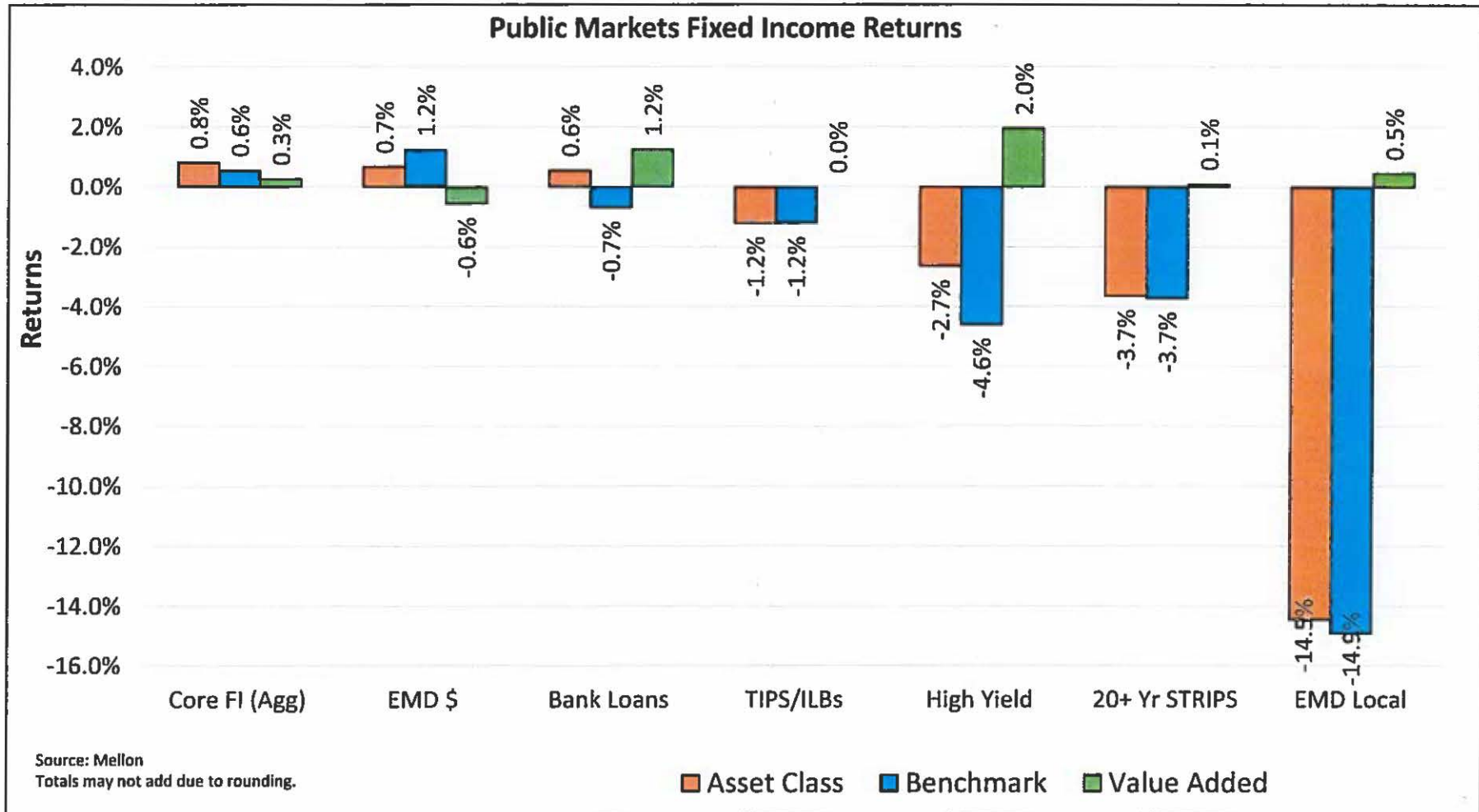
Public Markets Performance – Equities (42.3% of PRIT Fund)

One Year Ended December 31, 2015



Public Markets Performance – Fixed Income (19.0% of PRIT Fund)

One Year Ended December 31, 2015



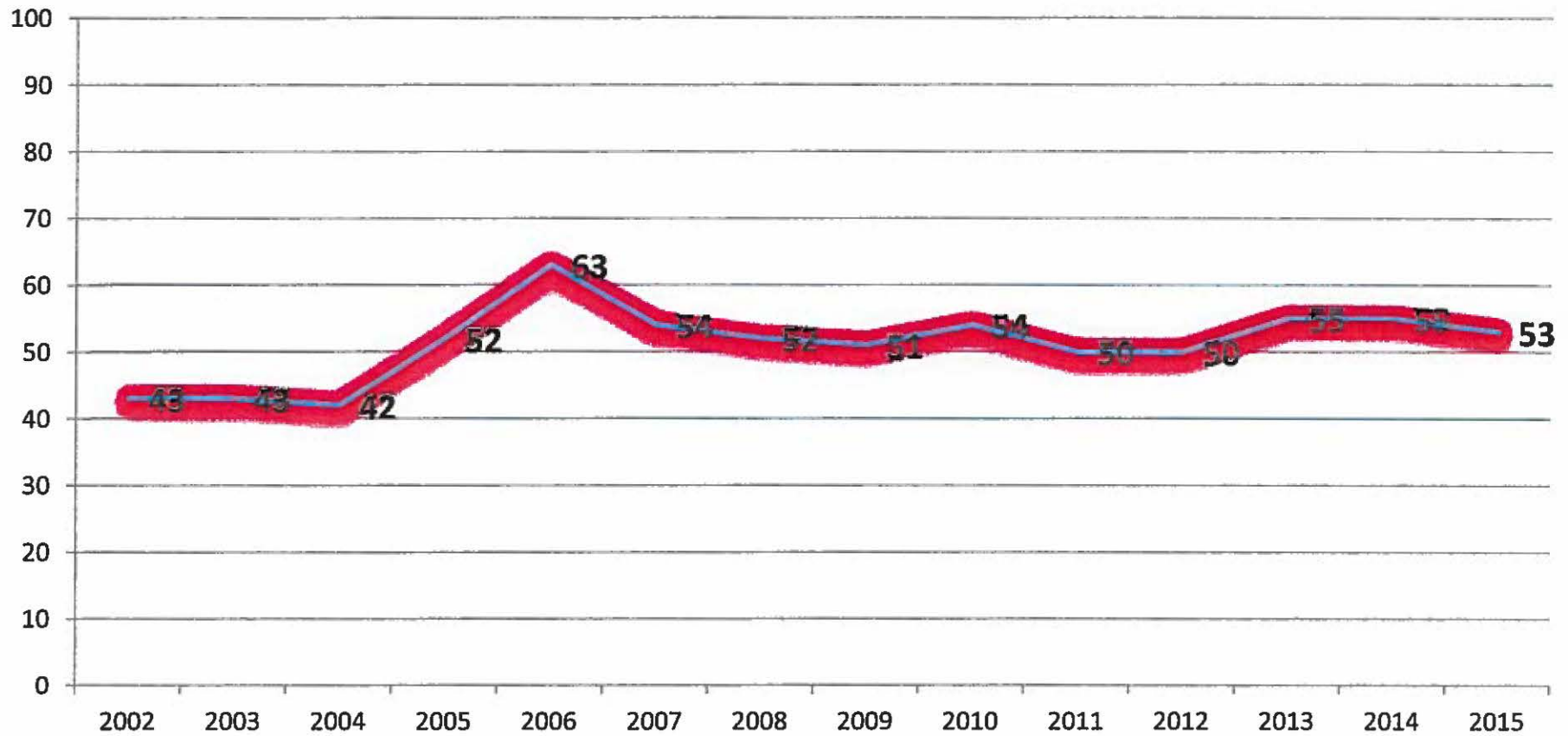
PRIT Asset Class Performance (Gross of Fees)

Annualized Returns as of December 31, 2015

1 Year	3 Year	5 Year	10 Year
PRIVATE EQUITY 16.5%	PRIVATE EQUITY 19.2%	PRIVATE EQUITY 18.0%	PRIVATE EQUITY 15.5%
REAL ESTATE 11.9%	REAL ESTATE 12.4%	REAL ESTATE 12.6%	REAL ESTATE 8.1%
TIMBER 0.0%	GLOBAL EQUITY 8.1%	GLOBAL EQUITY 6.7%	TIMBER 6.8%
GLOBAL EQUITY (1.6%)	TIMBER 6.4%	TIMBER 5.1%	VALUE-ADDED FIXED INCOME 6.8%
HEDGE FUNDS (NET OF FEES) (1.8%)	HEDGE FUNDS (NET OF FEES) 5.3%	CORE FIXED INCOME 4.8%	GLOBAL EQUITY 5.0%
CORE FIXED INCOME (2.0%)	CORE FIXED INCOME 3.2%	VALUE-ADDED FIXED INCOME 4.5%	CORE-FIXED INCOME 5.0%
VALUE-ADDED FIXED INCOME (4.1%)	VALUE-ADDED FIXED INCOME 0.7%	HEDGE FUNDS (NET OF FEES) 4.3%	HEDGE FUNDS (NET OF FEES) 3.9%



PRIT Fund Ratio of Expenses in Basis Points





WAYLAND STREETLIGHTING

Preliminary Discussion of LED Retrofit Opportunity



Converting Streetlights to LED Will:

- Implement state-of-the-art technology
- Strengthen Wayland's Green Community commitment
- Improve public safety with better-lit streets and fewer outages
- Minimize light pollution
- Save nearly \$95,000 a year
- Pay for itself in under 2 years

...with no out of pocket costs and minimal impact on staff resou

Framing the Opportunity

■ Current Situation:

- *Wayland has approximately 731 streetlights (incandescent, high pressure sodium, and mercury vapor), owned and maintained by Eversource for about \$110,000 per year (WY)*
- *Energy prices are rising every year*

■ Opportunity:

- *Wayland has Purchase & Sale contract from Eversource to purchase lights for \$1*
- *Wayland participated in MAPC's recent group procurement to select a consultant to guide the Town through street light purchase and conversion to LED*

Sources of information for this presentation: Towns of Wayland (WY), Weston(W) , and Lincoln (L) as well as Tan Lighting (T) and Light Smart Energy Consulting (LS).

About Tanko Lighting

- Selected vendor through MAPC through RFP “2015-03-LED Lighting Designer”
- Focused solely on municipal street lighting
- Over 200,000 street lights converted to energy efficient technology
- 50 turn-key projects nation-wide, from Kauai to Connecticut
- Expertise in every aspect of turnkey street lighting projects, from GIS data audit, acquisition, lighting design, install management, and utility coordination

Tanko Lighting Experience in the NE

- Lowell, MA (7,000)
- Somerville, MA (3,800)
- Malden, MA (3,500)
- New London, CT (2,700)
- Berlin, CT (2,500)
- Vernon, CT (1,700)
- Rocky Hill, CT (1,700)
- Winchester, MA (1,600)
- Sharon, MA (1,600)
- West Hartford, CT (1,200)
- Sudbury, MA (600)
- Hopkinton, MA (550)
- Goffstown, NH (500)
- Millis, MA (500)

Project Approach

4 Separate Transactions

1. *Street Light Acquisition*

- Purchase lights from Eversource; Purchase & Sale contract currently under review

2. *Consultant/Designer*

- Tanko Lighting would provide project management and support throughout entire process

3. *Material*

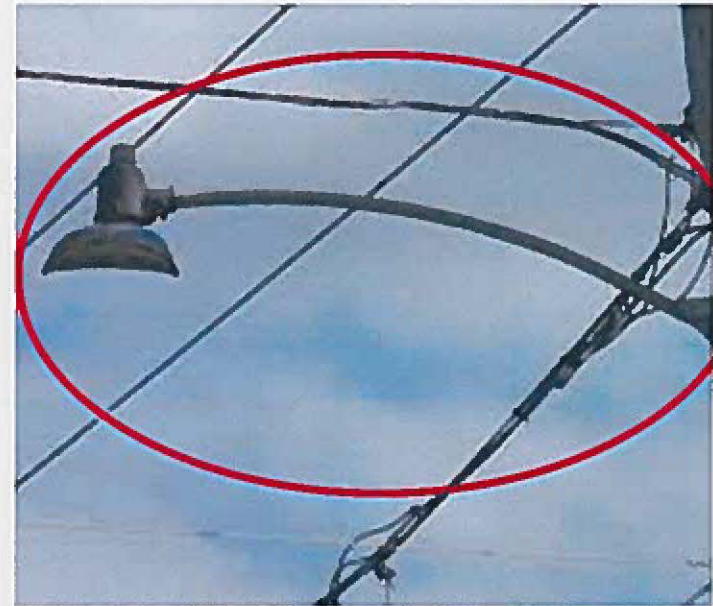
- Purchase fixtures from State Contract

4. *Installation*

- Procure an installation contractor; opportunity to combine efforts with other towns

Street Light Acquisition

- Over 100 towns in MA have purchased their lights since law passed in 1990s.
- Purchase would entail paying \$1 to Eversource for the existing lighting system, consisting of arms, fixtures, and bulbs
- Utility poles remain under current ownership



Conversion to LED

Pricing provided in MAPC Bid includes:

1. Financial Analysis, Financing Assistance
2. GIS Audit and Billing Data Reconciliation
3. LED Replacement Plan (aka Design)
4. Procurement Support
5. Installation Management
6. Billing Adjustments & Final GIS Dataset

Material & Installation Procurement

- Purchase fixtures from State Contract FAC76
 - *Guidance from Tanko on fixture selection*
 - *Consider pilot program to test lights*

- Solicit bids for installation
 - *May partner with other Towns participating in MAPC program to reduce administrative burden and receive better pricing*

LED Technology

Benefits of LED Lighting

■ Safety

- *Brighter, more evenly lit streets*
- *Better quality light, making it easier to see*

■ Dark Skies Initiative

- *Reduced light pollution*
- *Less light trespass into yards and windows*

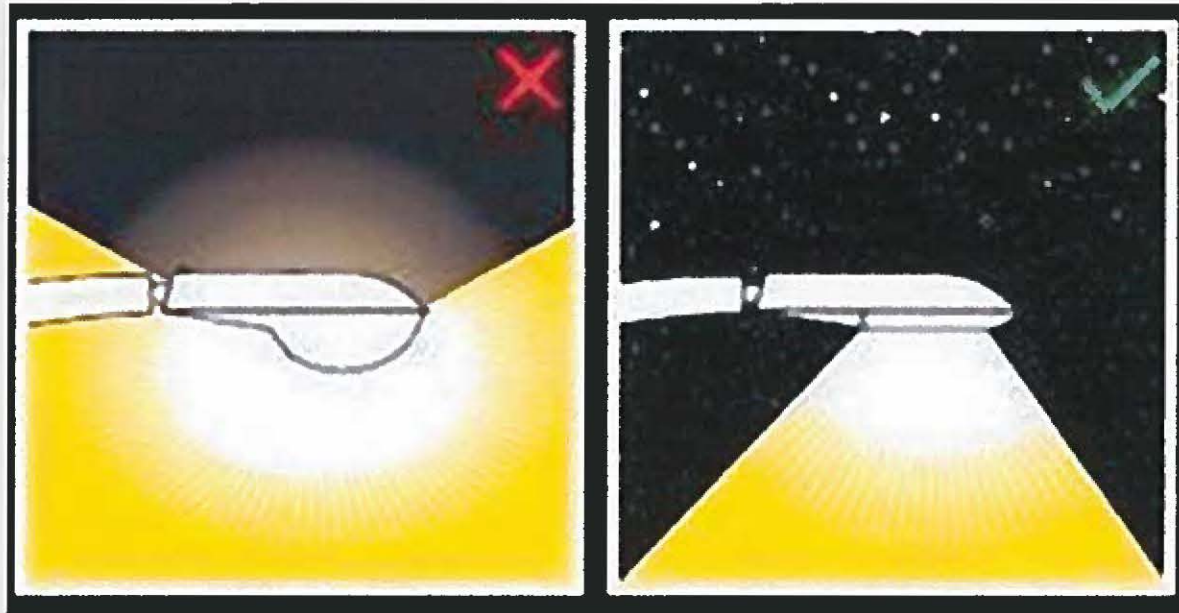
■ Sustainability

- *Contributes to Green Community goal by reducing Town energy use by 2%*

Light Pollution Control

HPS

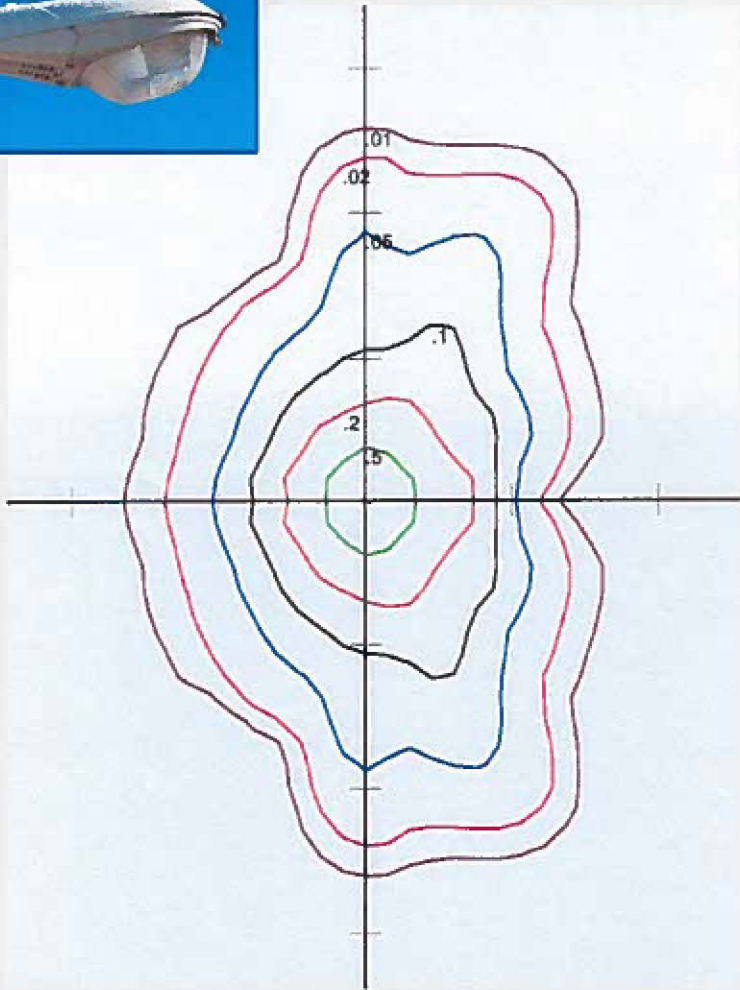
LED



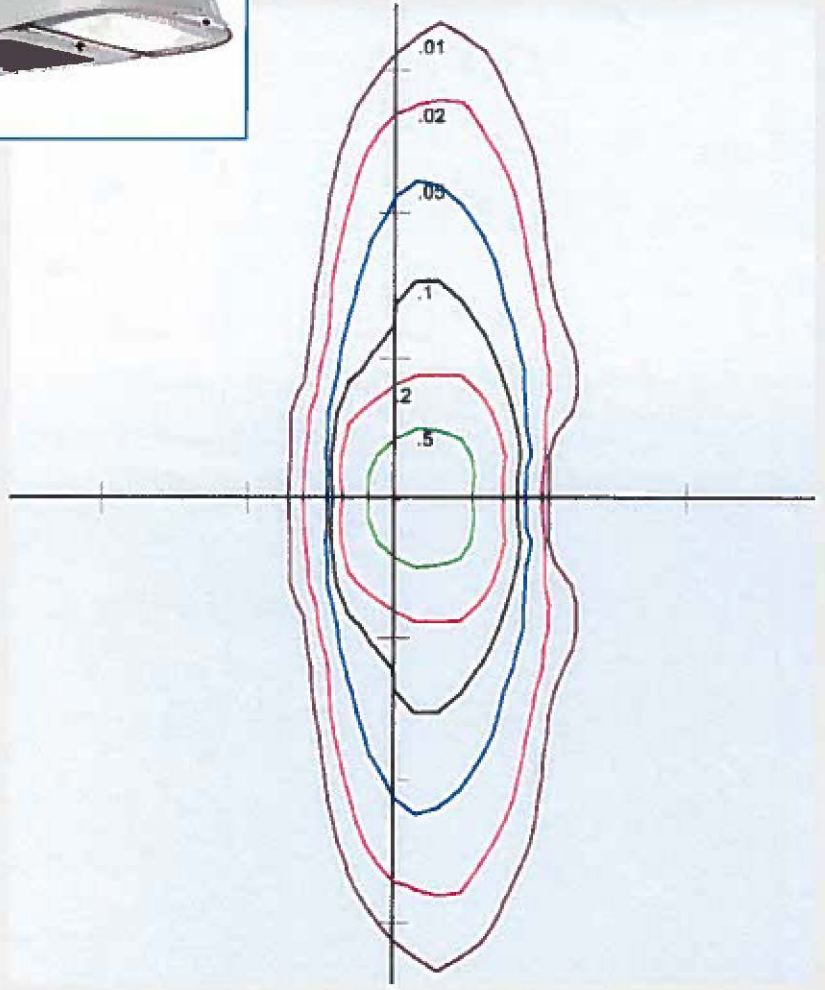
Light Distribution



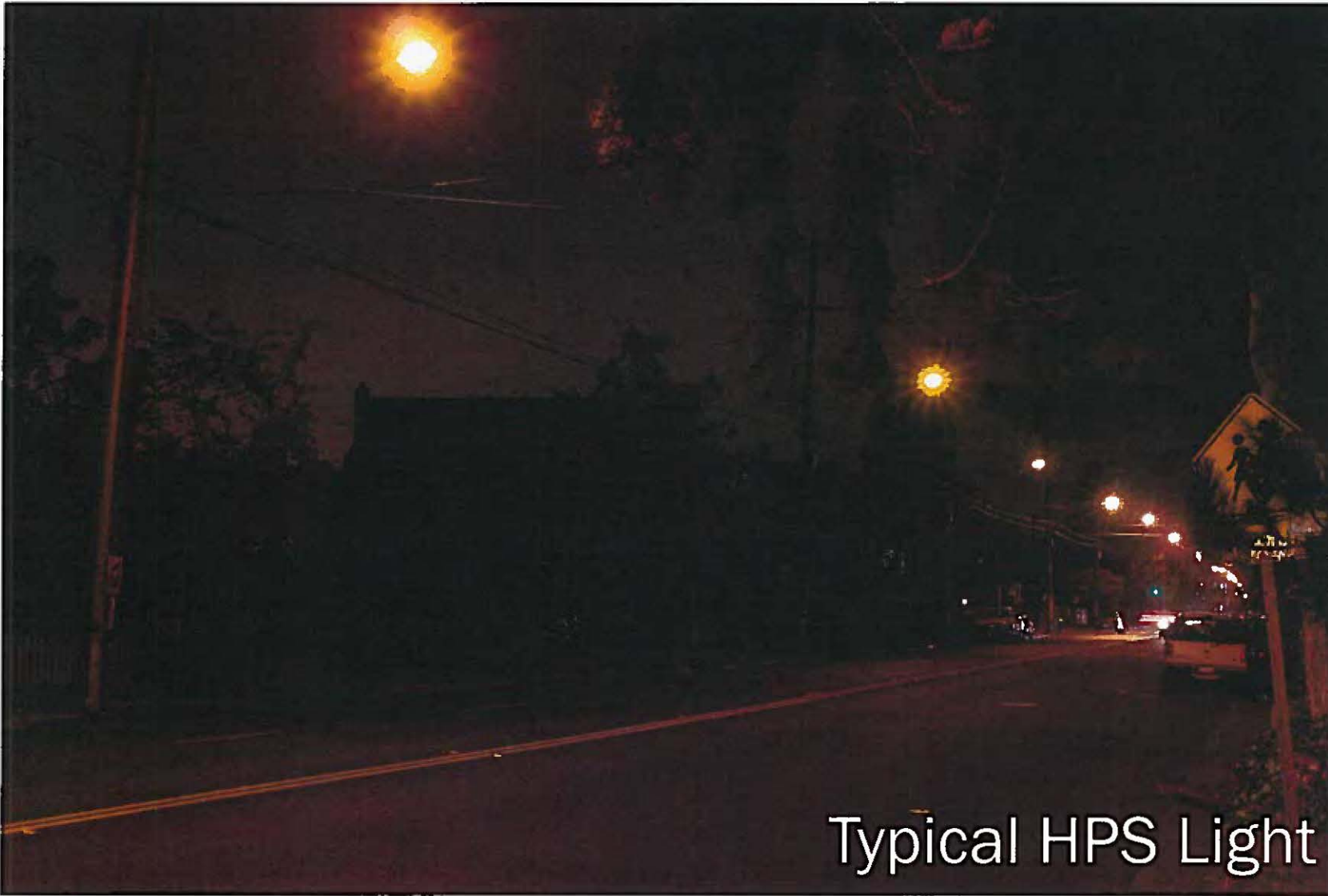
HPS



LED

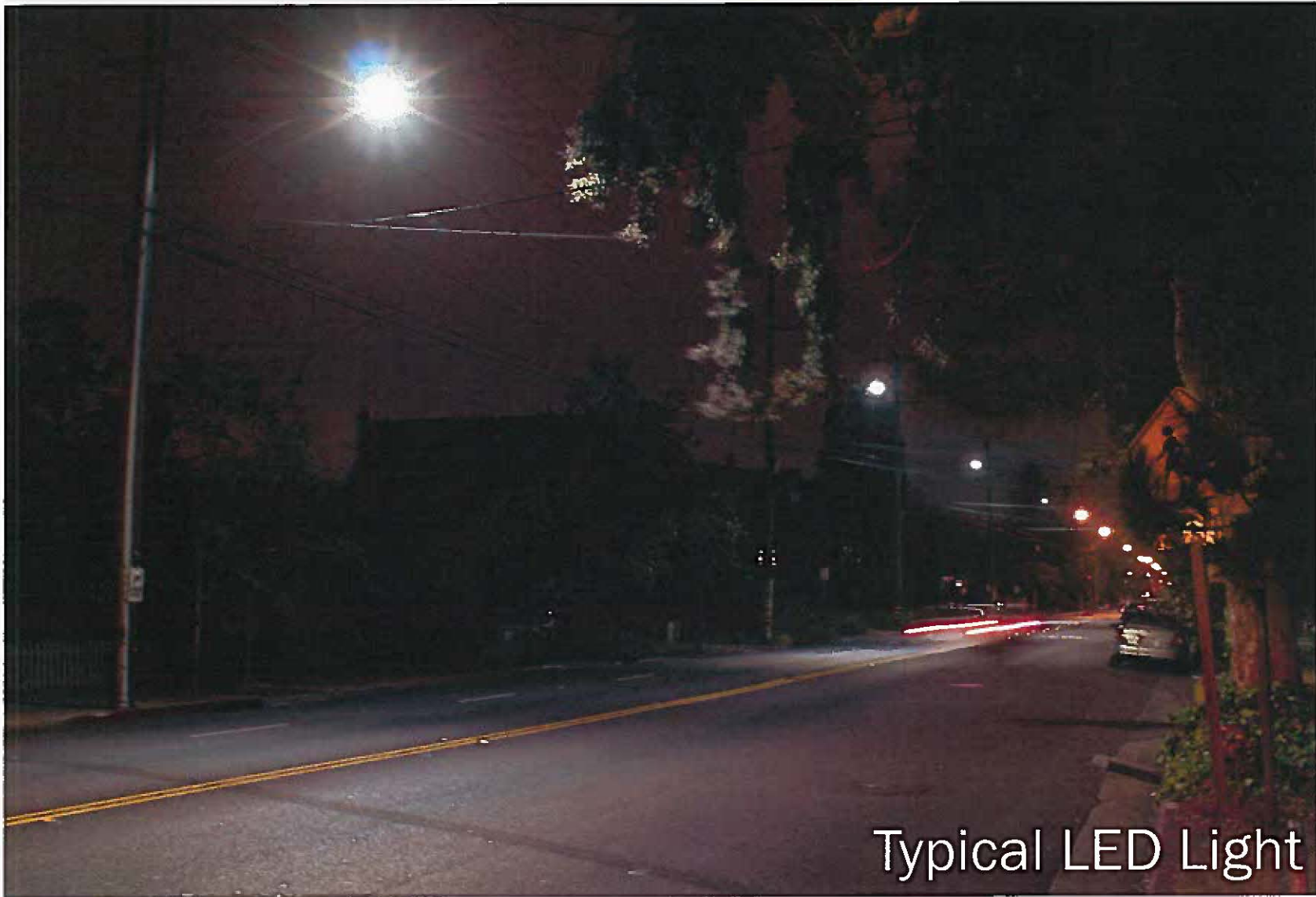


Light Quality & Color Rendering



Typical HPS Light

Light Quality & Color Rendering



Typical LED Light

Savings Opportunity

Annual Savings Potential of Over 85%

Acquiring and Converting All Lights:

Current Annual Energy & Maint. Cost	\$110,000	(W
Annual Energy and Est. Maint. Cost after Purchase and Retrofit	\$15,000	(T
<hr/>		
Total Estimated Annual Savings	\$95,000	
Savings over 20 years	\$1.9 Million	

Payback in Under 2 Years

Approx. \$300/Fixture, incl. full turnkey services	\$216,000
--	-----------

Minus Eversource Rebate*	- \$63,000
--------------------------	------------

Total Estimated Retrofit Cost	\$153,000
-------------------------------	-----------

Annual Savings	\$95,000
----------------	----------

Payback	1.6 years
----------------	------------------

* \$0.25 per kWh saved in first year

Financing Options

- Bond

- *Low cost, but counts against capacity to borrow, potentially impeding other capital priorities*

- Lease Purchase Financing

- *Est. interest rate 2.5%-3% . Doesn't impact capacity to borrow. Fixtures used as collateral against debt. Typically approved in less than 1 week.*
- *Cash flow positive by setting term at or slightly longer than payback (2-3 years).*
- *As part of MAPC scope, Tanko will present Town with financing options and make arrangements.*

- Lease purchase option would not require approval at Town Meeting

Maintenance Recommendations

- Once converted to LED, Wayland can expect less than 1% failure rate (~7 fixtures/photocells). Lincoln has had zero failures in four years. Others have experienced rates around 0.2%
- Recommended Approach:
 1. *Set acquisition date to anticipated start of LED conversion*
 2. *Time and Materials for maintenance calls (similar to Lincoln)*

Conclusions

Sudbury Experience

- Purchased lights from NStar in 2004 for \$15,407.31 with TM approval
- Currently retrofitting to LED with grant funds
- Lighting costs in 2005 for about 600 lights reduced from \$72,000 to \$43,440 per year
- DPW Director states there have been “no problems with liability”

Lincoln Experience

- Purchased and retrofitted lights in 2012.
- “Maintenance has been zero and the LEDs have been 100% reliable.”
- Liability: “not as worried about this as the lights at major intersections were looked at and there were always multiples and we felt that these lights were more reliable and had better lighting than what they were replacing.”

Next Steps

- Request that Board of Selectmen approves the Energy Task Force to move forward on this project path
- Review and sign agreements with Eversource and Tanko



**TOWN OF SHARON
DEPARTMENT OF PUBLIC WORKS
217 REAR SOUTH MAIN STREET
P.O. BOX 517
SHARON, MASSACHUSETTS 02067
TEL. (781) 784-1525 FAX (781) 784-1508**

ERIC R. HOOPER, P.E.
SUPERINTENDENT

PETER M. O'CAIN, P.E.
TOWN ENGINEER

JOSEPH X. KENT
INSPECTOR OF BUILDINGS

ELIZABETH CURLEY
BUSINESS MANAGER

November 25, 2015

RE: Tanko Lighting

To whom it may concern:

The Town of Sharon, Massachusetts recently undertook a conversion of both cobra-head style and pedestrian scale street lights from primarily high-pressure sodium lights to LED lights. I was involved with Tanko Lighting in the following project tasks:

- 1) A pilot and review of LED streetlight options.
- 2) A database of existing light type and wattage.
- 3) A daily project status uploadable to the Town GIS.
- 4) Submittal of required paperwork for rebates.

I found that Tanko successfully found lighting fixtures that would give the most in terms of quality, performance, and cost efficiency while meeting local preference for light color and brightness. During my own research on the best lighting fixture out in the market, I have come upon a lot of options to choose from. While most of them were great, Tanko was able to find the perfect fixtures for the Town's needs.

Tanko was able to easily provide map files to indicate the progress of the replacement project allowing Town staff the ability to answer questions and address concerns that inevitably arise when ever doing public projects.

Most importantly to me, the paperwork for obtaining rebates was efficiently and correctly filled out for submittal to our power utility (NSTAR).

Eric R. Hooper, P.E.,
Town of Sharon
Superintendent of Public Works

Balmer, Nan

Subject: FW: Reference from Winchester

From: Julia Allman [julia@tankolighting.com]
Sent: Thursday, March 17, 2016 1:29 PM
To: Karlson, Cherry; Anne Harris; Bill Huss; ELLEN R TOHN
Subject: Reference from Winchester

Hi all,

At our last meeting we had discussed providing a few recommendation letters. Below is an email reference from LeeAnn McGahan from Winchester MA, whose street light conversion we completed in 2014. That project was also awarded through MAPC, along with Sharon (complete) and Somerville (still in process). I'll send along a letter from Sharon shortly, and reach out to my contact at Sudbury.

Thanks,
Julia

----- Forwarded message -----

From: McGahan, LeeAnn <lmcgahan@winchester.us<mailto:lmcgahan@winchester.us>>
Date: Mon, Nov 30, 2015 at 11:55 AM
Subject: Reference
To: "Julia Allman (julia@tankolighting.com<mailto:julia@tankolighting.com>)"
<julia@tankolighting.com<mailto:julia@tankolighting.com>>
Cc: "Jason Tanko (jason@tankolighting.com<mailto:jason@tankolighting.com>)"
<jason@tankolighting.com<mailto:jason@tankolighting.com>>, "Susan McPhee
(sgmcphee@me.com<mailto:sgmcphee@me.com>)" <sgmcphee@me.com<mailto:sgmcphee@me.com>>

To whom it may concern:

In the fall of 2014, the Town of Winchester awarded Tanko Lighting the LED retrofit project for the Town's 1800 cobra head street lights.

From start to finish, Julia Allman and Jason Tanko were true partners with us in every sense of the word.

Although the data collection phase was at first thought to be a daunting task on our part, Julia and Jason handled it with complete ease. They were extremely helpful in working with the utility for the Data Reconciliation phase. The Audit Report and Financial Analysis was presented to us in a timely fashion. At no point did we ever question that the project would get completed by the deadline.

I appreciated their hands-on philosophy no matter the task. Their project management skills during the installation phase were exceptional – we got weekly status reports indicating which streets were complete and any changes were identified and reviewed with us immediately. Even when Julia and Jason were back in CA, they would conduct a conference call to review any changes to the report by location, wattage, lumens, etc. over the phone via ____ (go to assist?).

When a couple of residents complained about the light shining too brightly in their homes, Julia was right there on the phone recommending which type of house shield to order and how to have our electrician install it. They even met with our School Resource Officer to review dangerous intersections in town or near schools that required additional lighting.

I highly recommend the team at Tanko for any municipality looking to retrofit streetlights, etc.

Sincerely,

LeeAnn F. McGahan
Business Manager
Town of Winchester
Department of Public Works
781-721-7100<<tel:781-721-7100>>

--

Julia Allman
Project Manager
Tanko Lighting
julia@tankolighting.com<<mailto:julia@tankolighting.com>>
415.940.2120 (cell)
415.822.3626 (fax)
www.tankolighting.com<<http://www.tankolighting.com/>>
Please note our new address as of 2/24: 220 Bayshore Blvd, San Francisco, CA 94124

Bringing passion to light.

(9) Letter of Support: MHC
RESTORATION
PROJECT

LETTER IN SUPPORT OF PRESERVATION OF STONE'S BRIDGE

March 22, 2016

Brona Simon, Executive Director and SHPO, MHC
Massachusetts Historical Commission
220 Morrissey Blvd
Boston, MA 02125

Dear Ms. Simon:

The Wayland Board of Selectmen fully supports the project to restore Stone's Bridge located across the Sudbury River off of Old Stonebridge Road in Wayland. The bridge is located at an historically significant crossing that is part of the Knox Trail commemorating General Knox's passage through Wayland, then part of Sudbury. The Town also purchased the abutting property at 246 Old Stonebridge Road to create a conservation area along the Sudbury River. The historic Stone's Bridge is an integral part of the plan as it creates a focus for sightseers and an additional way of enjoying the river.

Sincerely,

Cherry Karlson
Wayland Board of Selectmen, Chair

(9) LETTER: SUPPORT,
NATIONAL
REGISTER



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

March 21, 2016

Betsy Friedberg, Director of National Register Program
Massachusetts Historical Commission
220 Morrissey Blvd.
Boston MA 02125

RE: Stone's Bridge, Wayland/Framingham National Register Nomination

Dear Ms. Friedberg:

The Wayland Board of Selectmen would like to express its support for the National Register nomination application for Stone's Bridge that was submitted to your office by Gretchen Schuler on behalf of the Wayland Historical Commission. We are part owners of the bridge along with the Town of Framingham and, as the elected officials of Wayland, approve listing of Stone's Bridge in the National Register of Historic Places.

Thank you for your attention to this matter.

Sincerely yours,

Cherry Karlson, Chair
Wayland Board of Selectmen

cc: Elisa Scola, Chair, Wayland Historical Commission
Charles Sisitsky, Chair, Framingham Board of Selectmen
Fred Wallace, Chair, Framingham Historical Commission

(9) Letter of Intent: MHC
Preservation Restriction

STATEMENT OF INTENT LETTER

March 22, 2016

Brona Simon, Executive Director and SHPO, MHC
Massachusetts Historical Commission
220 Morrissey Blvd
Boston, MA 02125

Dear Ms. Simon:

On behalf of the Town of Wayland, by this letter and as owners of record, I confirm our intention to record a permanent Preservation Restriction and maintenance agreement on Stone's Bridge in Wayland, should we be awarded a grant from the Massachusetts Preservation Project Fund. The Preservation Restriction shall be recorded under the provisions of M.G.L., Chapter 184, Sections 31-33. There is no mortgage on the property.

The Board of Selectmen voted x-x-x in favor of this action at its meeting on March 21, 2016.

Sincerely,

Cherry Karlson
Chair, Board of Selectmen



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

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

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

March 21, 2016

FILED: 3-9-16

Amy L. Nable, Director
Division of Open Government
Office of Attorney General
One Ashburton Place, 20th Floor
Boston, MA 02108

DUE 3-29-16
(14 BUSINESS
DAYS)

RE: Open Meeting Law Complaint of George H. Harris, Esq., dated March 9, 2016

Dear Ms. Nable,

I am writing you pursuant to 940 CMR 29.05(5) relative to the above-referenced Open Meeting Law Complaint. A copy of the Complaint and enclosures, which were filed on March 9, 2016, are enclosed.

As stated in the complaint, minutes of the meetings of December 7 and 14, 2015 and January 14, 2016 are not yet approved by the Board of Selectmen. The Board agrees to direct staff to prepare these minutes for consideration and approval at its April 4, 2016 meeting. The Board is mindful of Open Meeting law requirements for the timely preparation of meeting minutes and expects that approval of minutes will meet required standards for timely approval in the future.

Sincerely,

Cherry Karlson, Chair
Wayland Board of Selectmen

CC: Mr. George H. Harris
Mark Lanza, Town Counsel

NOTE:

**THIS DRAFT RESPONSE WILL BE REVIEWED BY TOWN COUNSEL BY MONDAY
MARCH 21, 2016**



OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General
One Ashburton Place
Boston, MA 02108

Please note that all fields are required unless otherwise noted.

Your Contact Information:

First Name: George Last Name: Harris

Address: 8 Holiday Road

City: Wayland State: MA Zip Code: 01778

Phone Number: 5083582379 Ext. _____

Email: geoharris2@gmail.com

Organization or Media Affiliation (if any): None

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

Individual Organization Media

Public Body that is the subject of this complaint:

City/Town County Regional/District State

Name of Public Body (including city/ town, county or region, if applicable): Wayland Board of Selectmen

Specific person(s), if any, you allege committed the violation: _____

Date of alleged violation: March 9, 2016

Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

Please see attached statement with exhibits for a full explanation.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

Please see attached statement.

Review, sign, and submit your complaint

I. Disclosure of Your Complaint.

Public Record. Under most circumstances, your complaint, and any documents submitted with your complaint, will be considered a public record and available to any member of the public upon request. In response to such a request, the AGO generally will not disclose your contact information.

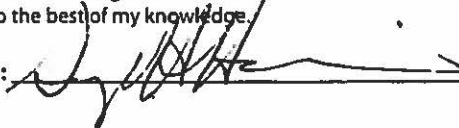
II. Consulting With a Private Attorney.

The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

III. Submit Your Complaint to the Public Body.

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to openmeeting@state.ma.us.

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: 

Date: March 10, 2016
For Use By Public Body For Use By AGO
Date Received by Public Body: Date Received by AGO:

OPEN MEETING LAW COMPLAINT

This is a complaint that the Wayland Board of Selectmen (Board) violated the Open Meeting Law again by failing to timely approve and release the minutes of three open meetings.

Although the Board typically meets on a weekly basis, it has not yet approved the minutes of meetings held on December 7 and 14, 2015 and January 4, 2016. See Exhibits 1-3 attached hereto. These meetings occurred more than two months ago.

In determination OMI. 2015-79, dated June 2, 2015, the Attorney General found that the Board had similarly failed to timely approve minutes. The Board acknowledged its failures to fully comply with the Open Meeting Law and directed the Town Administrator "to develop and provide the Board with a plan for timely creation and approval of meeting minutes to comply with the requirements of the Open Meeting Law." This was buck-passing. It is the Board's duty to comply with the Open Meeting Law and not the Town Administrator's.

It is time now for the AG to direct the Board to undertake remedial action and to comply with the Open Meeting Law in the future. The Board's plan to achieve compliance going forward should be documented and submitted to the AG.

ACTIONS REQUESTED

1. At its next meeting, the Board shall acknowledge its violation of the Open Meeting Law.
2. The Board shall without further delay approve and release the subject minutes.
3. At its next meeting, the Board shall adopt a plan for the timely creation and approval of minutes.



NAN BALMER
TOWN ADMINISTRATOR
TEL. (508) 338-7733
www.wayland.ma.us

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

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

BOARD OF SELECTMEN
Monday, December 7, 2015
Wayland Town Building
Selectmen's Meeting Room

Proposed Agenda

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

- 7:00 pm 1.) Call to Order by Chair
 - Announcements; Review Agenda for the Public
- 7:02 pm 2.) Public Comment
- 7:05 pm 3.) Vote to Approve the Memorandum of Agreement as Amended with the AFSCME 2, Clerical Bargaining Unit dated October 26, 2015, for the Period of July 1, 2014, through June 30, 2017
- 7:10 pm 4.) Open Annual Town Meeting and Election Warrants
- 7:15 pm 5.) Vote to Approve Renewal of Liquor Licenses, Common Victualer Licenses, Entertainment Licenses, and Used Car Dealer Licenses
- 7:25 pm 6.) Discuss Council on Aging/Community Center Advisory Committee Charge and Next Steps
- 7:45 pm 7.) FY17 Budget Discussion, Including but not Limited to:
 - a. Proposed New Positions, including Departments under Selectmen (Police, Information Technology)
 - b. Discussion of Unclassified Expenses
 - c. Legal Expenses
 - d. Debt Schedule and Management
- 8:20 pm 8.) Review List of Potential Annual Town Meeting Warrant Articles
- 8:35 pm 9.) Review and Approve Memo to Wayland Real Asset Planning (WRAP) Committee
- 8:55 pm 10.) Update on Minuteman Issues
- 9:10 pm 11.) Vote to File Special Legislation to Increase Cap on Recreation Revolving Fund Expenses to 5% of Taxation
- 9:20 pm 12.) Discussion of Draft Amended Sign Policy
- 9:35 pm 13.) Review and Approve Consent Calendar (See Separate Sheet)
- 9:40 pm 14.) Review Correspondence (See Separate Index Sheet)
- 9:50 pm 15.) Report of the Town Administrator
- 10:00 pm 16.) Selectmen's Reports and Concerns
- 10:10 pm 17.) Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
- 10:15 pm 18.) Adjourn

EXHIBIT 1



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, December 14, 2015
Wayland Town Building
Selectmen's Meeting Room

Proposed Agenda

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

- 6:00 pm 1.) Open Meeting and Enter into Executive Session Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to Discuss Strategy with Respect to a Pending Action regarding Bernstein et al v. Wayland Planning Board et al; and to Discuss Strategy with Respect to Pending Litigation regarding 150 Main St, LLC, Plaintiff, v. Wayland Zoning Board of Appeals and, Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(6) to Consider the Purchase, Exchange, Taking, Lease or Value of Real Property in Regard to Municipal Parcel at the Town Center Project and Pursuant Massachusetts General Laws Chapter 30A, Section 21(a)(2) to Conduct Strategy Sessions in Preparation For Negotiations With Non-Union Personnel or to Conduct Collective Bargaining Sessions or Contract Negotiations with the Town Administrator
- 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.) Approve Conservation Commission's Acceptance of Gift of Conservation Land at 138 Pelham Island Road from Nathan Newberry III and Sign Deed
- 7:15 pm 5.) Presentation of FY15 Audit by Melanson Heath in Joint Meeting with Audit Committee and Finance Committee
- 7:55 pm 6.) Presentation of Draft FY17 Budget by Finance Director; Vote on FY17 Expense Budgets for Departments under Board of Selectmen
- 8:15 pm 7.) Update from Wayland Real Asset Planning (WRAP) Committee
- 8:35 pm 8.) Update on Minuteman and Potential Vote to Notify the Minuteman Regional School District of Wayland's Intent to Seek a Vote at a Special Town Meeting, to be Held on a Date in February 2015 yet to be Determined, and Any Proposed Amendments to the Regional Agreement, and Whether or Not to Withdraw from the District

**BOARD OF SELECTMEN
Monday, December 14, 2015
Wayland Town Building
Selectmen's Meeting Room**

Proposed Agenda Two

- 8:55 pm 9.) Potential Vote on Standard Annual Town Meeting Articles Customarily Sponsored by Board of Selectmen
- Recognize Citizens and Employees for Particular Service to the Town
 - Pay Previous Fiscal Year Unpaid Bills
 - Current Year Transfers
 - Rescind Authorized but Unissued Debt
 - Accept Law Increasing Real Estate Tax Exemption Amounts
 - Compensation for Town Clerk
 - Hear Reports
 - Choose Town Officers
 - Accept Gifts of Land
 - Sell or Trade Vehicles and Equipment
 - Authorize Town to Match State Statutory Tax Exemptions
- 9:10 pm 10.) Discuss Town Administrator's Recommendation on the Funding Plan for Recreation and Next Steps
- 9:30 pm 11.) Review Board of Selectmen Meeting Dates Through April 2016
- 9:40 pm 12.) Review and Approve Consent Calendar (See Separate Sheet)
- 9:45 pm 13.) Review Correspondence (See Separate Index Sheet)
- 9:55 pm 14.) Report of the Town Administrator
- 10:05 pm 15.) Selectmen's Reports and Concerns
- 10:15 pm 16.) Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
- 10:20 pm 17.) Adjourn



NAN BALMER
TOWN ADMINISTRATOR
TEL. (508) 358-7753
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

EXHIBIT 3

BOARD OF SELECTMEN
Monday, January 4, 2016
Wayland Town Building
Selectmen's Meeting Room

Proposed Agenda

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

- 7:00 pm 1.) Call to Order by Chair
 - A.) Announcements; Review Agenda for the Public
- 7:02 pm 2.) Public Comment
- 7:15 pm 3.) Annual Town Meeting Petitioners' Workshop
- 7:40 pm 4.) West Suburban Health Group: Discuss and vote to authorize action by Human Resource Director on proposed bylaw change.
- 7:55 pm 5.) FY17 Budget
 - A.) Discuss proposed positions under Board of Selectmen and forward any comments to Finance Committee
 - B.) Vote on FY17 Expense Budgets for departments under Board of Selectmen and forward recommendations to Finance Committee
- 8:10 pm 6.) Annual Town Meeting 2016: Discussion of potential Articles (revised list)
 - A.) Historical Commission: Demolition Delay Bylaw
 - B.) Planning Board:
 - a.) Sidewalks in commercial districts
 - b.) Landscaping: Parking abutting residential property
 - c.) Home Occupation: Definition
 - d.) Nonconforming structures
 - e.) Floor Area Ratio
 - f.) Conservation Cluster Amendment
 - g.) Building Height: Definition
 - h.) Assisted/Independent Living requirements
 - i.) Sales of used autos: Accessory used to service station
 - j.) Accept private roads
 - C.) Board of Selectmen
 - a.) Civil Service Special Act - Vote to Submit Article
 - b.) Town Clerk - Vote to Submit Article
 - D.) Revised list of potential articles

**BOARD OF SELECTMEN
Monday, January 4, 2016
Wayland Town Building
Selectmen's Meeting Room**

Proposed Agenda Two

- 8:40 pm 7.) February 2016 Special Town Meeting: Minuteman
A.) Vote to schedule a Special Town Meeting for Thursday February 11 2016 or in case of inclement weather on Tuesday February 23 2016
B.) Open Special Town Meeting Warrant for period of January 5 at 8:30 am through January 11 2016 at 4:30 pm.
C.) Vote to submit article to adopt revised regional agreement
D.) Vote to submit article to withdraw from region
- 9:00 pm 8.) Town Administrator's Employment Contract: Discussion of evaluation and salary, and vote on annual salary effective 9/8/15
- 9:05 pm 9.) Review and Approve Consent Calendar (See Separate Sheet)
- 9:10 pm 10.) Review Correspondence (See Separate Index Sheet)
- 9:15 pm 11.) Report of the Town Administrator
- 9:25 pm 12.) Selectmen's Reports and Concerns
- 9:35 pm 13.) Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
- 9:45 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
1	Recognize Citizens and Employees for Particular Service to the Town	Board of Selectmen	C. Karlson	N. Funkhouser	3-0	5-0
2*	Pay Previous Fiscal Year Unpaid Bills	Board of Selectmen	C. Karlson	N. Funkhouser	4-0	
3*	Current Year Transfers	Board of Selectmen	C. Karlson	N. Funkhouser	4-0	5-0
4*	OPEB Funding	Finance Committee	C. Karlson	G. Cliff	4-0	5-0
5	Establish 53D Recreation Revolving Fund for the Wayland Town Beach	Recreation Commission	J. Nolan	C. Martin	4-0	4-0
6	Establish and Fund a Recreation Stabilization Fund	Recreation Commission	J. Nolan	C. Martin	4-0	3-1
7	Adopt Massachusetts General Laws Chapter 44, Section 53 E ½, Revolving Accounts	Board of Selectmen	C. Karlson	C. Martin	4-0	4-0
8	FY 2017 Omnibus Budget	Finance Committee	C. Karlson	N. Funkhouser	4-0	5-0
9	Accept Gifts of Land	Board of Selectmen	C. Karlson	N. Funkhouser	3-0	5-0
10*	Confirmatory Taking of Newbury Conservation Land	Board of Selectmen/Conservation Commission	M. Antes	D. Watkins	3-0	4-0
11	Streamlining Town Meeting Discussion	Petitioners	M. Antes	G. Cliff	4-0	4-1

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
12	Personnel Bylaws and Wage & Classification Plan	Personnel Board	C. Karlson	N. Funkhouser	4-0	5-0-1
13*	Compensation for Town Clerk	Board of Selectmen	C. Karlson	N. Funkhouser	3-0	4-0
14*	Amend Chapter 145-Inspection, Testing, Maintenance of Private Fire Hydrants	Board of Selectmen	L. Anderson	T. Abdella	4-0	5-1
15	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	6-0
16	Fund Reconfiguration of the Five Paths Intersection (Cochituate Road and Old Connecticut Path)	Board of Public Works	J. Nolan	T. Abdella	3-0	6-0
17	Authorize the Transfer of 207 and 195 Main Street to Library Trustees, Recreation Commission, and School Committee	Board of Library Trustees, Recreation Commission	J. Nolan	G. Cliff	4-0	3-1
18	Authorize the Transfer of 202 Old Connecticut Path to Library Trustees for Library Use	Board of Library Trustees	J. Nolan	G. Cliff	4-0	4-0
19	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
20	Amend Chapter 36 of Current Bylaws	Petitioners	L. Anderson	G. Cliff	Against 0-4	Against 0-4

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
21	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	4-0	3-1
22	Funding to Design a Multi-Purpose, Rectangular, Artificial Turf Field 207 & 195 Main Street, also Known as the Former DPW Site	Recreation Commission	J. Nolan	C. Martin	No Position	Against 0-5
23*	Accept Modified Route 30 and 27 Intersection as a Town Way	Board of Public Works	J. Nolan	T. Abdella	3-0	6-0
24*	Set Aside Community Preservation Funds for Later Spending	Community Preservation Committee	M. Antes	D. Watkins	4-0	4-0
25*	Transfer Community Housing Funds to Wayland Municipal Affordable Housing Trust Fund	Community Preservation Committee	M. Antes	D. Watkins	4-0	4-0
26	Appropriate Funds to Restore Monuments at North Cemetery	Community Preservation Committee	M. Antes	D. Watkins	4-0	6-0
27	Appropriate Funds to Restore Cochituate Town Clock	Community Preservation Committee	M. Antes	D. Watkins	4-0	5-1
28	Vote to Appropriate Funding for New Minuteman High School	Board of Selectmen	L. Anderson	C. Martin	No position	No position

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
29	Clarify Petitioner Access to Town Counsel	Petitioners	J. Nolan	G. Cliff	Against 0-4	Against 0-4
30	Appropriate Funds to Purchase Conservation Restriction on Mainstone Farm – CPA and General Borrowing	Community Preservation Committee	M. Antes	D. Watkins	4-0	4-0
31	Fund Glezen Lane Traffic Control Measures	Board of Selectmen	C. Karlson	B. Steinberg	3-0-1	3-3
32*	Rescind Authorized but Unissued Debt	Board of Selectmen	C. Karlson	N. Funkhouser	4-0	4-0
33*	Transfer Custody of Small Portion of Lakeview Cemetery	Board of Public Works	J. Nolan	C. Martin	3-0	4-0
34*	Accept Law Increasing Real Estate Tax Exemption Amounts	Board of Selectmen	L. Anderson	N. Funkhouser	3-0	6-0
35*	Hear Reports	Board of Selectmen	C. Karlson	N. Funkhouser	3-0	5-0
36*	Choose Town Officers	Board of Selectmen	C. Karlson	N. Funkhouser	3-0	5-0
37*	Sell or Trade Vehicles and Equipment	Board of Selectmen	J. Nolan	N. Funkhouser	3-0	5-0

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 1: RECOGNIZE CITIZENS AND EMPLOYEES FOR PARTICULAR SERVICE TO THE TOWN

MOTION #1

I move you, sir:

MOVED: that the Town recognize the following town employees who have retired since the 2015 Annual Town Meeting and have served the Town for over 20 years (service need not be consecutive):

Dexter Chadsey	39 years	Teacher, Claypit Hill School
Christine Brown	33 years	Athletic Trainer, Substitute
Carol Lucenta	32 years	Clerical, School Department
Thomas Cavanaugh	31 years	Teacher, Substitute
Deborah Bearse	23 years	Principal, Claypit Hill School
Donald Gladu	22 years	Transfer Station Foreman
Judith Courchine	22 years	Clerical, School Department
Paula Dettorre	21 years	Human Resources Assistant

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

**ARTICLE 1: RECOGNIZE CITIZENS AND EMPLOYEES FOR
PARTICULAR SERVICE TO THE TOWN**

MOTION #2

I move you, sir:

MOVED: that the Town recognize and observe a moment of silence in remembrance of the following elected official with at least 10 years of service to the Town, without regard to tenure, who has passed away since the adjournment of the 2015 Annual Town Meeting:

Elected Official

Grace I. Bowen

November 13, 2015

Town Clerk, 1977 - 1986

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 2: PAY PREVIOUS FISCAL YEAR UNPAID BILLS

I move you, sir:

MOVED: that this article be passed over.

DRAFT

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 3: CURRENT YEAR TRANSFERS

I move you, sir:

MOVED: that the following sums be appropriated to be expended by the following boards and committees in Fiscal Year 2016 for the following purposes:

<u>Purpose</u>	<u>Amount</u>	<u>Board or Committee</u>
Septage Expense	\$17,517	Board of Selectmen
Septage Expense	\$68,614	Board of Selectmen
TOTAL CURRENT YEAR TRANSFERS	<u>\$ 86,131;</u>	

and that said appropriations be provided by transferring \$68,614 from the General Fund – Unreserved Fund and by transferring \$17,517 from the Septage Fund.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 4: OPEB FUNDING

MOTION #1

I move you, sir:

MOVED: that the Town transfer the sums of money from the enterprise funds and revolving funds listed in Paragraph a) of Article 4 on Page 20 of the Warrant for the 2016 Annual Town Meeting totaling \$50,000.00 to the General Fund.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

**ARTICLE 4: OPEB FUNDING
MOTION #2**

I move you, sir:

MOVED: that the Town appropriate \$28,543.00 to be deposited in the Town's Other Post-Employment Benefits Trust Fund; and that said appropriation be provided by transferring the sums of money from the enterprise funds and revolving funds listed in Paragraph b) of Article 4 on Pages 20 of the Warrant for the 2016 Annual Town Meeting totaling \$28,543.00.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

**ARTICLE 4: OPEB FUNDING
MOTION #3**

I move you, sir:

MOVED: that the Town appropriate \$215,285.00 to be deposited in the Town's Other Post-Employment Benefits Trust Fund; and that said appropriation be provided by transferring \$215,285.00 from the General Fund – Unreserved Fund Balance.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

**ARTICLE 5: ESTABLISH 53D RECREATION REVOLVING FUND
FOR THE WAYLAND TOWN BEACH**

I move you, sir:

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

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 6: ESTABLISH A RECREATION STABILIZATION FUND

I move you, sir:

MOVED: that the Town establish and authorize the use of a Recreation Stabilization Fund for the Recreation Department to be expended by the Recreation Commission and Recreation Director.

DRAFT

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

**ARTICLE 7: ADOPT MASSACHUSETTS GENERAL LAWS
CHAPTER 44, SECTION 53 E ½ REVOLVING
ACCOUNTS**

I move you, sir:

MOVED: that the Town continue the Transfer Station, Recreation and Council on Aging Revolving Accounts and establish the School Department Professional Development and School Department Curriculum Revolving Accounts for the purposes and with the funding sources, expenditure authorities and expenditure limits for the Fiscal Year beginning July 1, 2016 in accordance with Massachusetts General Laws Chapter 44, Section 53 E ½ all as set forth on Page 25 of the Warrant for the 2016 Annual Town Meeting.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 8: FY 2017 OMNIBUS BUDGET (MOTION # 1)

I move you, sir:

MOVED: That each and every numbered item set forth in the Finance Committee's Budget for Fiscal Year 2017 be voted, granted and appropriated as an expenditure for the several purposes and uses set forth in said budget establishing a total budget of \$79,234,945 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, \$71,137,604 shall be raised by taxation, \$360,000 shall be provided by transfer from Ambulance receipts, \$90,291 shall be provided by transfer from Premium on Bonds Account, \$1,263,125 shall be provided by transfer from other funds, \$300,454 shall be provided by transfer from Overlay Surplus, \$1,500,000 shall be provided by transfer from Unreserved Fund Balance, \$3,787,352 shall be provided from Water revenue, \$52,708 shall be provided from Septage Retained Earnings, and \$743,411 shall be provided from Wastewater revenues

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

**ARTICLE 8: FY 2017 OMNIBUS BUDGET (MOTION # 2)
CAPITAL BUDGET**

I move you, sir:

MOVED: That each and every numbered item set forth in the Finance Committee's capital budget of Fiscal Year 2017 listed on Pages 40 through 53 of the Warrant for the 2016 Annual Town Meeting in the total amount of \$8,974,000 be appropriated for equipment and vehicle acquisitions and projects for the listed departments, each of which shall be a separate appropriation, and, of the total sum so appropriated, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$6,721,000 pursuant to the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, \$305,000 shall be raised from taxation, \$290,000 shall be provided by transfer from the General Fund - Unreserved Fund Balance, \$450,000 shall be provided from water surplus, \$515,000 shall be provided from Ambulance receipts, \$50,000 shall be provided from the Cemetery Revolving Fund, \$88,000 shall be provided from the Transfer Station, \$10,000 shall be provided from the Before and After School Account, and \$545,000 shall be provided by transfer from surplus capital closeouts, provided that the debt services costs related to the improvements to the Transfer Station and Recycling Center Facility shall be funded by transfer to the General Fund from fees paid for the use of said facility.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 8: FY 2017 OMNIBUS BUDGET (MOTION # 3)

I move you, sir:

MOVED: that the Town:

- a) appropriate \$1,900,000 Dollars for the purpose of paying costs of repairs to the Loker School, 47 Loker Street, Wayland, Massachusetts, 01778, including the payment of all costs incidental or related thereto (the “Project”), which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program, and for which the Town has applied for a grant from the Massachusetts School Building Authority (“MSBA”), said amount to be expended under the direction of the Permanent Municipal Building Committee; acknowledge that the MSBA’s grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and if the MSBA’s Board of Directors votes to invite the Town to collaborate with the MSBA on this proposed repair project, any project costs the Town incurs in excess of any grant that may be approved by and received from the MSBA shall be the sole responsibility of the Town of Wayland; and that, if invited to collaborate with the MSBA on the proposed repair project, the amount of appropriation 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 Town of Wayland and the MSBA;
- b) to meet said appropriation, authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow \$1,900,000 under Massachusetts General Laws Chapter 44, or any other enabling authority; and
- c) authorize the School Committee to enter into all necessary and appropriate agreements for the repairs to the Loker 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 the Town to indemnify the MSBA for losses associated with the Town’s performance of its obligations and exercise of its rights under such agreements.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 8: FY 2017 OMNIBUS BUDGET (MOTION # 4)

I move you, sir:

MOVED: That the Town :

- a) Transfer \$482,618 from the Massachusetts General Laws Chapter 44, Section 53E1/2 Recreation Revolving Fund to the General Fund;
- b) Transfer \$80,000 from the General Fund – Unreserved Fund Balance to the Massachusetts General Laws Chapter 44, Section 53D Recreation Department Beach Revolving Fund;
- c) Transfer the balance as of June 30, 2016 in the School Professional Development Account, Project 3225, to the Massachusetts General Laws Chapter 44, Section 53E 1/2 School Professional Development Revolving Fund; and
- d) Transfer the balance as of June 30, 2016 in the School Curriculum Account, Project 3226 to the Massachusetts General Laws Chapter 44, Section 53E ½ School Curriculum Revolving Fund.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 8: FY 2017 OMNIBUS BUDGET (MOTION #5)

I move you, sir:

MOVED: That the Town transfer \$402,618 from the General Fund – Unreserved Fund Balance to the Recreation Stabilization Fund.

DRAFT

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 9: ACCEPT GIFTS OF LAND

I move you, sir:

MOVED: That the Town accept, as a gift, for conservation purposes, to be held the care, custody, management and control of the Conservation Commission, the parcel of land situated on Pelham Island Road in said Wayland containing approximately 70,953 square feet and shown as Lot 6B on a plan entitled “Plan of land in Wayland-Mass.”, dated September 4, 1973, by Everett M. Brooks Co., Civil Engineers, recorded with the Middlesex South Registry of Deeds as Plan No. 125 of 1976; and express its appreciation to Nathan (Ted) Newbury for his generosity in donating said parcel of land to the Town.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

**ARTICLE 10: CONFIRMATORY TAKING OF NEWBURY
CONSERVATION LAND**

I move you, sir:

MOVED: That the Town:

- a) authorize the Board of Selectmen, with approval of Town Counsel as to form, to acquire by eminent domain, for conservation purposes, to confirm and make clear the Town's title to the fee in the parcel of land situated on Pelham Island Road in said Wayland containing approximately 70,953 square feet and shown as Lot 6B on a plan entitled "Plan of land in Wayland-Mass.", dated September 4, 1973, by Everett M. Brooks Co., Civil Engineers, recorded with the Middlesex South Registry of Deeds as Plan No. 125 of 1976;
- b) appropriate \$1.00 to be expended by the Board of Selectmen for the acquisition of said parcel of land; and
- c) provided for said appropriation by transferring \$1.00 from the General Fund – Unreserved Fund Balance.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 12: PERSONNEL BYLAWS AND WAGE & CLASSIFICATION PLAN

I move you, sir:

MOVED: That the Town amend the Code of the Town of Wayland, Chapter 43, PERSONNEL and the Personnel Wage and Salary Classification Plan previously adopted by the Town by making the following revisions thereto as set forth on Pages 58 through 60 of the Warrant for the 2016 Annual Town Meeting and by establishing the non-union wage and salary rates and the effective date for said rates as set forth in Appendix C on pages 115 through 177 of said Warrant.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 13: COMPENSATION FOR TOWN CLERK

I move you, sir:

MOVED: that the Town fix the salary and compensation of the elected Town Clerk at \$70,504.00 effective July 1, 2016.

DRAFT

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

**ARTICLE 14: AMEND CHAPTER 145 – INSPECTION, TESTING,
MAINTENANCE OF PRIVATE FIRE HYDRANTS**

I move you, sir:

MOVED: that the Town amend the Code of the Town of Wayland, Chapter 145, Inspection, Testing, & Maintenance of Private Fire Hydrants and Underground and Exposed Piping, by making the revisions thereto set forth on Pages 62 and 63 of the Warrant for the 2016 Annual Town Meeting.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 15: FUND PERMANENT RECONFIGURATION OF THE INTERSECTION OF EAST PLAIN STREET, SCHOOL STREET, AND ROUTE 30 (COMMONWEALTH ROAD)

I move you, sir:

MOVED: that the Town appropriate \$300,000 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 of East Plain Street, School Street, and Route 30 (Commonwealth Road), making permanent the temporary changes in the configuration of said intersection currently in effect; and, to provide for said appropriation, the Town Treasurer, with the approval of the Board of Selectmen, be authorized to borrow \$300,000 pursuant to the provisions of Massachusetts General Laws Chapter 44, Section 7.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 16: FUND RECONFIGURATION OF THE FIVE PATHS INTERSECTION (COCHITUATE ROAD AND OLD CONNECTICUT PATH)

I move you, sir:

MOVED: that the Town to appropriate \$335,000 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 of the so-called “Five Paths” Intersection of Cochituate Road and Old Connecticut Path including pedestrian crossings; and, to provide for said appropriation, the Town Treasurer, with the approval of the Board of Selectmen, be authorized to borrow \$335,000 pursuant to the provisions of Massachusetts General Laws Chapter 44, Section 7.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 17: AUTHORIZE THE TRANSFER OF 207 AND 195 MAIN STREET TO LIBRARY TRUSTEES, RECREATION COMMISSION AND SCHOOL COMMITTEE

I move you, sir:

MOVED: that the Town authorize the Board of Selectmen and/or 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 207 Main Street Wayland, Massachusetts, shown on Assessors Map 47D 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 47D 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.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 18: AUTHORIZE THE TRANSFER OF 202 OLD CONNECTICUT PATH TO LIBRARY TRUSTEES FOR LIBRARY USE

I move you, sir:

MOVED: that the Town 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 Library Trustees for town library purposes.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 19: FUND PAYMENT IN LIEU OF SEWER BETTERMENT ASSESSMENT FOR SEWER CAPACITY FOR TOWN LIBRARY OR OTHER TOWN BUILDING

I move you, sir:

MOVED: that the Town appropriate \$56,000 to be expended by the Board of Selectmen for a payment in lieu of a betterment assessment relative to the new Town-owned wastewater treatment plant for sewer capacity at said plant to connect a Town Library building or other Town building at 5 Concord Road, Wayland, Massachusetts thereto; and, to provide for said appropriation, transfer \$56,000 from the General Fund – Unreserved Fund Balance.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

**ARTICLE 21: APPROPRIATE FUNDS FOR DESIGN,
CONSTRUCTION DOCUMENTS AND BIDDING FOR A
PROPOSED COUNCIL ON AGING/COMMUNITY
CENTER AT WAYLAND TOWN CENTER**

I move you, sir:

MOVED: that the Town

- a) appropriate \$425,000 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 so-called “Municipal Pad,” which is comprised of the parcels of land located on and off Boston Post Road (Route 20) and Andrew Avenue in Wayland Massachusetts containing, in the aggregate, 4.16 acres and 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;
- b) to provide for said appropriation, authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow \$425,000 pursuant to the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8; and

ARTICLE 21

Page 2

- c) authorize the Town Administrator, with the approval by the voters of the Town of Wayland, to take any action necessary to carry out said tasks, provided that (i) the design scope of said building project shall include renovations to the existing 10,250 square foot building situated on said Municipal Pad and expansion, as needed, as well as related site development, and shall accommodate up to 21,000 square feet of building area, with engineering confirmation that wastewater capacity is available and sufficient for said size of building and for the proposed community center use; and (ii) no funds so appropriated shall be expended until the Town of Wayland acquires control of said Municipal Pad and achieves satisfactory environmental testing for polychlorinated biphenyls as authorized at the November 9, 2015 Special Town Meeting.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

**ARTICLE 22: FIELD RENOVATIONS AND 207/195 MAIN STREET
FEASIBILITY STUDY**

I move you, sir:

MOVED: that the Town appropriate \$150,000 to be expended by the Recreation Commission for field renovations at Town Building and to do a feasibility study to investigate the construction of a potential multi-purpose, rectangular, natural or artificial turf field at 207 and 195 Main Street, Wayland, Massachusetts; and provide for said appropriation by transferring \$150,000 from the Recreation Stabilization Fund.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

**ARTICLE 23: ACCEPT MODIFIED ROUTE 30 AND 27
INTERSECTION AS A TOWN WAY**

I move you, sir:

MOVED: that the Town accept as a town way the modified intersection of Main Street (Route 27) and Commonwealth Road (Route 30) as laid out by the Board of Public Works by adding to and incorporating into the respective layouts of said town ways the parcels of Town-owned land on said Main Street and Commonwealth Road shown as Parcel No.'s 1-T-1, 1-T-2, 1-T-3 and 1-T-4 on a plan entitled "Layout, Alteration and Easement Plan of Land in Wayland, Massachusetts", (Sheet 1 of 2 sheets) dated October 27, 2015, prepared by Hancock Associates, Civil Engineers, Land Surveyors and Wetlands Scientists and recorded with the Middlesex County South District Registry of Deeds as Plan No. 879 of 2015.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

**ARTICLE 24: SET ASIDE COMMUNITY PRESERVATION FUNDS
FOR LATER SPENDING**

I move you, sir:

MOVED: that the Town set aside from the Community Preservation Fund's uncommitted funds for later spending pursuant to Massachusetts General Laws Chapter 44B, Section 6:

- a) \$95,694 for open space, but not including land for recreational use, \$95,694 for historic resources, and \$95,694 for community housing for Fiscal Year 2016; and
- b) \$10,000 for administrative expenses.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

**ARTICLE 25: TRANSFER COMMUNITY PRESERVATION FUNDS TO
WAYLAND MUNICIPAL AFFORDABLE HOUSING
TRUST FUND**

I move you, sir:

MOVED: that the Town appropriate and transfer from funds set aside from the Community Preservation Fund for community housing \$95.694 to be deposited in the Wayland Municipal Affordable Housing Trust Fund.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

**ARTICLE 26: APPROPRIATE FUNDS TO RESTORE MONUMENTS
AT NORTH CEMETERY**

I move you, sir:

MOVED: that the Town appropriate \$72,000 to be expended by the Wayland Historical Commission to preserve monuments in the Stoney section of the North Cemetery on Old Sudbury Road; and provide for said appropriation by transferring \$72,000 from funds set aside in the Community Preservation Fund for historic preservation.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 27: APPROPRIATE FUNDS TO RESTORE COCHITUATE TOWN CLOCK

I move you, sir:

MOVED: that the Town appropriate \$29,000 to be expended by the Wayland Historical Commission to preserve and restore the Town-owned clock located in the Community United Methodist Church tower in Cochituate; and provide for said appropriation by transferring \$29,000 from funds set aside in the Community Preservation Fund for historic preservation.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

**ARTICLE 28: VOTE TO APPROPRIATE FUNDING FOR NEW
MINUTEMAN HIGH SCHOOL**

I move you, sir:

MOVED: that this article be passed over.

DRAFT

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

**ARTICLE 30: APPROPRIATE FUNDS TO PURCHASE
CONSERVATION RESTRICTION ON MAINSTONE
FARM**

I move you, sir:

MOVED: that the Town:

- a.) authorize the Board of Selectmen, with the approval of Town Counsel as to form, to acquire by purchase, gift, eminent domain or otherwise a conservation restriction in accordance with Massachusetts General Laws Chapter 184, Sections 31 through 33, to be held by the Town of Wayland Conservation Commission and by the Sudbury Valley Trustees, Inc., on a parcel of land located on Old Connecticut Path and Rice Road, Wayland, Massachusetts containing 208.7 acres, more or less, which parcel of land to be covered by said conservation restriction is part of the parcel of land shown on Wayland Assessors Map as Parcel 35-031A and is shown as “87 Old Connecticut Path” on a plan entitled “Subdivision Plan of Land in Wayland Middlesex County Massachusetts” dated December 22, 2015, prepared for Mainstone Land Trust by Samiotes Consultants Inc., and recorded with the Middlesex South Registry of Deeds as Plan No. 100 of 2016 (Sheets 2 and 3 of 3), which plan is the basis for the sketch map attached to the Warrant for the Annual Town Meeting 2016 in Appendix K;

- b.) appropriate \$12,000,000 to be expended by the Board of Selectmen for the acquisition of said conservation restriction to be held by the Town of

ARTICLE 30

Page 2

Wayland Conservation Commission and by Sudbury Valley Trustees, Inc.;

and

- c.) provide for said appropriation by (i) transferring \$2,100,000 from funds set aside in the Community Preservation Fund for open space (ii) transferring \$2,900,000 from the uncommitted funds in the Community Preservation Fund;
- and (iii) authorizing the Town Treasurer, with the approval of the Board of Selectmen, to borrow \$7,000,000 in anticipation of future Community Preservation Fund revenues pursuant to Massachusetts General Laws Chapter 44B, Section 11.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 31: FUND GLEZEN LANE TRAFFIC CONTROL MEASURES

I move you, sir:

MOVED: that the Town appropriate \$55,000 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 that said appropriation be provided by transferring \$55,000 from the General Fund – Unreserved Fund Balance.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 32: RESCIND AUTHORIZED BUT UNISSUED DEBT

I move you, sir:

MOVED: that the Town rescind the borrowings that are deemed no longer necessary because the projects funded by the borrowings have been completed as listed on Page 96 of the Warrant for the 2016 Annual Town Meeting.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 33: TRANSFER CUSTODY OF SMALL PORTION OF LAKEVIEW CEMETERY

I move you, sir:

MOVED: that the Town authorize the Recreation Commission, with approval of Town Counsel as to form, to transfer the care, custody, management and control of a portion of the Lakeview Cemetery shown on the Town's Assessors Map as Parcel 51C-047A to the Board of Public Works for cemetery purposes.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 34: ACCEPT LAW INCREASING REAL ESTATE TAX EXEMPTION AMOUNTS

I move you, sir:

MOVED: that the Town accept the provisions of Massachusetts General Laws Chapter 59, Section 5C½, which provides for an additional real estate exemption for taxpayers who are granted personal exemptions on their domiciles under Massachusetts General Laws Chapter 59, Section 5, including certain blind persons, veterans, surviving spouses and seniors, and to provide that the additional exemption shall be up to 100% percent of the personal exemption, to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2016.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 35: HEAR REPORTS

I move you, sir:

MOVED: that the Town accept the 2015 Wayland Annual Report, and the reports of the Town officers, agents, trustees, commissioners, boards and committees listed on Page 98 of the Warrant for the 2016 Annual Town Meeting.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 36: CHOOSE TOWN OFFICERS

I move you, sir:

MOVED: that the following persons be nominated for the following offices in accordance with Article 36 of the 2016 Annual Town Meeting Warrant:

As Trustees of the Allen Fund:

Lynn S. Dowd
Benjamin W. Johnson III
Michael B. Patterson

As Fence Viewers:

The Selectmen

As Field Drivers:

The Constables

As Measurers of Wood and Bark:

Paul Doerr
Lewis S. Russell Jr.
Harry F. Sweitzer

As Surveyors of Lumber:

Susan W. Pope
Jean B. Pratt
Harry F. Sweitzer

and, there being no further nominations, the Town Clerk be instructed to cast one ballot for the same.

MOVER:

MOTION – 2016 ATM – APRIL 7, 2016

ARTICLE 37: SELL OR TRADE VEHICLES AND EQUIPMENT

I move you, sir:

MOVED: that the Town authorize the Board of Selectmen to sell or otherwise dispose of the following surplus equipment in connection with the purchase of new vehicles and/or equipment:

<u>Department</u>	<u>Vehicle/Equipment</u>	<u>Year</u>
Fire Department	Emergency One Ladder Truck	1993
Fire Department	Emergency One Fire Engine	2004
Fire Department	Fire Alarm Equipment: up to 240 Fire Alarm Boxes, and up to 60 Fire Alarm Box Pedestals	
Public Works	F800 J Hook	1998
Public Works	F350 Dump Truck	1999
Public Works	John Deere Turf Tractor	1999
Public Works	F350 Dump Truck	2005
Public Works	Elgin Sweeper	2010

12) SPECIAL
TOWN MEETING

2016 SPECIAL TOWN MEETING SCHEDULE

(Schedule for fall STM to begin on TUESDAY, NOVEMBER 15, 2016)

August 24	Selectmen vote on August 15 th to open warrant for Special Town Meeting on Wednesday August 24, 2015 at 8:30 a.m. through Thursday, September 1, 2015 at 4:30 p.m.
August 29	Petitioners' Hearing
September 1	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 5	Labor Day
September 6	Finance Committee Special Town Meeting Article Hearing
September 26	<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
October 5	<u>Deadline for submission of Special Town Meeting article comments from Finance Committee</u>
October 14	Compilation of Warrant completed and all changes made
October 14	Final Warrant copied and delivered to Selectmen, Moderator, Finance Committee, Town Clerk, Town Counsel and Finance Director
October 14	Warrant sent to printer
October 10	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. (Date approximate)
October 24	Selectmen meet to sign warrant
October 30	Selectmen review proposed motions
November 1	Date by which warrant will be posted by Constable and postal delivery to residents (no later than 14 days before - MGL 39, S 10 and Town Code 36-2A)
November 2	Potential Moderator's Forum
November 7 by 8:00 p.m.	Last day before Town Meeting to register to vote (No earlier than 10 days before STM)
November 7	Selectmen conduct Special Town Meeting Warrant Hearing, 7:00 p.m. Large Hearing Room, Town Building
November 15	Moderator's instructions to tellers and list of non-resident employees provided to Moderator and Town Clerk
November 15	Warrants, final errata sheets and supplemental material prepared, printed and delivered to Town Meeting site for distribution
NOVEMBER 15	SPECIAL TOWN MEETING, Monday 7:00 p.m., Wayland High School Field House
November 16	Adjourned session of Special Town meeting (Tuesday, as necessary)

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

TOWN ADMINISTRATOR
REPORT

**TOWN ADMINISTRATOR'S REPORT
WEEK ENDING MARCH 18, 2016**

CARROLL SCHOOL

The Carroll School is contemplating the purchase of 45 Waltham Road. The town has several interests in this property including: 1) There is an historic barn on the property that could be demolished; 2) Town property directly abuts the property and; 3) Property taxes on the property of \$150,000 could be lost in FY 17. The Director of Assessing and I discussed whether, due to the intensity of the proposed use, there may be justification for the Assessors and Selectmen to explore a Payment in Lieu of Tax Agreement (PILOT). Attached is information from the Director of Assessing.

COLLINS CENTER PROPOSALS

The Collins Center will provide preliminary proposals to study: 1) Procedures in the finance departments, possibly leading to a Community Compact application, 2) The town's budget process, 3) Organization / Form of government study. This work is in an early stage but may lead to future agenda items as we work to streamline and improve the town organization and relationships.

TREASURER – POLICY ON TURNOVER OF RECEIPTS

The Treasurer is educating departments on revised procedures regarding the turnover of departmental receipts. Key changes will be a limitation on the amount of funds that can be kept in a department, frequency of turnover, counting and safekeeping of funds, including a prohibition on taking funds home before turnover. This is a very important change in town procedure.

EMPLOYEE LIFE INSURANCE: INFORMATION

For your information, John Senchyshyn provides the attached information on a FY 17 \$3,500 increase in cost to the town for employee life insurance.

Balmer, Nan

Subject: FW: Carrol School - Impact on Tax Rate

From: Brideau, Ellen
Sent: Wednesday, March 16, 2016 10:25 AM
To: Balmer, Nan; Senchyshyn, John
Cc: Susan Rufo; Keveny, Brian
Subject: Carrol School - Impact on Tax Rate

Good morning,

Per our discussion this morning, I ran the numbers to determine what the impact on the tax rate would have been without the parcel at 45 Waltham Rd in FY16.

Using FY16's Tax Levy and subtracting the FY16 assessment of \$8,697,300, the tax rate would have been .04 cents higher without the parcel.

If the property is conveyed and the new owners file a 3ABC (MA's State Exempt form) with this office timely, they would be exempt for FY17.

For Exempt properties we are guided by MGL Chapter 59 Section 5, this states that a ownership or other qualifying factors ... shall be July first of each year.

The law also provides that real estate bought by a charitable organization with the intention of future relocation is exempt even if not occupied immediately.

If not occupied for charitable purposes with two years of the acquisition, however, it is taxable until it is used.

Please let me know if you have any additional questions.

Sincerely,
Ellen

Ellen M. Brideau, MAA, CNHA
Director of Assessing
Town of Wayland
508-358-3658- office
508-358-0061 - fax



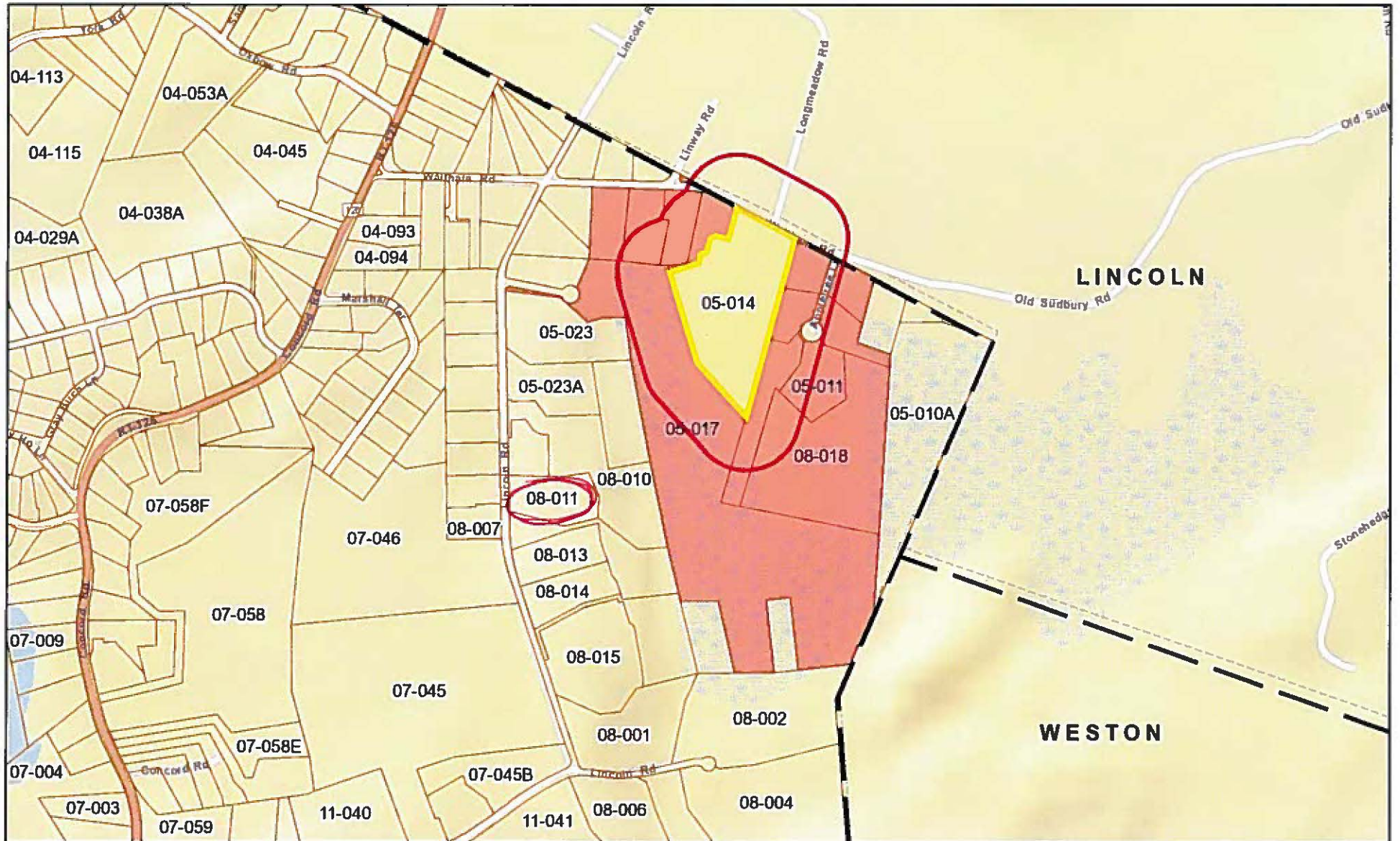
Wayland, MA



March 8, 2016

1 inch = 752 Feet

www.cai-tech.com



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

I. TAX RATE SUMMARY

la. Total amount to be raised (from IIe)	\$ <u>85,814,566.37</u>
lb. Total estimated receipts and other revenue sources (from IIIe)	<u>27,439,669.00</u>
lc. Tax levy (Ia minus Ib)	\$ <u>58,374,897.37</u>
ld. Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA-5)	(c) IC above times each percent in col (b)	(d) Valuation class LA-5	(e) Tax Rates (e) / (d) x 1000	(f) Levy by class x (e) / 1000
Residential	94.9002%	55,397,894.35	3,186,548,123	17.38	55,382,206.38
Exempt					
Open Space	0.0000%	0.00	0		
Commercial	3.6748%	2,145,160.73	123,391,777	17.38	2,144,549.08
Exempt					
Industrial	0.1362%	79,506.61	4,573,000	17.38	79,478.74
SUBTOTAL	98.7112%		3,314,512,900		57,606,234.20
Personal	1.2888%	752,335.68	43,276,500	17.38	752,145.57
TOTAL	100.0000%		3,357,789,400		58,358,379.77

Actual valuation by class for FY16: Residential= 3,195,245.423; Total=3,366,486,700

**Town of Wayland
Fiscal Year 2016 Real Estate**

**REMITTANCE COUPON
PLEASE RETURN WITH PAYMENT**

Account: 2644	Parcel ID: 005-014
Location: 45 WALTHAM RD	Land Area: 10.01 Acres
Owner: WALTHAM RD LLC	Deed Date: 8/19/2013
Owner2:	Book/Page: 62474 / 557

WALTHAM RD LLC
65 ALLERTON ST
BOSTON, MA 02119

Total Charges:	35,965.07
Past Due:	0.00
Interest Due:	0.00
Credits:	0.00

Total Due 2/1/2016: 35,965.07

01 16 098518 0003596507 020116 00035965074

1
FISCAL YEAR 2016 TAX: This tax bill shows the amount of real estate taxes you owe for fiscal year 2016 (July 1, 2015 - June 30, 2016). The tax shown in this bill is based on assessments as of January 1, 2015. The bill also shows betterments, special assessments and other charges.

PAYMENT DUE DATES/INTEREST CHARGES: Your preliminary tax was payable in two equal installments if preliminary bills were mailed on or before August 1, 2015. The first payment was due on August 1, 2015, or 30 days after the bills were mailed, whichever was later, and the second payment was due on November 1, 2015. However, if preliminary bills were mailed after August 1, 2015, your preliminary tax was due as a single installment on November 1, 2015, or 30 days after the tax bills were mailed, whichever was later. Your preliminary tax is shown on this bill as a credit against your tax, including betterments, special assessments and other charges. If tax bills were mailed on or before December 31, 2015, the balance is payable in two equal installments. Your first payment is due on February 1, 2016. Your second payment is due on May 1, 2016. However, if tax bills were mailed after December 31, 2015,

the balance is due as a single installment on May 1, 2016, or 30 days after the tax bills were mailed, whichever is later. If your payments are not made by their due dates, interest at the rate of 14% per annum will be charged on the unpaid and overdue amount. If tax bills were mailed on or before December 31, 2015, interest will be computed on overdue first payments from February 1, 2016 and on overdue second payments from May 1, 2016 to the date payment is made. If tax bills were mailed after December 31, 2015, interest will be computed on overdue final payments from May 1, 2016, or the payment due date, whichever is later, to the date payment is made. You will also be required to pay charges and fees incurred for collection if payments are not made when due. Payments are considered made when received by the Collector. To obtain a receipted bill, enclose a self-addressed stamped envelope and both copies of the bill with

ABATEMENT/EXEMPTION APPLICATIONS: You have a right to contest your assessment. To do so, you must file an application for an abatement in writing on an approved form with the Board of Assessors. You may apply for an abatement if you believe your property is valued at more than its fair cash value, is not assessed fairly in comparison with other properties, or if a classified tax system is used locally, is not properly classified. If tax bills were mailed on or before December 31, 2015, the filing deadline for an abatement application is February 1, 2016. However, if tax bills were mailed after December 31, 2015, the deadline is May 1, 2016, or 30 days after date bills were mailed, whichever is later.

You may be eligible for an exemption from or deferral of all or some of your tax. In order to obtain an exemption for which you are qualified, you must file an application in writing on an approved form with the assessors. The filing deadline for an exemption under Mass. G.L. Ch. 59, §5, Cl. (17, 17C, 17C 1/2, 17D), 18, 22, 22A, 22B, 22C, 22D, 22E, (37, 37A), (41, 41B, 41C), 42, 43, or (52), or a deferral under Cl. 18A or 41A is 3 months after the date tax bills were mailed. The filing deadline for (Clause 41C 1/2, if locally adopted, and) all other exemptions under Ch. 59, §5 is February 1, 2016 if tax bills were mailed on or before December 31, 2015, or May 1, 2016, or 30 days after the date tax bills were mailed, whichever is later, if the bills were mailed after December 31, 2015.

The filing deadline for a residential exemption under Ch. 59, §5C, or a small commercial exemption under Ch. 59, §5I, if locally adopted and not shown on your bill, is 3 months after the date tax bills were mailed.

Applications are timely filed when (1) received by the assessors on or before the filing deadline, or (2) mailed by United States mail, first class postage prepaid, to the proper address of the assessors, on or before the filing deadline, as shown by a postmark made by the United States Postal Service. If your

INQUIRIES: If you have questions on your valuation or assessment or on abatements or exemptions, you should contact the Board of Assessors. If you have questions on payments, you should contact the Collector's Office.

INTEREST AT THE RATE OF 14% PER ANNUM WILL ACCRUE ON OVERDUE PAYMENTS FROM THE DUE DATE UNTIL PAYMENT IS MADE

Town of Wayland

Fiscal Year 2016 Real Estate

Taxpayer Record

Account: 2644
Owner: WALTHAM RD LLC

Location: 45 WALTHAM RD
Parcel ID: 005-014
Area: 10.01 Acres
Deed Date: 8/19/2013
Book/Page: 62474 / 557

Assessed As of	Type	Tax Value	TOTAL ASSESSMENT				Delinquency Notice
1/1/2015	RES	8,697,300	Due	Prelim.	2/1/2016	5/2/2016	
	Total:	8,697,300	Tax	81,117.21	35,965.07	35,965.06	Taxes and charges not shown on current year bill and overdue 91 days Interest and costs owed are not included.
			SpAs	0.00	0.00	0.00	
			Int	0.00	0.00	0.00	
			Ab/Ex	0.00	0.00	0.00	
			Cred	81,117.21	0.00	0.00	
			Int Cr	0.00	0.00	0.00	
			Total:	0.00	35,965.07	35,965.06	
			Total Due 2/1/2016:		35,965.07		

Tax Rate per \$1000:	
Res	17.34
OS	17.34
Com	17.34
Ind	17.34
CPA Tax	2,236.16
Total Assessment	153,047.34

DATE: March 21, 2016
TO: Board of Selectmen
FROM: John Senchyshyn, Asst. Town Administrator/HR Director
RE: **BASIC/OPTIONAL LIFE INSURANCE FOR EMPLOYEES**

REQUESTED MOTION:

NONE AT THIS TIME.

BACKGROUND:

Boston Mutual, the life insurance policy carrier, has announced a rate increase for the first time in many years. Basic Life is increasing from \$.51/thousand to \$.62/thousand. The Town contributes 50% of the cost of employees' basic coverage for a \$10,000 policy. The annual increase to the insurance budget is projected to be approximately \$3,500.

Optional and Dependent Life coverage are a 100% employee funded expenses.

Boston Mutual is offering a new Enhanced Plan for employees' optional and dependent insurance. The new program will lock in employees' contribution rates based upon their age at the time of their enrollment. Based upon Boston Mutual's proposed rate structure, the Enhanced Plan can be a meaningful benefit to long-term employees under the age of 54. As the Enhanced Plan rates do not apply to Basic Life premiums there is no additional cost or savings to the Town.

We need to begin planning for employee informational sessions in advance of open enrollment in May. As the new Optional and Dependent programs become finalized, the amended policy will be brought to the Board for a vote.

Employees currently enrolled in the Boston Mutual Life Insurance Program can choose to stay in the Current Plans (Basic & Voluntary)

If the Proposed New Enhanced Plan (Voluntary Plan Only) is implemented, all New hires, Current Employees or any Current Plan Participant wanting to change their Coverage Amount will have to enroll in the New Enhanced Plan.

1. Boston Mutual **Basic** Life and AD&D Insurance: No Change to Plan Design (only Rate Increase Effective 07/01/16)

Rate Increase from \$1.28/PP to **\$1.55/PP** (Employees & Town)
Rate Increase from \$1.28/Mo. to **\$1.55/Mo.** (Retiree & Town)

2. Boston Mutual **Voluntary** Life & AD&D Insurance: No Change to Plan Design (only Rate Increase Effective 07/01/16)

Rates Increase from \$2.55 for \$10,000 to **\$3.10/PP** and continue for units through \$150,000
Dependent Life from \$2.39/PP to **\$2.90/PP** (Employees)
Dependent Life from \$4.77/Mo. to **\$5.80/PP** (Retirees)

3. New Enhanced Plan (Voluntary Plan Only):

Current Plan: Maximum Coverage up to \$150,000 /	Enhanced: Lesser of 5 times salary or \$500,000
Current Plan: Guaranteed Issue \$50,000 /	Enhanced: Varies by age
Current Plan: Reduced to \$5,000 at Retirement & / Terms at age 75	Enhanced: Employee Benefit only and reduces by percentages beginning at age 70
Current Plan: Spouse Coverage \$5,000 / (see rate increase above)	Enhanced: \$100,000 not to exceed 50% of Employee's amount, also based on age & Terminates at age 70 (Rate: \$.95/PP)
Current Plan: Dependent Children \$5,000 /	Enhanced: \$10,000
Current Plan: Rates per \$1,000 (see attached) /	Enhanced: Age Grouped Rates, once in the plan Rate increases are based on the emps initial Enrollment age group (see attached)
Current Plan: Portability – No, Conversion – Yes /	Enhanced: Portable Term Life and/or Conversion Whole Life Policies
Current Plan: Rate Guarantee – N/A	Enhanced: Rate Guarantee - 24 Months

Highlights:

Rate Increases as stated above Effective July 1, 2016, with or without the implementation of the New Enhanced Plan.

Proposed New Enhanced Plan would be an enhanced benefit to any employee aged 54 or younger.

All current Plan participants would be given the option of enrolling into the New Enhanced Plan. Although, once they choose to enroll into the New Enhanced Plan, they would not be able to move back to the old Plan.

All New Hires and Current Employees not currently a participant in the Boston Mutual Basic Life Insurance Plan and the Voluntary Life Insurance Plan would only be able to enroll in the New Enhanced Plan if implemented.



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, March 21, 2016
Wayland Town Building
Selectmen's Meeting Room**

CONSENT CALENDAR

1. Vote the Question of Approving and Signing the Weekly Payroll and Expense Warrants
2. Vote the Question of Approving the Invoice for Special Town Counsel Deutsch Williams Brooks DeRensis & Holland PC for Legal Services Rendered through February 29, 2016, Invoice 174, Account 5673-01M: \$1,100.96
3. Vote the Question of Approving the Invoice from TEC for Traffic Assessment Services on Project 0558.05 Glezen Lane Neighborhood, Invoice 9684, dated February 29, 2016: \$578.70
4. Vote the Question of Approving the Reappointment of Judith H. Ide to the Board of Registrars for a Three-Year Term Effective April 1, 2016, through April 1, 2019
5. Vote the Question of Approving the Request for a One-Day Liquor License for the Wayland Business Association Annual Fundraiser at Russell's Garden Center 397 Boston Post Road, on Sunday, April 3, 2016, from 6:00 p.m. to 8:00 p.m., Beer and Wine Only
6. Vote the Question of Approving the Placement of Temporary Sandwich Board Signs for Troop 1 Cochituate Annual Pancake Breakfast Fundraiser at Route 20 at the Weston Town Line, Route 20 at the Intersection of Routes 27 and 126, the Intersection of Old Connecticut Path and Routes 126 and 27, and the Cochituate Fire Station at the Corner of East Plain Street, from May 21-30, 2016
7. Vote the Question of Approving the Placement of Temporary Sandwich Board Signs for the Florence Adler Walk Run on May 7, 2016, at the Wayland Middle School, at Route 20 at the Weston Town Line, Route 20 at the Intersection of Routes 27 and 126, the Intersection of Old Connecticut Path and Routes 126 and 27, and the Cochituate Fire Station at the Corner of East Plain Street, from April 30-May 7, 2016
8. Vote the Question of Approving the Change of Hours Application for Golf Course Enterprises Inc., dba Wayland Country Club, to Revise the Hours to Serve Alcoholic Beverages from its Current Time of 12:00 noon on Sundays to its Requested Time of 10:00 a.m. on Sundays
9. Vote the Question of Approving the Letter to Massachusetts Highway Department regarding the Request to Lower the Posted Speed Limit on a Section of Stonebridge Road

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

RECEIVED

MAR 15 2016

Board of Selectmen
Town of Wayland

INVOICE FOR LEGAL SERVICES

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

Page 1
03/08/2016
Account No. 5673-01M
Invoice No. 174

Attn: Town Administrator

Labor

BALANCE DUE

\$1,100.96

V# 5041
24122400-
54199

Date 2/29/2016

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

Invoice # 9684

Project 0558.05 Glezen Lane Neighborhood

February 1, 2016 to February 29, 2016	% Complete	Fee	Previous	Current
Glezen Lane Neighborhood Traffic Assessment				
Task 1 - Initial Data Collection	100.00%	2,800.00	2,800.00	0.00
Task 2- Neighborhood Traffic Assessment	100.00%	9,800.00	9,800.00	0.00
Task 2A- Amend Data Request	100.00%	1,500.00	1,500.00	0.00
Task 3- Meetings Technical Professional 15 Total Task 3				510.00 510.00
Task 4- Existing Conditions Survey & Base Plan Prep	100.00%	4,500.00	4,500.00	0.00
Task 5- Design & Permitting	75.00%	9,000.00	6,750.00	0.00
Task 6- Construction Bidding Documents	0.00%	3,500.00		0.00
Direct Expenses				
Mileage				35.10
Bond Printing				21.60
Color Plot				12.00
Total Direct Expenses				68.70

Handwritten signature in blue ink, circled.

Total

\$578.70



TOWN OF WAYLAND

MASSACHUSETTS

01778

TOWN CLERK

Beth R. Klein

bklein@wayland.ma.us

ASSISTANT TOWN CLERK

Diane M. Gorham

dgorham@wayland.ma.us

**TOWN BUILDING
41 COCHITUATE ROAD**

TEL: 508-358-3630

508-358-3631

www.wayland.ma.us

Date: March 15, 2016
To: Board of Selectmen
From: Beth R. Klein, Town Clerk
RE: Registrar Appointment

Please be advised that the term of Judith H. Ide (R), member of the Board of Registrars since 1990, will expire on April 1, 2016.

Ms. Ide has indicated that she would like to be re-appointed. I am, therefore, recommending that the Board appoint Judith H. Ide to the Board of Registrars for a three (3) year term effective April 1, 2016 through April 1, 2019.

Thank you,

cc:, John C. Toto, Chair
Judith Ide



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

TEL. (508) 358-7755
www.wayland.ma.us

APPLICATION FOR ONE DAY LIQUOR LICENSE

CHECK ONE

- Application by a manager for a one-day liquor license for the sale or service of BEER & WINE to be drunk on the premises
- Application by a manager of a nonprofit organization for a one-day liquor license for the sale or service of ALL ALCOHOLIC BEVERAGES OR BEER & WINE to be drunk on the premises

DATE OF EVENT BEING APPLIED FOR: SUNDAY APRIL 3, 2016

Exact times of the license: FROM 6 am/pm TO 8 am/pm

The undersigned hereby applies for a License for a One Day Liquor License in accordance with the provisions of the Statutes relating thereto:

Full name, address, phone(s), and email of the organization making this application:

WAYLAND BUSINESS ASSOCIATION FOUNDATION
P.O. Box 218 WAYLAND, MA 01778
508 397-3022
waylandbusiness.org

Full name, address, phone (s), and email of the manager who shall be responsible for this license:

MARIE WINTER SECRETARY WAYLAND BUSINESS ASSN.
397 BOST POST ROAD WAYLAND, MA 01778
mariew@russellsgardencenter.com
508 358-2283 x 394

Is the Applicant or Caterer TIPS Certified? Yes No If yes, please attach documentation.

Description of Event: WBAF'S ANNUAL FUNDRAISER W/
FOOD, BEVERAGES, MUSIC "MEDITERRANEAN NIGHTS"

Number of Attendees 75 If number of attendees exceeds 150 people, a police detail will be required)



THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE ATTORNEY GENERAL

ONE ASHBURTON PLACE
BOSTON, MASSACHUSETTS 02108

MARTHA COAKLEY
ATTORNEY GENERAL
3/25/2013

(617) 727-2200
www.mass.gov/ago
AG#: 054742

WAYLAND BUSINESS ASSOC. FOUNDATION INC.

c/o Jerry Boos, Trea.
PO Box 218
Wayland, MA 01778

Dear Sir or Madam:

Thank you for registering with the Non-Profit Organizations/Public Charities Division of the Office of the Attorney General. The above-named organization's registration as a public charity in Massachusetts pursuant to Mass. G.L. c.12, § 8E is confirmed and the organization has been assigned the Attorney General number referenced above. Kindly use your Attorney General's number on all correspondence with our office.

Charitable non-profit organizations doing business in Massachusetts are required to register and file annual financial reports (Form PC) with this Division pursuant to Mass. G.L. c.12, § 8E-8F. Your organization's annual financial report (Form PC) will be due four and one half (4 ½) months after each fiscal year end. In addition, an annual filing fee -dependent on the organization's total gross support and revenue- is required with each financial report.

Pursuant to Mass. G.L. c.68, § 19, organizations must apply for and be issued a Certificate for Solicitation each year prior to charitable solicitation from the public. If your organization is still within its first year of existence, and it intends to solicit funds from the public, you must complete the Short Form PC and submit it with the additional fee of \$50. If your organization has been in operation for longer than a year, you must submit up to four years of financial filings, after which your organization will be granted a Certificate for Solicitation.

Please visit our website: www.mass.gov/ago/charities, and review the sections under "Information for Existing Charities" for important information on annual filings and the AG's enforcement role. Form PC, Short Form PC, Instructions and other forms and publications are also available on the website mentioned above.

Sincerely,

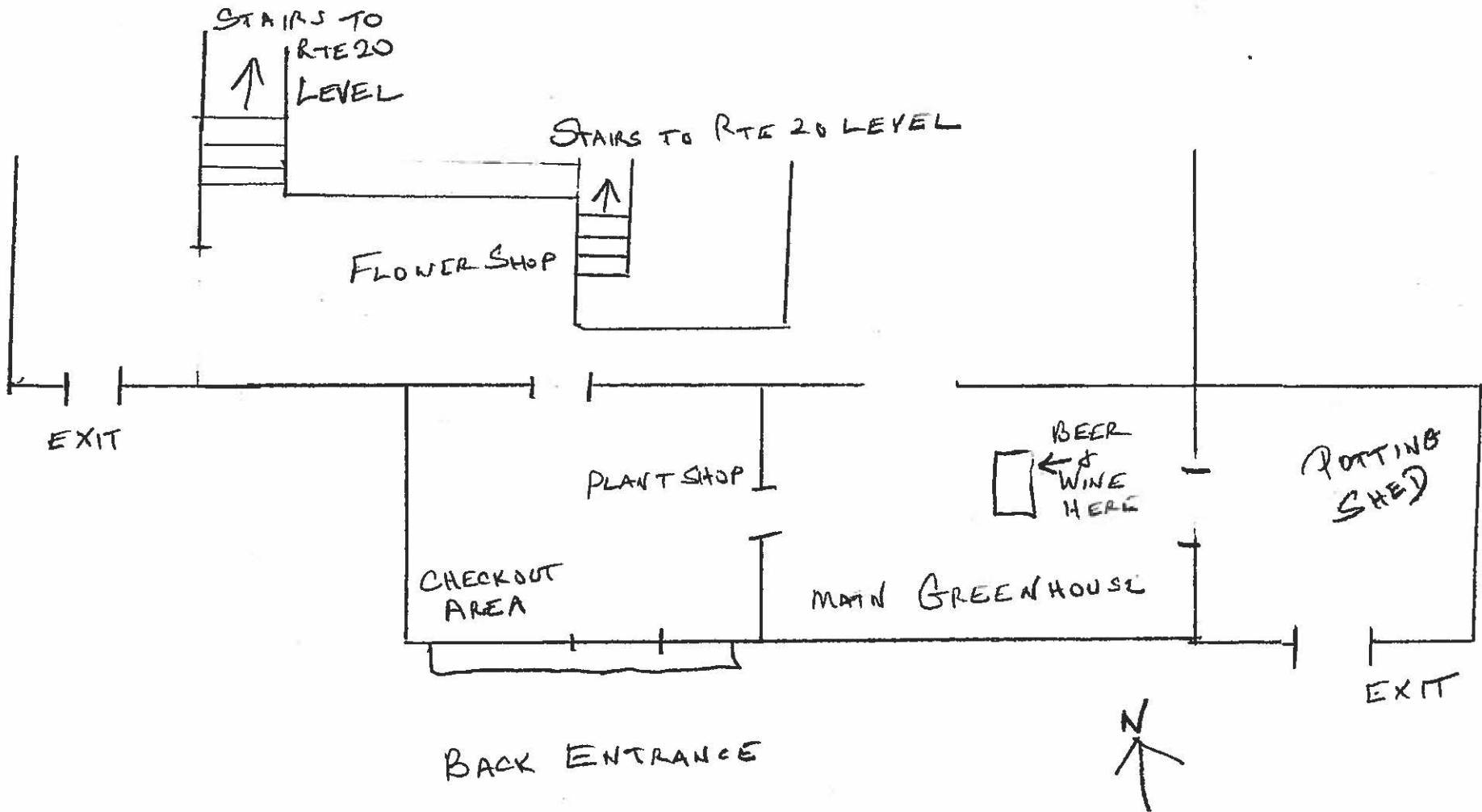
Non-Profits/Public Charities Division
Business and Labor Bureau
617-727-2200 ext 2101

All forms and publications can be found on our website at www.mass.gov/ago



RUSSELL'S GARDEN CENTER

ROUTE 20



PARKING



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

March 14, 2016

I am writing to confirm that that I have given approval to the Wayland Business Association Foundation for the sale/service of alcohol at their fundraising event to be held here at Russell's Garden Center on Sunday April 3 from 4-8 pm. The event will take place in our retail greenhouse, plant shop and flower shop areas at the close of the business day. The occupancy of this area is 200. I have enclosed a copy of our insurance binder.

Thank you for your consideration of this request.

Timothy H. Skehan
CEO
Russell's Garden Center

DiNapoli, MaryAnn

From: John Broderick <jhblb@verizon.net>
Sent: Sunday, March 13, 2016 8:26 PM
To: DiNapoli, MaryAnn
Subject: Memorial Day sandwich board placements--Troop 1

Hello Ms. DiNapoli,

Troop 1 would appreciate the Town's permission to place sandwich boards at the intersection of Old Conn. Path and Cochituate Road (Five Paths), the Town Center and Fire Station Two in Cochituate.

The start date: May 21--30th. This is in regard to our annual Pancake Breakfast fundraiser.

Thank you--John Broderick (ASM Troop 1 Coch.)

DiNapoli, MaryAnn

From: Rena Santillo <rena_santillo@wayland.k12.ma.us>
Sent: Thursday, March 17, 2016 9:39 AM
To: DiNapoli, MaryAnn
Cc: Mary Ann Borkowski
Subject: Request for sign boards

Good Morning,

Just to confirm our conversation today we would like to reserve the sign boards (4) for the Florence Adler walk/run which is on May 7th at the Middle School. The boards would be used that week beginning April 30-May 7. Please confirm when approved.

Thank you,

--

Rena Santillo
Administrative Assistant
Wayland METCO Program
PH: 508-358-3755
Fax: 508-358-7708



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
 www.mass.gov/abcc

For Reconsideration

FORM 43
 MUST BE SIGNED BY LOCAL LICENSING AUTHORITY

134000009
 ABCC License Number

WAYLAND
 City/Town

March 21 2016
 Local Approval Date

TRANSACTION TYPE (Please check all relevant transactions):

- New License
- Transfer of License
- Change of Manager
- Cordials/Liqueurs Permit
- 6-Day to 7-Day License
- New Officer/Director
- Change of Location
- Alteration of Licensed Premises
- Issuance of Stock
- Management/Operating Agreement
- Pledge of License
- Pledge of Stock
- Transfer of Stock
- New Stockholder
- Wine & Malt to All Alcohol
- Change Corporate Name
- Seasonal to Annual
- Change of License Type
- Other Change of Hours

Name of Licensee GOLF COURSE ENTERPRISES INC EIN of Licensee 201-61-8222

D/B/A WAYLAND COUNTRY CLUB Manager Robert H. Quirk

ADDRESS: 121 Old Sudbury Road CITY/TOWN: Wayland STATE MA ZIP CODE 01778

ANNUAL All Alcohol Restaurant Granted under Special Legislation? Yes No
 Annual or Seasonal Category: (All Alcohol; Wine & Malt; Wine, Malt & Cordials; Wine; Malt) Type: (Restaurant, Club, Package Store, General On Premises, Etc.)
 If Yes, Chapter Year

Complete Description of Licensed Premises:
First Floor, two rooms, utility rooms, storage - seating capacity 100
 License includes service on grounds of golf course (beverage cart)

Application Filed: March 8, 2016 2:00 PM Advertiser: N/A Abutters Notified: Yes No
 Date & Time Date & Attach Publication

Licensee Contact Person for Transaction Robert Quirk Phone:

ADDRESS: 121 Old Sudbury Road CITY/TOWN: Wayland STATE MA ZIP CODE 01778

Remarks: Request Sunday opening time of 10:00 a.m.

The Local Licensing Authorities By: _____

Alcoholic Beverages Control Commission
 Ralph Sacramone
 Executive Director

ABCC Remarks: _____

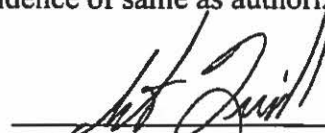
GOLF COURSE ENTERPRISES, LLC

Action by Unanimous Written Consent of the Members

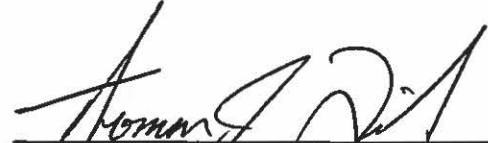
The undersigned, being all of the Members of Golf Course Enterprises, LLC, hereby consent to the following actions and adopt the following votes, which shall be treated for all purposes as votes unanimously adopted at a special meeting of the Members of the Company:

VOTED: That the Members, Robert H. Quirk and Thomas J. Quirk, or each acting singly, is hereby authorized to submit an application to the Town of Wayland for a change in the Sunday hours of operation in connection with its All Alcoholic Liquor License utilized by Golf Course Enterprises, LLC d/b/a Wayland Country Club at 121 Old Sudbury Road, Wayland, Massachusetts so that the Sunday hours for the serving of alcoholic beverages shall change from 12:00 p.m. to 12:00 a.m. to 10:00 a.m. to 12:00 a.m. to the Town of Wayland and or the Alcoholic Beverage Control Commission and to execute and deliver such agreements, instruments and documents with such changes therein as Robert H. Quirk or Thomas J. Quirk, acting singly, so acting may be deemed necessary or desirable the execution and delivery thereof being conclusive evidence of same as authorized hereby.

Date: 3/7/16



Robert H. Quirk, Member



Thomas J. Quirk, Member

Change of Hours Checklist

This application will be returned if the following documentation is not submitted:

- Vote of Corporate Board or LLC**

Note: No fee is required for this transaction as formal ABCC approval is not necessary

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM**

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE
LOCAL LICENSING AUTHORITY.

REVENUE CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA:

NO FEE

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY):

134000009

LICENSEE NAME:

Golf Course Enterprises LLC dba Wayland Country Club

ADDRESS:

121 Old Sudbury Road

CITY/TOWN:

Wayland

STATE MA

ZIP CODE

01778

TRANSACTION TYPE (Please check all relevant transactions):

- Change of Hours
 Change of DBA
 Charity Wine License

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL
FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND
SUPPORTING DOCUMENTS TO:

**ALCOHOLIC BEVERAGES CONTROL COMMISSION
P. O. BOX 3396
BOSTON, MA 02241-3396**



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

**LIST OF PUBLIC DOCUMENTS PROVIDED TO THE
BOARD OF SELECTMEN FROM MARCH 4, 2016,
THROUGH AND INCLUDING MARCH 17, 2016,
OTHERWISE NOT LISTED AND INCLUDED IN THE
CORRESPONDENCE PACKET FOR MARCH 21, 2016**

Items Distributed To the Board of Selectmen – March 4-17, 2016

1. Email of 3/5/16 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Wastewater Documents
2. Email of 3/11/16 from Kevin Mahoney, Assistant Superintendent of Finance, Minuteman High School, to Member Communities, re: FY17 Assessments Revised
3. Email of 3/11/16 from Town Clerk Beth Klein to Board of Selectmen re: Dates for Special Town Meeting

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of March 7, 2016

1. None

Items Included as Part of Agenda Packet for Discussion During the March 21, 2016, Board of Selectmen's Meeting

1. Letter of Interest from Jack Carr, 3/15/16, for Appointment to the Surface Water Quality Committee
2. Memorandum of 3/21/16 from John Senchyshyn, Asst. Town Administrator/Human Resources Director, re: Compensation for Election Workers
3. PRIT Presentation to the Town of Wayland re: Overview of the State Retiree Benefits Trust Fund and Pension Reserves Investment Trust, March 14, 2016
4. Presentation from Energy Initiatives Advisory Committee, Wayland Streetlighting
5. Draft Letters to Massachusetts Historical Commission re: Support of Preservation of Stone's Bridge, Support for National Register, and Permanent Preservation Restriction
6. Annual Town Meeting, April 7, 2016, List of Articles and Draft Motions
7. Draft Letter of Response to Massachusetts Attorney General re: Open Meeting Law Complaint filed by George Harris, March 10, 2016
8. Town Administrator's Report for the Week Ending March 18, 2016



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

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

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

**BOARD OF SELECTMEN
Monday, March 21, 2016
Wayland Town Building
Selectmen's Meeting Room**

CORRESPONDENCE

Selectmen

1. Memorandum of 3/9/16 from Tighe & Bond to Council on Aging/Community Center Advisory Committee, re: Estimate of Potential Wastewater Generated by Proposed Project
2. Email of 3/11/16 from Kevin Mahoney, Assistant Superintendent of Finance, Minuteman High School, to Member Communities, re: FY17 Assessments Revised
3. Email of 3/11/16 from Town Clerk Beth Klein to Board of Selectmen re: Dates for Special Town Meeting
4. Letter of 3/16/16 from David C. Horton, Secretary, Minuteman District School Committee, to Board of Selectmen re: Vote on Agreement
5. Email of 3/16/16 from Fred Knight, Chair, Wastewater Management District Commission, re: Proposed Agenda for March 30, 2016 Meeting
6. Monthly Report, Police Department, February 2016
7. Director of Public Health Report, March 9, 2016

Zoning Board of Appeals

8. Decision No. 16-01, 14 Hawthorne Road
9. Decision No. 16-02, 10 Chestnut Road
10. Public Hearing, March 22, 2016, 120 Old Connecticut Path, 113 Concord Road, 29 Castle Gate Road

Minutes

11. Council on Aging/Community Center Advisory Committee, February 22, 2016, February 29, 2016
12. Economic Development Committee, March 17, 2016
13. Finance Committee, February 4, 2016
14. Historical Commission, January 7, 2016, February 25, 2016
15. Housing Partnership, January 12, 2016
16. Municipal Affordable Housing Trust Fund Board, February 3, 2016
17. Board of Public Works, February 23, 2016
18. River's Edge Advisory Committee, January 26, 2016

Region

19. Invitation to State House Day, April 12, 2016, from 495/MetroWest Partnership, State House, Boston

①

Estimated Wastewater Generation for Proposed Council on Aging / Community Center Facility in Wayland, MA

TO: Council on Aging / Community Center Committee
FROM: Ian Catlow, P.E.
Janet Moonan, P.E.
COPY: Nan Balmer, Town Administrator
DATE: March 9, 2016

Tighe & Bond has prepared the following memorandum to document our estimate of potential wastewater to be generated by the proposed Town of Wayland Council on Aging / Community Center (CoA/CC) facility.

Based on discussions with the CoA/CC Committee, the proposed facility will include the following components:

- 21,000 square feet of space total that consists of:
 - Activity Space and Drop in Space (total of 534 seats);
 - Office space (approximately 3,100 square feet);
 - Circulation space (hallways, stairs, etc.);
 - Service core (restrooms, equipment rooms, etc.); and
 - Catering kitchen.

The facility is expected to serve up to 571 occupants and will be available to the community seven days per week.

Tighe & Bond utilized the Massachusetts Department of Environmental Protection (MassDEP) *State Environmental Code, Title 5: Standard Requirements for the Siting, Construction, Inspection, Upgrade and Expansion of On-Site Sewage Treatment and Disposal Systems and for the Transport and Disposal of Septage* (310 CMR 15.00, commonly referred to as "Title 5") to estimate wastewater design flows to be generated from the proposed facility.¹

Title 5 Section 15.203, System Sewage Flow Criteria, requires that "each component of on-site subsurface sewage disposal system shall be designed to treat sanitary sewage discharged from all buildings to be served by the system using the System Sewage Flow Design flows set forth at 310 CMR 15.203(2) through (5), except as provided in 310 CMR 15.203(6)." This section of the Title 5 code includes an extensive list of common building

¹ <http://www.mass.gov/eea/docs/dep/service/regulations/310cmr15.pdf>

uses/types, however a community center/council on aging facility is an establishment type not listed in 310 CMR 15.203(2) through (5). Therefore per 310 CMR 15.203(6), the facility may apply to MassDEP for a determination of design flow using actual meter readings of established flows from existing or similar installations without the need for a variance pursuant to 310 CMR 15.410 or 15.416.

Since the proposed community center/council on aging facility use is not explicitly defined in Title 5, we have looked at the actual meter readings for similar existing facilities. Sterling Associates Inc. provided a list of comparable facilities. Tighe & Bond was able to obtain water use data for the following:

- Cameron Senior Center, Town of Westford ²;
- Town of Saugus Senior Center ³; and
- John and Christina Markey Malden Senior Community Center, City of Malden ⁴.

Attachment A includes tables presenting water use for each of the facilities based on records from each community.

The Town of Saugus Senior Center is a 14,650 square foot single story facility.⁵ The Malden Senior Community Center is a 19,850 ⁶ square foot facility with a small second floor consisting of classrooms and fitness rooms. The Westford Senior Center is a 14,600 square foot two-story facility⁷. Along with flexible activity space, each of these locations has a kitchen and office space therefore we believe that their program is similar to what has been proposed in Wayland

Based on data obtained, the following table presents the minimum, maximum, and average water use for each facility per 1,000 square feet of space.

Table 1: Summary of Water Use from Comparable Facilities

<u>Comparable Facility (Community)</u>	<u>Average Water Use (gallons per day per 1,000 square feet)</u>	<u>Period of Record</u>
Westford	16.11	January 2012 – December 2015
Saugus	69.89	February 2008 – February 2016
Malden	18.21	January 2009 – December 2015

Title 5 Section 15.203 (6) specifies that “any design flow established by the Department pursuant to [this section] shall be based on 200% of average water meter readings in order to assimilate maximum daily flows...”

² http://www.westfordma.gov/pages/government/towndepartments/boardsandcommittees/westfordma_coa/index

³ http://www.saugus-ma.gov/Pages/SaugusMA_Senior/index

⁴ <http://www.cityofmalden.org/department/senior-center>

⁵ Based on parcel data from Saugus Board of Assessors

⁶ Based on parcel data from Malden Assessor’s Database

⁷ Based on input by Town of Westford staff.

To estimate potential flows from the proposed Wayland Council on Aging/Community center, Tighe & Bond used 200% of the average water uses (gallons per day per 1,000 square feet) recorded at each comparable facility and applied them to 21,000 square foot proposed Wayland facility. Table 2 presents these estimates.

Table 2: Estimate of Wastewater Flow for Proposed Wayland CoA/CC

<u>Comparable Facility (Community)</u>	<u>Average Water Use (gallons per day per 1,000 square feet)</u>	<u>200% of Average Water Use (i.e. Wastewater Generation) (gallons per day per 1,000 square feet)</u>	<u>Proposed Wayland Facility Wastewater Flow (gallons per day) 21,000 square feet</u>
Westford	16.11	32.21	676.5
Saugus	69.89	139.79	2935.5
Malden	18.21	36.41	764.6

Water use and wastewater flows vary based on duration of use (e.g. hours per day, days per week) and type of use (e.g. activities, food service, outdoor water uses such as irrigation and car washes, etc.). For example, comparing the Saugus and Malden senior centers illustrates the differences in use to understand the difference in average water use (gallons per day per 1,000 square feet) presented in Table 2.

- The Saugus senior center is open from approximately 8 am to 3:15 pm Monday through Friday and is heavily used. The facility serves a continental breakfast and lunch daily to approximately 60 to 90 people. Lunch service uses china and therefore requires dishwashers to be run from 10 am to 2 pm daily. The facility also provides a large dinner for approximately 175 people twice a month. During the spring, summer, and fall, they let local schools hold car wash fundraisers. Based on plans provided by Sterling Associates, Inc., this facility has a 5,800 square foot auditorium (minus small closets and platform space) as well as 3,700 square feet of flexible use space and classrooms. Approximately 2,100 square feet are used as offices. This facility also irrigates the landscaping with automatic sprinklers.
- The Malden senior center is open five days a week. Monday, Wednesday, Thursday the facility is open from 8 am to 4 pm. Tuesdays is open from 8 am to 7 pm. On Fridays, the facility closes at noon. The facility is used for activities and does not serve food daily. Based on plans provided by Sterling Associates Inc., this facility has an auditorium able to seat 250 people that is approximately 4,500 square feet (minus closets/storage and platform space) and a large activity room that has capacity of 422 people that is approximately 3,700 square feet. In addition, there is approximately 2,000 square feet of office space. There are also 3,200 square feet of studio space and classrooms. This facility has limited irrigation of outdoor landscaping.

Based on the program planning completed, the proposed Wayland facility will contain a large amount of flexible space, including approximately 6,500 square feet of auditorium space that holds 324 people, which is slightly larger than the Saugus facility, and classrooms and activity rooms totaling around 4,800 square feet, which is also greater than the Saugus facility. The facility will potentially be open on weekdays and weekends from 8 am to 10 pm daily, for use by the Council on Aging as well as the recreation department and other community programs, which is more use time than Saugus and Malden. However, use may or may not include daily breakfast and/or lunch, which substantially drives the water consumption and wastewater generation as shown by comparing the Saugus and Malden normalized wastewater flows per 1,000 square feet. Table 3 presents a summary comparison between the three facilities.

Table 3: Comparison of Facilities

<u>Criteria</u>	<u>Saugus Senior Center</u>	<u>Malden Senior Center</u>	<u>Proposed Wayland CoA/CC</u>
Days per week facility is open	Monday - Friday	Monday - Friday	Monday - Sunday
Hours open	8:00 AM - 3:15 PM, open until 7 PM on Tuesday and closes at noon on Friday	8:00 AM - 4:00 PM	8:00 AM - 10:00 PM
Approximate Office space (square feet)	2,100	2,000	3,100
Approximate Auditorium space (square feet and #occupants)	5,800 Unknown	4,500 250 occupants	6,000 324 occupants
Approximate flexible space (i.e. classrooms, activity rooms) (square feet)	3,700	3,200	4,800
Food services	Continental breakfast available. Lunch served daily to 60 to 90 people on china, requires use of dishwashers. Two times per month, dinner served to approximately 175 people.	No	TBD
Allows school use for car wash fundraisers	Yes	Unknown	TBD
Landscape irrigation	Yes, automatic	Yes, some	TBD

Until the final program is confirmed with respect to food service and outdoor water uses, Tighe & Bond recommends that the Town plan on a wastewater design flow of approximately 3,000 gallons per day for the proposed facility. This value is based on the conservative approach of applying similar water usage rates to those observed at the Saugus facility.

Attachment A

Cameron Senior Center, Town of Westford
Water Consumption History
14,600 square feet

Date Read	Usage (cubic feet)	Annual Usage (cubic feet per year)	Annual Usage (gallons per year)	Average Use (gallons per day)	Use (gallons per day per 1,000 square foot)
12/3/2015	2800	10300	77044	211.1	14.46
9/3/2015	3200				
6/1/2015	2500				
3/5/2015	1800				
12/8/2014	500	11600	86768	237.7	16.28
11/21/2014	3100				
9/4/2014	3000				
6/3/2014	3000				
3/3/2014	2000				
12/4/2013	3000	13000	97240	266.4	18.25
9/5/2013	3000				
6/3/2013	4000				
3/5/2013	3000				
12/4/2012	3000	11000	82280	225.4	15.44
9/11/2012	3000				
6/4/2012	3000				
3/2/2012	2000				

Minimum	10300	77044	211.1	14.46
Maximum	13000	97240	266.4	18.25
Average	11475	85833	235.2	16.11

Attachment A

Town of Saugus Senior Center
Water Consumption History
14,650 square feet

Date Read	Reading (cubic feet)	Annual Usage (cubic feet per year, Feb-Feb)	Annual Usage (gallons per year)	Average Use (gallons per day)	Use (gallons per 1,000 square foot)
Feb-16	589,040	31,360	234572.8	642.7	43.87
Aug-15	571,720				
Feb-15	557,680	23,000	172040	471.3	32.17
Aug-14	547,450				
Feb-14	534,680	25,440	190291.2	521.3	35.59
Aug-13	523,290				
Feb-13	509,240	59,120	442217.6	1211.6	82.70
Aug-12	485,240				
Feb-12	450,120	37,710	282070.8	772.8	52.75
Aug-11	426,730				
Feb-11	412,410	72,810	544618.8	1492.1	101.85
Aug-10	383,190				
Feb-10	339,600	67,410	504226.8	1381.4	94.30
Aug-09	310,960				
Feb-09	272,190	82,870	619867.6	1698.3	115.92
Aug-08	233,750				
Feb-08	189,320				

Minimum	23000	172040.0	471.34	32.17
Maximum	82870	619867.6	1698.27	115.92
Average	49965	373738.2	1023.94	69.89

Attachment A

John and Christina Markey Malden Senior Community Center, City of Malden
Water Consumption History
19,850 square feet

Date Read	Reading	Previous Reading	Monthly Usage (cubic feet)	Annual Usage (cubic feet per year)	Annual Usage (gallons per year)	Average Use (gallons per day)	Use (gallons per day per 1,000 square foot)
12/15/2015	135,438	134,427	1,011	16,538	123,704	338.92	17.07
11/16/2015	134,427	133,340	1,087				
10/15/2015	133,340	131,589	1,751				
09/15/2015	131,589	129,671	1,918				
08/14/2015	129,671	127,699	1,972				
07/15/2015	127,699	125,871	1,828				
06/15/2015	125,871	124,065	1,806				
05/15/2015	124,065	122,480	1,585				
04/14/2015	122,480	121,317	1,163				
03/13/2015	121,317	120,442	875				
02/13/2015	120,442	119,770	672				
01/15/2015	119,770	118,900	870				
12/16/2014	118,900	117,896	1,004	19,126	143,062	391.95	19.75
11/14/2014	117,896	115,950	1,946				
10/14/2014	115,950	113,649	2,301				
09/15/2014	113,649	111,278	2,371				
08/14/2014	111,278	109,055	2,223				
07/15/2014	109,055	107,138	1,917				
06/16/2014	107,138	105,117	2,021				
05/16/2014	105,117	103,768	1,349				
04/16/2014	103,768	102,478	1,290				
03/14/2014	102,478	101,456	1,022				
02/13/2014	101,456	100,558	898				
01/15/2014	100,558	99,774	784				
12/16/2013	99,774	98,813	961	18774	140,430	384.74	19.38
11/15/2013	98,813	97,432	1,381				
10/16/2013	97,432	95,263	2,169				
09/16/2013	95,263	93,111	2,152				
08/15/2013	93,111	90,786	2,325				
07/16/2013	90,786	88,740	2,046				
06/14/2013	88,740	86,589	2,151				
05/16/2013	86,589	85,000	1,589				
04/16/2013	85,000	84,000	1,000				
03/15/2013	84,000	83,000	1,000				
02/15/2013	83,000	82,000	1,000				
01/15/2013	82,000	81,000	1,000				
12/14/2012	81,000	80,000	1,000	16,000	119,680	327.89	16.52
11/15/2012	80,000	79,000	1,000				
10/15/2012	79,000	77,000	2,000				
09/17/2012	77,000	75,000	2,000				
08/15/2012	75,000	73,000	2,000				
07/16/2012	73,000	71,000	2,000				
06/14/2012	71,000	69,000	2,000				
05/15/2012	69,000	68,000	1,000				
04/17/2012	68,000	67,000	1,000				
03/15/2012	67,000	66,000	1,000				
02/15/2012	66,000	66,000	0				
01/17/2012	66,000	65,000	1,000				
12/15/2011	65,000	64,000	1,000	16,000	119,680	327.89	16.52
11/15/2011	64,000	63,000	1,000				
10/17/2011	63,000	61,000	2,000				
09/16/2011	61,000	59,000	2,000				
08/18/2011	59,000	56,000	3,000				
07/14/2011	56,000	54,000	2,000				
06/15/2011	54,000	53,000	1,000				

Attachment A

John and Christina Markey Malden Senior Community Center, City of Malden
Water Consumption History
 19,850 square feet

Date Read	Reading	Previous Reading	Monthly Usage (cubic feet)	Annual Usage (cubic feet per year)	Annual Usage (gallons per year)	Average Use (gallons per day)	Use (gallons per day per 1,000 square foot)
05/17/2011	53,000	52,000	1,000				
04/14/2011	52,000	51,000	1,000				
03/17/2011	51,000	50,000	1,000				
02/16/2011	50,000	50,000	0				
01/19/2011	50,000	49,000	1,000				
12/15/2010	49,000	48,000	1,000	22,000	164,560	450.85	22.71
11/15/2010	48,000	46,000	2,000				
10/18/2010	46,000	42,000	4,000				
09/16/2010	42,000	39,000	3,000				
08/13/2010	39,000	36,000	3,000				
07/15/2010	36,000	33,000	3,000				
06/15/2010	33,000	31,000	2,000				
05/17/2010	31,000	30,000	1,000				
04/15/2010	30,000	29,000	1,000				
03/15/2010	29,000	28,000	1,000				
02/16/2010	28,000	27,000	1,000				
01/14/2010	27,000	27,000	0				
12/15/2009	27,000	26,000	1,000	15,000	112,200	307.40	15.49
11/16/2009	26,000	23,000	3,000				
10/15/2009	23,000	20,000	3,000				
09/15/2009	20,000	18,000	2,000				
08/17/2009	18,000	17,000	1,000				
07/14/2009	17,000	16,000	1,000				
06/16/2009	16,000	15,000	1,000				
05/14/2009	15,000	14,000	1,000				
04/16/2009	14,000	13,000	1,000				
03/17/2009	13,000	13,000	0				
02/17/2009	13,000	12,000	1,000				
01/15/2009	12,000	12,000	0				

Minimum	15,000	112,200	307.4	15.49
Maximum	22,000	164,560	450.8	22.71
Average	17,634	131,902	361.4	18.21

2

Balmer, Nan

From: Mahoney, Kevin <k.mahoney@minuteman.org>
Sent: Friday, March 11, 2016 11:37 AM
To: Acton Steve Ledoux; Adam Chapdelaine; Kale, David; Don Lowe; Selina Shaw; Tim Goddard; Christopher Whelan; Tony Logalbo; David Ramsay; Ryan McNutt; Carl Valente; Rob Addelson; Timothy Higgins; Kate Fitzpatrick; Bill Wrigley; SudburyTM; Balmer, Nan; VanderClock, Donna
Cc: Bouquillon, Ed; Resendes, Michelle; 'Needham, Jeffrey Stulin'; Rozan, Elizabeth
Subject: Minuteman RVTSD - FY17 Assessments REVISED
Attachments: FY17 Assessments -V6.3 - 3.15.16.pdf; FY17 Assessments-V6.3 Debt-Capital Allocation.pdf

Good morning,

We have been informed by DESE that the Commissioner is expected to approve the revised regional agreement either today or Monday. We have also been told that, upon approval by the Commissioner, the FY17 assessments must be calculated under the new formula in the revised agreement, which will change the previous assessment estimates provided earlier.

In anticipation of this, attached please find the FY17 assessments calculated using the revised regional agreement formula. The School Committee will vote to certify these assessments at their meeting on March 15th, and the district will mail assessment certification letters next week.

Please feel free to contact me if you have questions on this information.

Thank you.

Regards,

Kevin

Kevin F. Mahoney
Assistant Superintendent of Finance

Minuteman High School
758 Marrett Road, Lexington, MA 02421
T 781.861.6500 x7220
F 781.863.1747
www.minuteman.org

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Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3000
TTY: N.E.T. Relay 1-800-439-2370

Mitchell D. Chester, Ed.D.
Commissioner

March 11, 2016

Edward A. Bouquillon, Superintendent
Minuteman Regional Vocational-Technical School District
758 Marrett Road
Lexington, MA 02421-7313

Dear Superintendent Bouquillon:

The Department of Elementary and Secondary Education has received the district's amended agreement and copies of the votes of the member towns of the Minuteman Regional Vocational-Technical School District, certifying that they have approved the amendment to the regional school district agreement. The amendment provides comprehensive changes and updates to the language of your agreement. The amendment further allows for the withdrawal of the Towns of Carlisle, Sudbury, Wayland, Lincoln, Boxborough and Weston. The above-named towns, through separate votes, have approved their withdrawal from the Minuteman Regional School District, effective July 1, 2017.

We have found this amended agreement to be in compliance with applicable law and regulation. I, therefore, approve this most recent amendment to the Minuteman Regional Vocational-Technical School District Agreement. The amended agreement will be effective upon my approval. As noted, the effective date of the withdrawal of the above-named towns will be July 1, 2017 in accordance with the town votes and 603 CMR 41.03.

My best wishes for continued success in all your future endeavors.

Sincerely,

A handwritten signature in black ink, appearing to read "Mitchell D. Chester".

Mitchell D. Chester, Ed.D.
Commissioner of Elementary and Secondary Education

c: Debra Comfort
Christine M. Lynch

**Minuteman Regional High School
Capital Assessment Model
Revised Agreement
New School Building Project**

CONTINUING DEBT OBLIGATIONS				59% ENROLLMENT - 34% CHAPTER 70 COMBINED EFFORT - 1% EACH MEMBER CAPITAL BASE CONTRIBUTION											
				Enrollment Basis				Chapter 70 - Combined Effort Basis			Capital Base Contribution Basis				
Projected Enrollment for Current Method Debt/Capital Assessment	Enrollment Method Debt/Capital Assessment Share	ESCO Lease Current Method \$596,333	Enrollment Debt/Capital Assessment	Debt/Capital Assessment Share	Enrollment - 4 year rolling Average	Per Pupil Cost 4 Yr. Rolling Ave.	Combined Effort Capital Assessment Share	Chapter 70 - Combined Effort	Per Pupil Cost - 4 Yr. Rolling Ave.	Capital Base Contribution	Per Pupil Cost - 4 Yr. Rolling Ave.	Capital Assessment Revised Estimate	Total Capital Assessment Revised Assessment		
Acton	44.3	8.65%	\$43,935	38.6	9.65%	\$186,040	\$4,844	6.35%	\$98,492	\$2,552	\$38,748	\$1,004	\$324,179	\$388,113	
Arlington	155.1	30.37%	\$153,771	137.2	34.30%	\$684,585	\$4,844	36.06%	\$558,861	\$4,074	\$38,748	\$282	\$1,262,192	\$1,415,962	
Belmont	38.5	7.54%	\$38,164	33.3	8.32%	\$161,227	\$4,844	8.68%	\$134,486	\$4,041	\$38,748	\$1,164	\$334,459	\$372,613	
Bolton	11.7	2.28%	\$11,562	10.4	2.59%	\$50,215	\$4,844	1.90%	\$29,482	\$2,844	\$38,748	\$3,738	\$118,443	\$130,005	
Bourne	0.0	0.00%	\$0	0.0	0.00%	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	\$0	\$4,956	
Carroll	0.0	0.00%	\$0	0.0	0.00%	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	\$0	\$4,956	
Concord	28.8	5.25%	\$28,592	22.4	5.61%	\$108,591	\$4,844	8.00%	\$137,892	\$6,151	\$38,748	\$1,728	\$285,229	\$311,821	
Dover	1.2	0.23%	\$1,159	1.3	0.33%	\$6,354	\$4,844	1.18%	\$18,323	\$13,970	\$38,748	\$29,541	\$83,423	\$64,578	
Lancaster	46.7	9.13%	\$46,247	42.2	10.56%	\$204,492	\$4,844	6.31%	\$97,864	\$2,318	\$38,748	\$918	\$341,102	\$387,349	
Lexington	82.2	16.10%	\$81,510	69.6	17.40%	\$337,118	\$4,844	18.69%	\$289,872	\$4,162	\$38,748	\$557	\$665,537	\$747,048	
Needham	32.7	6.39%	\$32,373	28.7	7.18%	\$139,148	\$4,844	8.67%	\$134,304	\$4,676	\$38,748	\$1,348	\$312,108	\$344,571	
Stow	18.7	3.65%	\$18,499	16.2	4.06%	\$78,648	\$4,844	3.28%	\$50,479	\$3,109	\$38,748	\$2,387	\$167,874	\$186,372	
Ware	0.0	0.00%	\$0	0.0	0.00%	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	\$0	\$21,807	
Wareham	0.0	0.00%	\$0	0.0	0.00%	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	\$0	\$4,956	
Wilton	0.0	0.00%	\$0	0.0	0.00%	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	\$0	\$4,956	
Total	510.8	100.00%	\$506,333	399.9	100.00%	\$1,937,318		100.00%	\$1,549,554		\$387,464		\$1,874,635	\$4,380,968	

Capital Allocation				Capital Fee Calculation			
Debt Service - Yr. 1	Enrollment	Combined Effort	Capital Base Con.	Enrollment Capacity	Projected In-District Enrollment	Debt & Capital - Per Pupil Cost	Out-of-District Debt Allocation
Old Formula:				628	-458	8,483	
ESCO Debt	\$506,333						
New Formula:							178
Bldg. project							8,483
Debt Service Yr 1	\$5,315,000	\$2,657,500	\$2,126,000	\$531,500			1,448,365
OOD Capital Fee	(\$1,440,365)	(\$720,183)	(\$576,146)	(\$144,037)			
Debt Service Yr. 1	\$3,874,635	\$1,937,318	\$1,549,854	\$387,464			
Total Net Debt	\$4,380,968						

Calculation Factor - Capital Base Contribution				Calculation Factor - Ch. 70 Combined Effort Capital Allocation			
1.00% (col. N)				1.00%			
Per Community				Per Community			
* ESCO Project outstanding Debt Service calculated based on enrollment only (with 5 student minimum)				Project based on a 30 year pay back, 44.75% reimbursement on eligible cost			
Average coupon yield on 3 Bond issues to range from 3.81% to 3.93%				Estimated reimbursement on total project cost - 30.46%			
Combined Effort based on FY17 Preliminary Ch. 70 data (1/27/18)				Combined Effort based on FY17 Preliminary Ch. 70 data (1/27/18)			

Enrollment - Based on 4 year Rolling Average								Calculation Factor - Ch. 70 Combined Effort Capital Allocation							
Projected Enrollment Count as of October 2018	Projected Enrollment Count as of October 2017	Projected Enrollment Count as of October 2016	Enrollment Count as of October 2015	Total Enrollment Based on 4 Year Rolling Average	Total Enrollment Based on 4 Year Rolling Average	Percent of Enrollment	Enrollment 4 year Rolling Average	FY17 Total Foundation Enrollment	MM Enrollment + Community Foundation Enrollment	FY17 Total Combined Effort Yield	TOTAL - Combined Effort Yield @ Minuteman	Combined Effort Capital Assessment Share			
Acton	44.3	41.0	38.0	31.0	38.6	38.6	9.65%	Acton	38.6	4,691	0.82%	34,001,035	278,712	6.35%	
Arlington	155.1	143.6	133.0	117.0	137.2	137.2	34.30%	Arlington	137.2	5,522	2.48%	63,681,802	1,587,128	36.06%	
Belmont	38.5	35.6	33.0	26.0	33.3	33.3	8.32%	Belmont	33.3	4,283	0.78%	49,148,749	381,930	8.68%	
Bolton	11.7	10.8	10.0	9.0	10.4	10.4	2.59%	Bolton	10.4	1,039	1.00%	8,392,213	83,728	1.90%	
Concord	28.8	24.8	23.0	15.0	22.4	22.4	5.61%	Concord	22.4	3,016	0.74%	52,687,145	391,604	8.90%	
Dover	1.2	1.1	1.0	2.0	1.3	1.3	0.33%	Dover	1.3	672	0.20%	26,660,202	52,035	1.18%	
Lancaster	46.7	43.2	40.0	39.0	42.2	42.2	10.56%	Lancaster	42.2	1,043	4.05%	6,866,877	277,927	6.31%	
Lexington	82.2	78.1	70.5	49.5	69.6	69.6	17.40%	Lexington	69.6	7,024	0.99%	83,030,076	822,650	18.69%	
Needham	32.7	30.2	28.0	24.0	28.7	28.7	7.18%	Needham	28.7	5,443	0.53%	72,273,279	381,414	8.67%	
Stow	18.7	17.3	16.0	13.0	16.2	16.2	4.06%	Stow	16.2	1,285	1.26%	11,346,359	143,358	3.26%	
Total	467.8	423.9	382.5	325.5	399.9	399.9	100.00%	Total	399.9	34,018	12.95%	408,287,737	4,401,487	100.00%	

Minuteman Regional High School
 Projected FY20 Revenue Plan and Assessments
 New School Building Project

Revenue Plan	FY20 PROJECTED	REVISED AGREEMENT	Min. Req. Contribution	Transportation	Other Operating Assessment	Debt/Capital	Total Assessments
Non-Assessment Revenue		Acton	583,156	92,042	296,423	368,113	1,339,734
Chapter 70 State Aid	2,518,090	Arlington	2,073,156	327,216	1,053,802	1,415,962	4,870,136
Transportation Reimbursement	635,907	Belmont	502,945	79,382	255,651	372,613	1,210,591
Non-Member Tuition	3,384,228	Bolton	156,643	24,724	79,623	130,005	390,995
Non-Member Capital Fee	1,440,365	Boxborough	-	-	-	4,956	4,956
E & D Contribution	100,000	Carlisle	-	-	-	4,956	4,956
Total - Non-Assessment Revenue	8,078,590	Concord	338,746	53,466	172,187	311,821	876,220
		Dover	19,820	3,128	10,075	64,579	97,602
Assessment Revenue		Lancaster	637,907	100,684	324,253	387,349	1,450,192
Minimum Required Contribution	6,043,416	Lexington	1,051,635	165,984	534,554	747,048	2,499,221
Transportation	953,860	Lincoln	-	-	-	8,921	8,921
Debt	4,380,968	Needham	434,068	68,511	220,640	344,571	1,067,790
Assessments over Minimum Contribution	3,071,917	Stow	245,340	38,723	124,708	186,372	595,144
Total = Assessment Revenue	14,450,161	Sudbury	-	-	-	21,807	21,807
		Wayland	-	-	-	4,956	4,956
		Weston	-	-	-	6,939	6,939
Total Budget	22,528,751	Total	6,043,416	953,860	3,071,917	4,380,968	14,450,161
Assumptions:		Tax Rate Impact - New School Building Project					
Debt Service effective FY20			2014 Census				
Projected Enrollment		Member	Median	Projected	Residential	Estimated	Estimated
(8% annual increase District enrollment - 10/1/17 & 10/1/18)		Town	Home	Debt	Tax	Tax Impact	Tax Impact
In-District	458		Value	Assessment	Impact	Per Med. House	Per \$100,000
Out-of-District	170	Acton	502,000	324,179	\$0.0804	\$40.34	\$8.04
	628	Arlington	507,200	1,262,192	\$0.1483	\$75.19	\$14.83
Inflation Rate - 2% Annually (FY18 to FY20)		Belmont	656,000	334,459	\$0.0507	\$33.25	\$5.07
For Foundation Budget, Transportation & Operating Assessment		Bolton	470,800	118,443	\$0.1267	\$59.66	\$12.67
Transportation Reimbursement = 60%		Concord	688,300	285,229	\$0.0488	\$33.61	\$4.88
		Dover	945,100	63,423	\$0.0268	\$25.33	\$2.68
<i>This model uses the formulas as required in the Revised Agreement and valid within the assumptions as disclosed.</i>		Lancaster	288,400	341,102	\$0.4055	\$116.93	\$40.55
<i>This is prepared in response to requested information by member towns and the assumptions used must be considered when analyzing projected future costs to each member town.</i>		Lexington	710,600	665,537	\$0.0518	\$36.84	\$5.18
<i>Five year model used to align with expected enrollment and debt planning. Subject to change as required.</i>		Needham	668,900	312,198	\$0.0262	\$17.50	\$2.62
		Stow	444,700	167,874	\$0.1400	\$62.24	\$14.00
		Total - Debt		3,874,635			

DiNapoli, MaryAnn

From: Balmer, Nan
Sent: Friday, March 11, 2016 3:29 PM
To: Karlson, Cherry; Antes, Mary; Joe Nolan (jnolan@citypointpartners.com); Anderson, Lea; DiNapoli, MaryAnn; Senchyshyn, John
Subject: Fwd: Dates for Special Town Meeting
Attachments: mime-attachment; ATT00001.htm

Correspondence

Sent from my iPhone

Begin forwarded message:

From: "Klein, Beth" <bklein@wayland.ma.us>
Date: March 11, 2016 at 12:10:10 PM EST
To: Selectmen <Selectmen@wayland.ma.us>, "Berry, Dennis" <Dennisj.berry@gmail.com>
Cc: "Balmer, Nan" <nbalmer@wayland.ma.us>, "DiNapoli, MaryAnn" <MDiNapoli@wayland.ma.us>
Subject: Dates for Special Town Meeting

Selectmen,

At your request I gave Nan the dates that I felt would have the least impact on this office's ability to oversee both a state election and a presidential election only 60 days apart. Those dates in order of preference are the weeks of November 28th, November 21st and September 19th. I will not be available any time from September 23 until after the presidential election. I have spoken with both the School and the Moderator who both stated that at this time they do not have any conflicts with the week of November 28th.

I understand that it has been difficult to find a date for STM that works for all stakeholders. At the last BOS meeting, the week right after the election (November 14 -18th) was raised but there concern that it would conflict with a school program. According to Diane Marobella, the senior musical starts on the Thursday the 17th, the 18th and 19th, and is in the High School auditorium and not the Field House. That leaves the 14th, 15th and the 16th available for STM. I would be available those dates as well as weekends, as long as it is after the November election. I hope that one of these dates will work and I also appreciate the Selectmen acknowledging the need that this office has for extra support during the election.

I am also available to discuss with the Board how Early Voting will impact the Town and this office. I have attached a copy of the draft regulations which I received yesterday from the State.
Thank you,

Beth R. Klein
Town Clerk
Town of Wayland
41 Cochituate Road,
Wayland, MA 01778
508-358-3631



MINUTEMAN
A REVOLUTION IN LEARNING

March 16, 2016

Cherry Karlson, Chair, Board of Selectmen
Town of Wayland
41 Cochituate Rd.
Wayland, MA 01778

Dear Chair Karlson:

As indicated below, I am writing to inform the Boards of Selectmen of all of the member towns of the Minuteman Regional Vocational School District (hereinafter "the District") that the Minuteman Regional School Committee, at a meeting held on March 15, 2016, took the following vote pursuant to the agreement establishing the Minuteman Regional Vocational Technical School District and the provisions of Section 16(d) of Chapter 71 of the General Laws:

VOTE: That the Minuteman Regional Vocational Technical School District (the "District") hereby appropriates the amount of \$144,922,478 for the purpose of paying costs of designing, constructing and originally equipping a new district school, to be located at 758 Marrett Road, Lexington, Massachusetts, and for the payment of all other costs incidental and related thereto (the "Project"), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee. To meet this appropriation, the District is authorized to borrow said amount, under and pursuant to Chapter 71, Section 16(d) of the General Laws, and the District Agreement, as amended, or pursuant to any other enabling authority. The District acknowledges that the MSBA's 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 and its member municipalities; provided further that any grant that the District may receive from the MSBA shall not exceed the lesser of (i) forty four and three quarters percent (44.75%) of eligible, approved Project costs, as determined by the MSBA, or (ii) 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.

FURTHER VOTED: That within seven (7) days from the date on which this vote is adopted, the Secretary be and hereby is instructed to notify the Boards of Selectmen of each member town of the District as to the amount and general purposes of the debt herein authorized, as required by the District Agreement and by Chapter 71, Section 16(d) of the General Laws. The secretary is further instructed to send the draft warrant article language to the 16 Boards of Selectmen.

Please be advised that member towns **need not take any further action regarding the School Committee vote.** Your Board may choose to simply accept the School's Committee's decision to incur debt for this project. However, your Board may choose to bring this issue to Town Meeting if you believe your town may wish to indicate its **disapproval** of the School Committee's decision. If no member town votes its disapproval within 60 days of the School Committee vote, the debt will be deemed approved. No further votes in favor of the decision to incur the debt are actually required under the terms of Section 16(d) of M.G.L Chapter 71. The School Committee vote is binding on the District, unless at least one member town votes to disapprove within

60 days. We recognize that most Boards will choose to hear from Town Meeting. In the event you exercise this option, we have prepared a draft motion that we hope will be helpful to you.

Please contact Superintendent Ed Bouquillon at e.bouquillon@minuteman.org or ext. 7301, should you have any procedural questions or need further information.

Sincerely,

A handwritten signature in blue ink that reads "David C. Horton". The signature is written in a cursive style.

David C. Horton, Secretary
Minuteman District School Committee

cc: Nan Balmer, Town Administrator
Attachment: Suggested Article and Motion

Minuteman Regional Vocational School District
Suggested Forms of Article and Motion for Debt Issue Approval

Article: To see if the Town will approve the amount of \$144,922,478 for the purpose of paying costs of designing, constructing and originally equipping a new district school, to be located at 758 Marrett Road, Lexington, Massachusetts, and for the payment of all other costs incidental and related thereto (the "Project"), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee. To meet this appropriation, the District is authorized to borrow said amount, under and pursuant to Chapter 71, Section 16(d) of the General Laws, and the District Agreement, as amended, or pursuant to any other enabling authority. The District acknowledges that the MSBA's 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 and its member municipalities; provided further that any grant that the District may receive from the MSBA shall not exceed the lesser of (i) forty four and three quarters percent (44.75%) of eligible, approved Project costs, as determined by the MSBA, or (ii) 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.

Motion: That the Town hereby approves the \$144,922,478 for the purpose of paying costs of designing, constructing and originally equipping a new district school, to be located at 758 Marrett Road, Lexington, Massachusetts, and for the payment of all other costs incidental and related thereto (the "Project"), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee. To meet this appropriation, the District is authorized to borrow said amount, under and pursuant to Chapter 71, Section 16(d) of the General Laws, and the District Agreement, as amended, or pursuant to any other enabling authority. The District acknowledges that the MSBA's 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 and its member municipalities; provided further that any grant that the District may receive from the MSBA shall not exceed the lesser of (i) forty four and three quarters percent (44.75%) of eligible, approved Project costs, as determined by the MSBA, or (ii) 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.

5

Balmer, Nan

From: fred knight <fred.knightway@gmail.com>
Sent: Wednesday, March 16, 2016 8:07 AM
To: Sam Potter; Rick Greene; Capasso, Jane
Cc: Selectmen; Karlson, Cherry; Balmer, Nan; Nolan, Joseph F.
Subject: Proposed agenda for 30 Mar 2016 WWMDC mtg
Attachments: 2016-03-30-WWMDCAgenda.docx; 2016-03-30-WWMDCAgenda.pdf

All,

Attached is the proposed agenda for our meeting on 30 Mar 2016. The purpose of this meeting is to discuss topics---one more time---that might be important to Town Meeting.

Since you have all indicated that you can attend (thanks!), Jane will post this.

Under item 4, please see MY perspective on Title V design flow for the Town Building and Public Safety Building. Please note that Nan Balmer has indicated that she will write something on the procedure for acting on new building permits.

Per Nan's request, this meeting will only be for the WWMDC.

Thanks,
Fred

--
Fred Knight, fred@knightway.org, [508 358 0834](tel:5083580834)

TOWN OF WAYLAND - TOWN CLERK'S OFFICE

NOTICE OF MEETINGS OF TOWN BOARDS/COMMITTEES/COMMISSIONS

Posted in accordance with the provisions of the Open Meeting Law

NAME OF BOARD/COMM: Wayland Wastewater Management District Commission

FILED By: Jane Capasso

DATE OF MEETING: Monday, 30 March 2016

TIME OF MEETING: 7:30 PM

PLACE OF MEETING: Wayland Town Building

PROPOSED AGENDA

Note: Items may not be discussed in the order listed or at the specific time. Times are approximate.

- 7:30 1. Call to order
- 7:31 2. Public comment
- 7:35 3. Introduction to five topics of interest to discuss. See notes below.
- 7:45 4. Rationale for Title V design flows at Town Building and Public Safety Building
- 8:00 5. Status of aggregate Title V design flow for Town Center
- 8:15 6. Comparison of 2004 and 2016 Proposals to connect the Library to the WWMD
- 8:30 7. Method on issuing future building permits should include wastewater considerations
- 8:45 8. What if...? Robustness of WWMD against hypothetical changes in Title V design flows for WWMD users.
- 9:00 9. Update on accounting of betterment funds
- 9:15 10. Topics not reasonably anticipated by chair 48 hours in advance of the meeting, if any.
- 9:20 11. Calendar: upcoming meetings and events, including hearings.
- 9:21 12. Public Comment
- 9:30 13. Adjourn

Notes for WWMD meeting

4. Rationale for Title V design flows at Town Building and Public Safety Building

Some consideration has been given to whether the Town Building and Public Safety Building are assigned reasonable Title V design flows, resulting in two opinions: keep the allocations as they are to not open up a call by other WWMD users for review of their allocations or reduce the allocations because of less-than-50% water use. I argue here that the allocations are in line with other entities in the WWMD and should remain as is. Inherent in this opinion is that these buildings are essentially office buildings and, with modifications for under-utilized areas, should be treated as such.

Here is the argument for the Town Building. Per the town's GIS web site, the area of the Town Building is 57,000 sqft. The portion that is offices is all but the gym (8000 sqft) and the large hearing room (7000 sqft). Thus, applying the Title V rule of 75 gpd/1000sqft for an office building, I estimate a Title V design flow of $(57000-8000-7000)/1000*75 = 3150$ gpd. This is actually a bit larger than the 3000 gpd currently assigned, but essentially the same.

Now, if we were going to use the alternative (cf., 310 CMR 15.203(6)) of 200% water usage, the Title V design flow would be $981 \text{ gpd} * 200\% = 1962 \text{ gpd}$. However, this method is not justified if the building falls under a stated category, namely an office building. Retaining the 3000 gpd design flow, the water usage is 33% of Title V design flow. In fact, this ratio is about the same as the aggregate of all WWMD users, namely 27,490 gpd water use in FY2016/Q2 for 72,828 gpd aggregate Title V design flow or 38%. In other words, it appears that many users' water use is below 50% of Title V design flow—with an average of 38%. Hence, not only is treating the Town Building under the catch-all rule not justified, but the actual water use is similar to the average user in the WWMD.

Likewise for the Public Safety Building, the GIS-specified area is 24,700 sqft. I estimate the portion that is not offices to be the garage (~5000 sqft) and jail cells (~1000 sqft). Thus, applying the Title V rule of 75 gpd/1000sqft for an office building, I estimate a Title V design flow of $(24700 - 5000 - 1000) / 1000 * 75 = 1403 \text{ gpd}$. This is actually a bit larger than the 1100 gpd currently assigned. As with the Town Building, treating the building under the catch-all rule is not justified.

Overall use by WWMD condo owners is relevant. There are over 70 2-bedroom condos in the WWMD. Each is assigned 220 gpd of Title V design flow, but there is a wide range of water usage, from 25 to 288 gpd or 27% to 131% of Title V design flow. So there is, indeed, a wide range of water use. However, taken in aggregate, all the condos have a 31% average water use as a fraction of Title V design flow. In words, it appears that the catch-all rule is quite conservative. If it weren't, then I would expect the average water use to 50% of Title V design flow—but it's 31%, on the average.

In summary, the Town Building and Public Safety Building should be treated as office buildings, as long as the non-office areas are subtracted. I have shown here that doing this results in Title V design flows above what is now in place, and there is not a justification in lowering them.

One more note. This is the opinion of the WWMD chair, alone. The WWMD will discuss this on 30 Mar 2016.

5. Status of aggregate Title V design flow for Town Center

TBD after consultation with the Town Administrator.

6. Comparison of 2004 and 2016 Proposals to connect the Library to the WWMD

It turns out that the WWMD in 2004 earmarked 500 gpd for the Library, but the Library was never connected, due a variety of circumstances (e.g. operational on-site septic system, 2010 flood, lag in capital funding). The only thing that was done in 2004 was to run a connection stub under the Rts 27/126 roadway. As is the case for the 2016 ATM, a privilege fee or PILOB is requested by the WWMD. Here is a tabular comparison of the 2004 proposal between the Library and the WWMD and Article Z in 2016

Date	2004	2016
Proposal	WWMD to Library with partial funding at 2004 ATM	Library Trustees to Town in Article Z for 2016 ATM
User	existing Library at 5 Concord Road	existing and expanded Library at 5 Concord Road
Design Flow	500 gpd	820 gpd
Primary cost basis	Privilege Fee based on original betterment for WWMD users (circa 1999)	Payment in Lieu of Betterment (PILOB), equivalent to Selectmen's payment for other Town Design Flows at Town Building, Public Safety Building, and Municipal Pad

Cost	\$25,181	\$53,490
Cost in \$/gpd	\$50	\$65
Associated costs	\$11,950 for piping under Rt126/27 ~\$10,000 plumbing in Library	FY2017 operating cost, ~\$2000, assume no flow until after FY2017, assume use of on-site leaching field in FY2017
Total Initial Cost	\$11,950 for piping under Rt126/27 in Article 14 of 2004 ATM; remainder (~\$38,000) not implemented	\$56,000 for 2016 ATM Article
On-going costs	Based on current operating expenses for being part of the WWMD	In FY2018 and beyond, based on current operating costs of WWMD users

7. Method on issuing future building permits should include wastewater considerations

To be provided by the Town Administrator

8. What if...? Robustness of WWMD against hypothetical changes in Title V design flows for WWMD users

The following shows that there is a **Hefty Margin** for WWMD Discharge to Sudbury River, even if hypothetical (read: unlikely) changes occur.

As a follow-up to our discussion at the 9 Mar 2016 WWMD meeting, I thought I would estimate some extraordinary and hypothetical increases in flow to the WWMD to illustrate the current hefty margin for WWMD discharge to Sudbury River relative to DEP ACO, which allows 41,600 gpd in a 3-month average, and NPDES permit, which allows 52,000 gpd in an annual average.

As an example, let's consider the conversion of the Town Building into condos. Here, I assumed the building of 57,000 sq ft, less the gym at 8000 sqft, less the large hearing room at 7000 sqft, converted to 1000-sqft condos. Numerically, we have:

```

+57000 sqft = building area per gis web site
- 8000 sqft for gym
- 7000 sqft for large hearing room
-----
42000 sqft
Assume 42 condos @ 1000 sqft
          220 gpd Title V design flow, est. 110 gpd actual flow
-----
4620 gpd increase actual flow to WWTF, 42 * 110 gpd
2000 gpd = all other connections, incl. Town office new bldg
24000 gpd = current flow
-----
30620 gpd = total flow
41600 gpd = threshold to trigger TB leaching field

```

So, the Town Building converted to condos would add an estimated 4620 gpd of actual flow, but the aggregate flow is not even 73% of the DEP threshold. The town offices would be relocated I assume and also connected. To emphasize, the increment in wastewater usage if the Town Building were to be converted to condos still leaves the total flow significantly below the DEP's ACO threshold.

I tried to hypothesize other additions, namely double the restaurants at the Town Center (which triggers the TC owner to build a leaching field) , connect all other users, and add an expanded library.

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-----
40095 gpd = total estimated flow
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In summary, I cannot fathom a scenario when we would trigger either the DEP's threshold for building an additional leaching field at the TB, or get close to the NPDES permitted value or the ultimate capability of the WWTF.

I would be happy to calculate increases for other scenarios.

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WAYLAND POLICE DEPARTMENT

WAYLAND, MASSACHUSETTS 01778



ROBERT IRVING
CHIEF OF POLICE

Monthly Update

February 2016

RECEIVED

MAR - 7 2016

Board of Selectmen
Town of Wayland

On Tuesday, February 2nd, 2016, at approximately 10:00a.m., the Wayland Middle School received a call stating that there was a bomb at the school. Wayland Police and Fire Departments immediately responded to the school. A brief "shelter in place" of the school was conducted, followed by a thorough search by police officers, firefighters and school officials. The Massachusetts State Police K-9 Unit and the Explosion Investigation Unit also participated in the search and investigation. Nothing was found and the school was deemed to be safe.

Members of the school staff and school administration officials were present during the shelter in place and subsequent school search. The cooperation of the staff and the students helped make this disruption to the school day as minimal as possible. This threat was similar to others received by schools across the state in the past month.

On Thursday, February 11th, Officer Sean Fitzgerald, while on patrol, observed an elderly man struggling near his vehicle in the driveway of a Caulfield Road home. Officer Fitzgerald recognized that the man was in distress and immediately came to his aid. It turns out that the man had fallen while exiting his garage and had sustained serious injuries, including broken bones. When he could not get back into his home, the man dragged himself approximately 30 feet to his car where he had hoped the sound of his horn would attract attention. The man was unable to get into his car.

Officer Fitzgerald provided immediate first aid and summoned the fire department. A fire department ambulance responded and treated the man for serious injuries and exposure to the cold. He was transported to Metrowest Natick Hospital and has since been released. The temperature on the night of February 11th was in the single digits. Paramedics stated that the man had been very close to losing consciousness. Due to the extreme cold temperatures he may not have survived had he not been spotted by Officer Fitzgerald.

On February 23rd, Wayland Police Sergeant Jennifer Ordway was injured when she was dragged by a vehicle. The incident occurred while Ordway was working a road construction detail on Route # 30 in Wayland.

The police investigation has revealed that Sgt. Ordway was speaking with an individual through the open passenger window of his car. The operator proceeded forward causing Sgt. Ordway to be dragged between 5 and 15 feet before the vehicle was signaled to a stop by a second detail officer.

Sgt. Ordway was treated at the scene by Wayland Fire Department personnel and was transported to Metrowest Medical Center Natick by A.M.R. ambulance, with minor injuries. A Concord man was charged with Operating to Endanger and Failure to Stop for Police. He was released at the scene and will be summoned to Framingham District Court.

On Thursday, February 25, 2016, the Wayland Police Department conducted underage alcohol compliance checks of local establishments that sell/serve alcoholic beverages. Two underage individuals, aged 20, were sent into establishments with instructions to attempt to purchase alcohol without showing any identification.

Two of the fifteen establishments checked sold alcohol to the underage individual(s); The Coach Grill Restaurant, 55 Boston Post Road and Post Road Liquors, 44 Boston Post Road. These establishments will be referred to the Board of Selectmen for a hearing. The Coach Grill Restaurant also did not have their TIPS (Training for Intervention Procedures) roster on premises. Post Road Liquors is currently on probation for a similar violation that occurred there in November of 2014.

The Wayland Police Department regularly conducts both alcohol and tobacco compliance checks at local businesses in an effort to reduce the underage consumption of alcohol and tobacco products.

Also during the month officers made two arrests for Operating a Motor Vehicle Under the Influence of Alcohol. Both arrests came as a result of traffic crashes on local roads. Also, there were two arrests for Operating After Suspension and two arrests for Default Warrants.



Robert Irving
Chief of Police

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

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

In-Service

MPTC
Reading Academy

Ed Walsh
Sean Fitzgerald
Sean Gibbons

February 1-4, 2016
February 22-24, 2016
February 22-24, 2016

In-Service

MPTC
Boylston Academy

Chris Hanlon

February 1-4, 2016

Detective Seminar (4 days)

Patrick Rogers- Law Offices
Foxboro Police Department

Chris Cohen
Tyler Castagno

February 3,4,10 & 11, 2016

Wayland Police Department Detective Division Report for February 2016

INVESTIGATIONS

Bomb Threat – Wayland Middle School
OUI Accident Investigation – Boston Post Road
Residential Break & Entering – Russell Road
Residential Break & Entering – Morrill Drive
Underage Alcohol Investigation – Grace Road

MEETINGS/TRAININGS

Detective Clinic – Foxborough
School Resource Officers Meeting – Wayland PD
Waycares
Wayland Youth and Family Services

MISCELLANEOUS

Warrant Arrests (Felony)
Alcohol Compliance Checks
Framingham District Court – MV/Criminal Hearings
Council on Aging – COA Café
Traffic counts on Stonebridge Road
Truck complaints West Plain Street
Elder Issues with two families
10 Renewal LTC's
12 New LTC's



WAYLAND POLICE DEPARTMENT

WAYLAND, MASSACHUSETTS 01778



Memorandum

ROBERT IRVING
CHIEF OF POLICE

2/17/2016

To: Officer Sean Fitzgerald

From: Robert Irving, Chief of Police

Subject: Commendation – Incident Number 201600001799

On February 11th, at 6:06 P.M., while on patrol, you observed an elderly man struggling near his vehicle in the driveway of a Caulfield Road home. You immediately recognized that the man was in distress and came to his aid. It turns out that the man had fallen while exiting his garage and sustained serious injuries, including broken bones. When he could not get back into his home, the man dragged himself approximately 30 feet to his car in an effort to beep the horn to attract attention.

You provided immediate first aid and summoned the fire department. A fire department ambulance responded and treated the man for his serious injury and exposure to the cold. He was transported to Metrowest Natick Hospital where he is recovering.

The temperature was in the single digits with a wind chill factor of about 20 degrees below zero. Paramedics stated that the man had been very close to losing consciousness. Due to the extreme cold temperatures he may not have survived had you not spotted him and come to his aid.

Your actions on this night are commendable and reflect highly upon yourself and on the Wayland Police Department as a whole. Congratulations on a job well done.

cc: Personnel File
Lt. Pat Swanick
Ms. Nan Balmer, Town Administrator
Board of Selectmen

Irving, Robert

From: Houghton, David
Sent: Friday, February 12, 2016 10:44 AM
To: Irving, Robert
Subject: Officer Fitzgerald

This morning I received a call from the IC of a medical emergency call we had last evening around 1800 hours. According to the information I received the patient was a 92 year old male resident who had fallen while opening his garage door and suffered a severe injury. The resident dragged himself about 30 feet to his car and leaned in and was honking his horn. Officer Fitzgerald while on patrol saw the struggling resident and called for EMS. Last evening temperatures, with the wind, was in the low single digits and the paramedics stated that the patient was very close to going unconscious and with the temperatures that low may have not survived. The resident was treated on scene for his serious injury and for the exposure to the cold and transported.

It is without question that if Officer Fitzgerald had not been observant and seen the resident, and the fact that we received no phone calls about the horn being sounded, the resident may not of been able to be survive this injuries or the cold temperatures

Based on the conversation I had with the IC this morning I am hopeful that we can recognize Officer Fitzgerald for what may be called "saving a life".

Due to HIPPA regulations I am not able to give any further details on the resident or his injuries but I think the facts alone are enough for this recognition. If you have any questions please let me know.

David

David G. Houghton, Chief
Wayland Fire Department
38 Cochituate Road
Wayland, MA. 01778

dhoughton@wayland.ma.us
Office: 508-358-6910
Dispatch: 508-358-4747
Fax: 508-358-6920


Please be advised that the Massachusetts Secretary of State considers e-mail to be a public record, and therefore subject to public access under the Massachusetts Public Records Law, M.G.L. c. 66 § 10.

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boundless respect for our police departments and the selfless work you do, day in + day out.

Thank you for helping to keep us safe.

Boots Heftner
(23-year-resident of Wayland!)

FITZGERALD
PERSONNEL FILE


Dear Officer Fitzgerald, 2-16-16

I recently read the article about your rescue of the gentleman who fell on the ice. There is no doubt that you saved his life.

In these difficult times, I just wanted to let you know that many of us have



Fitzgerald
Patterson Fee

2/15/16

Dear Officer Fitzgerald,

Thank you so much for your help in locating our son, Alex, on Feb 11. It was a truly terrifying experience for us. We deeply appreciate your efforts, as well as those of your colleagues, that night. You will be in our prayers.

Sincerely,
Rosemary & Mark Bell



WAYLAND POLICE DEPARTMENT

WAYLAND, MASSACHUSETTS 01778



ROBERT IRVING
CHIEF OF POLICE

WAYLAND POLICE FACEBOOK PAGE

RE: FACEBOOK MESSAGE




RECEIVED: 02/25/16 4:15P.M.

FROM: Kiran Lang Milunsky

"Huge shout out to Officer Fitzpatrick today for going above and beyond to make a Newtonian's day stay on the side of the road while waiting for tire service in Wayland safe and manageable!!! Thank you Wayland Police!!! (now the DPW could improve on the service of those potholes). #homesafe"

Please accept the enclosed check as a donation from the Wayland Senior Club -

THANK YOU


WAYLAND SENIOR CITIZENS CLUB		02-04	288
10 CHITUATE RD.			
WAYLAND, MA 01778			53-7122/2113
		<u>Jan 23, 2016</u>	Date
to the	<u>Wayland Police Dept</u>		\$ 500.00
or of	<u>Five hundred</u>		Dollars 
 Middlesex Savings Bank WAYLAND, MA 01778		<u>Dorothy W. Lee</u>	
			

SUSAN S. HAGER

92 WOODRIDGE ROAD
WAYLAND, MA 01778

February 14, 2016

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

Dear Chief Irving,

After months of trying to get a refund owed to my business from a business in Ft. Lee, New Jersey, I walked into the Wayland police department and asked for help. Officer Fitzpatrick came out, listened and gave me clear instructions about what I needed to do. I felt better already, knowing basics. I went home and worked up all the information needed to file a police report.

Back I went, loaded with documentation. I have never been past the front window in a police station and wasn't feeling comfortable. Officer Hanlon took me into a quiet room and went through all my documentation, making suggestions and asking questions. He made me feel at ease and in good hands. At one point I mentioned that the room wasn't what I expected and he replied that the department wanted to make sure people would feel comfortable. He couldn't have been nicer. I left again feeling much, much better and optimistic that I would get help. When I got a copy of the report he filed, I couldn't believe it! He had listened and read every word, and distilled it into a coherent and concise narrative. The report was next to go to a Wayland Detective and ultimately to be filed with the Ft. Lee police department. I was thrilled because I knew it would be a very readable and effective report.

The detective assigned was Chris Cohen. We talked by phone and altho he couldn't be sure I'd get the result I wanted, he was very willing to push a little on my behalf. He coordinated with an officer in Ft. Lee and every step of the way--it was a multi-step process--he followed up with me, suggested things I should do, explained what would happen, coached me and was (forgive me, Detective Cohen) a total sweetheart. I got my refund!


I think it's important for you to know how grateful I am for the outcome, but more importantly how much I appreciated the professional, yet kind, treatment I had from all the officers I came in contact with, beginning with the dispatcher and ending with Detective Cohen. When I was told by Ft. Lee that I had to start the process with my local police department I was overjoyed because of your department's good reputation. My high expectations were far exceeded. In the big scheme of things, mine was a small problem but with a lot of help from your department it was solved.

Sincerely,



Susan Hager

PERSONNEL FILE
FITZPATRICK
HANLON
COHEN

NICE JOB!




STATEMENT OF THE FRATERNAL ORDER OF POLICE AND THE INTERNATIONAL ASSOCIATION OF CHIEFS OF POLICE ON USE OF FORCE STANDARDS

Our two organizations have long been dedicated to improving the profession of law enforcement and the practice of policing the United States' streets and neighborhoods. Our members serve the public because they have heard and answered the call of duty—a call that places the highest premium on the protection of human lives, even of those who seek to take the lives of others.

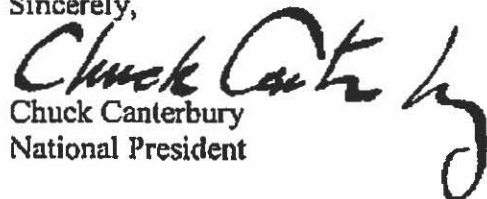
Improving the profession does not and should not mean that officers abandon the oath they took when they promised to protect citizens. We cannot reasonably expect law enforcement officers to walk away from potentially dangerous situations and individuals in the hope that those situations resolve themselves without further harm being done. Reasonable use of force in any given situation must be at the discretion of a fully sworn and trained officer. This is why we train our officers for so many different scenarios. One of the tools an officer relies on the most is his or her judgement. Officers are not just taught how to shoot or how to restrain a violent suspect—they are trained to use their best judgement to resolve any given situation and to do so with the safety of the public, the officer, and the suspect as their foremost objectives. Sound judgement, not their marksmanship or physical skills, is the reason our officers have the tools and authorities they possess.

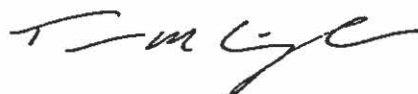
At a traffic stop, in the dark alley, or during a call of shots fired, we are relying on the judgement of that officer. These brave men and women are thoroughly trained to respond appropriately to a variety of different situations, especially those in which the just and lawful application of force is necessary. That is why both of our organizations reject any call to require law enforcement agencies to unilaterally, and haphazardly, establish use-of-force guidelines that exceed the “objectively reasonable” standard set forth by the U.S. Supreme Court nearly 30 years ago (*Graham v. Connor*). It is clear that we must continue to place our trust in the hands of the law enforcement practitioners who protect our streets and neighborhoods.

However, as part of our continuing efforts to further advance the profession, the FOP and the IACP will be convening a law enforcement leadership summit to examine use of force by law enforcement officers, discuss our differences with recent proposals, identify areas of consensus and, collectively, map out a path forward on use of force issues.

Our organizations are committed to improving our profession and look forward to working together to do so.

Sincerely,


Chuck Canterbury
National President



Terrence Cunningham
President
International Association of Chiefs of Police

BoS

RECEIVED

MAR 17 2016

Board of Selectmen
Town of Wayland

7

Wayland Board of Health
Director's Report
March 9, 2016

Septic work and building approvals- due to the mild weather for this time year we have continued to receive soil testing appointments and field work has also continued. We also continue to have had numerous meetings with residents to provide guidance for potential home renovations/septic projects.

PHN/Nurse Leader update- Ruth has continued to work with MDPH regarding the grant money that we have been trying to obtain for the battery backup that will service our vaccine refrigerator during power outages. Board members will be receiving correspondence via email tomorrow regarding the Board's involvement with the process for appointing a new physician for the schools. Ruth and I have also been working on MRC initiatives (trainings/certifications) with Cynthia Hill.

Town center flows-Department staff has continued to assist/attend meetings and spend a good amount of time with the Building Commissioner and the Town Administrator, initially to review the assigned flows associated with Town Center establishments, and now to go over questions that involve outreach to Dep officials. We are working on the edited checklist for change in use requests to track Health Department verification of the Title 5 flow. The form will go to WWMDC for their management/oversight of the aggregate wastewater flow for Town Center/the Wastewater treatment plant prior to submission to the Building Department. At some point the designed/permitted septic system for Town Center will/may need to be installed.

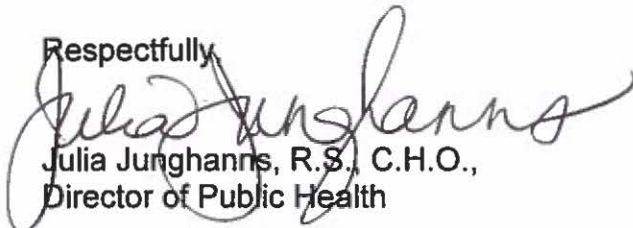
Dudley Pond Aquatic Management Program-we received a copy of the Notice of Intent which BoH may wish to review at a future BoH meeting.

Carport Solar Panels project at Middle School-Office staff has identified a letter from 2011 referencing a concern regarding excavation due to the proximity of the burn dump area at the Old DPW.

Vacant Buildings -I attended this meeting hosted by the Fire Chief with other key officials attending. The Health Department will be involved with investigating some of these vacant properties to determine if action is needed.

Department meetings-we are continuing to hold regular department meetings to plan for our Department Assistant being out for medical leave in early May as well as other projects/initiatives, process improvements and other items that need follow-up.

Respectfully,



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



TOWN OF WAYLAND
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BOARD OF APPEALS

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PIAK - O ZUID

Board of Selectmen
Town of Wayland

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

DECISION NO. 16-01

NAMES OF APPLICANT:

STEPHEN and SANDRA COY

APPLICATION FOR:

Any necessary approvals, special permits and/or variances as may be required to change, alter or extend a pre-existing, non-conforming structure to demolish existing family room and construct a new family room, porch and deck addition within required front yard under the Town of Wayland Zoning By-Law Chapter 198 Sections 201, 203, 401.1.2, 401.1.3, 702, and 801 Table of Dimensional Requirements (front yard). The property is located at 14 Hawthorne Road, which is in a SINGLE RESIDENCE DISTRICT and AQUIFER PROTECTION DISTRICT.

DATES OF HEARING:

February 9, 2016 and February 23, 2016

BOARD CONDUCTING HEARING AND RENDERING DECISION:

Aida Gennis, Eric Goldberg, Michael Connors, and Thomas White

DECISION:

Special Permit granted with conditions.

VOTE OF BOARD:

4-0 in favor.

CONDITIONS:

1. Construction must proceed in accordance with the plans and specifications submitted to the Board which are by Neprud & Associates LLC, 34 Pilgrim Path, Wayland, MA, dated 11/27/15 and consist of 5 pages: Existing First Floor Plan, Proposed Basement Floor Plan, Proposed First Floor Plan, Front and Rear Exterior Elevations, Right Side Exterior Elevation.

2. Construction must be in accordance with all applicable permits, and is subject to necessary approvals from other boards with jurisdiction over this project.

FACTS AND REASONS:

Applicants wish to construct a family room, front porch and rear deck to the existing single story house located at the corner of 14 Hawthorne Road and Birch Road. The lot is pre-existing, non-conforming with frontage on Hawthorne Road of 50 feet where 120 feet is required, with a side yard setback of 12 feet where 15 is required. The Applicants propose to remove an existing family room which is situated on the west side of the house by Birch Road and replace it with a larger room of 17 feet by 25 feet with it's length being parallel to Birch Road. It's proposed that a porch 6 feet by 19 feet be constructed on the front of the house and a 12 foot by 14 foot deck be constructed to the rear of the house. The proposed family room and front porch will be within the 55 foot center-line street setback requirement of Birch Road, but will not be any closer to Birch Road than the now existing family room. It was represented that the proposed construction will not impede an eventual construction of a replacement to the current septic system. It is also noted that the roof downspouts will be directed into PVC Infiltrator Galleys which will comply with Aquifer Recharge requirements.

Board of Health approval is date stamped Jan. 11, 2016 and notes that any additions to the living space beyond these proposed changes will require a new septic system; and a licensed asbestos abatement contractor must remove any asbestos prior to the general renovations.

To alter or extend a pre-existing, non-conforming building, the Applicant must seek a special permit and must therefore demonstrate to the Board that the proposal "shall not be substantially more detrimental than the existing nonconforming structure or use to the neighborhood," as required by **Section 401.1.2 of the bylaw**. Under **Section 198-203 of the bylaw**, in order for the Applicant to receive a special permit, he must further demonstrate that "the use of the premises [as altered] . . . shall not be against the public interest, shall not be detrimental or offensive because of noise, vibration, smoke, gas, fumes, odor, 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." Under **Section 401.1.3 of the bylaw**, open decks are not included in the gross floor area and are also permitted as of right.

Section 198-702 requires that all buildings or structures in any residential district comply with the setbacks as stated in **Section 198-801 Table of Dimensional Requirements**. **Section 198-703** states that each building or structure shall have a backyard and side-yard that meets the setbacks in **Section 198-801 Table of Dimensional Requirements**, except as authorized by special permit.

We also note that the front porch will not comply with the front yard setback on Birch Road, but it should be noted that it will be no closer to the front yard setback than what currently exists with respect to the currently existing family room and with the proposed family room. A neighbor at 10 Hawthorne Road appeared in support of the application.


The Board found, unanimously, that the proposed structure will increase the nonconformity because of the increase in mass, but that the proposed structure is not against the public interest; does not derogate from the character of the neighborhood; is not detrimental or offensive; is not injurious to the inhabitants of the Town or their property, or dangerous to the public; and is not substantially more detrimental than the preexisting structure. Therefore, the Applicant has met the requirements for the granting of a special permit.

The Board voted, unanimously, to grant a special permit, with conditions.

DATE OF FILING OF DECISION:

BY ORDER OF THE BOARD

March 8, 2016


Aida Gennis, Member

CERTIFICATION:

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

BOARD OF APPEALS


Aida Gennis, Member



TOWN OF WAYLAND
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BOARD OF APPEALS

Selected

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

DECISION NO. 16-02

NAMES OF APPLICANT:

Joseph Dorr

APPLICATION FOR:

Any necessary approvals, special permits and/or variances as may be required to demolish a pre-existing, non-conforming single-family dwelling and construct a new single-family dwelling within the required front and side yard setbacks under the Town of Wayland Zoning By-Law Chapter 198, Sections 201, 203, 401.1.2, 401.1.6, 702, 703, 1604.21, and 801 Table of Dimensional Requirements (front yard and rear). The property is located at 10 Chestnut Road which is in the SINGLE RESIDENCE DISTRICT and AQUIFER PROTECTION DISTRICT.

DATES OF HEARING:

February 9, 2016 and continued without testimony until February 23, 2016

BOARD CONDUCTING HEARING AND RENDERING DECISION:

Eric Goldberg, Aida Gennis, Thomas White and Michael Connors

DECISION:

Special Permit granted with conditions.

VOTE OF BOARD:

4-0 in favor.

CONDITIONS:

1. Construction must proceed in accordance with the plans and specifications submitted to the Board.
2. Construction must be in accordance with all applicable permits, and is subject to necessary approvals from other boards with jurisdiction over this project.
3. The height of the new dwelling shall not exceed thirty (30) feet.

FACTS AND REASONS:

The Applicant, Peter Barbieri from Fletcher Tilton PC and Missail V. Barsoumain, P.E. appeared to present the proposal.

The Applicant seeks to demolish an existing house and to construct a new single-family residence because the existing house has been damaged by natural or other involuntary causes. The new structure will be more than twenty percent (20%) larger than the existing house and will be well situated on the lot, including improving upon pre-existing front and side setback encroachments. The existing unattached dilapidated garage shall be removed.

The lot does not conform to current lot area or frontage requirements. Therefore, the lot and existing house are pre-existing, non-conforming. The Applicant seeks a Special Permit to demolish the existing house damaged by natural causes and to rebuild it with changes in its size, configuration and location on the lot.

According to the application and the plans filed with it, the lot is 8,267 sq. ft. in a zoning district requiring 20,000 sq. ft.; and the lot has approximately 91.50 feet of frontage, where 120 feet are required. A view of the existing structure was completed by two (2) of the Board members. The Applicant also provided photographs and a Structural Report from a Structural Engineer showing and detailing the significant deterioration of the dwelling and its dilapidated condition. These conditions were confirmed by the two (2) members who viewed the property at a site walk and another member who visited the site. Several neighbors also attested that the structure suffered substantial damage.

Several neighbors approved and spoke in favor of the proposal to construct the new dwelling and three (3) letters of support from the neighbors were also submitted.

The Applicant and Peter Barbieri from Fletcher Tilton PC and Missail V. Barsoumain, P.E. appeared to present the proposal.

Section 198-201 of the Wayland Zoning By-Law empowers the Board to grant special permits. Under **Section 198-203**, the Board may grant a special permit only if it finds that the proposed use will not be against the public interest, will not derogate from the character of the neighborhood and will not be detrimental, offensive, or otherwise injurious to the inhabitants or their property, or dangerous to the public health or safety.

Under **Section 198-401.1.2** of the Wayland Zoning By-Law and Mass. Gen. Laws c. 40A, §6, a pre-existing, non-conforming structure may be changed, altered or extended if the Board grants a special permit, pursuant to the powers given the Board by Section 198-201, and if it further finds that the change, extension, or alteration will not be substantially more detrimental to the neighborhood than the existing non-conforming structure.

Under **Section 198-401.1.6**, the Board may, but shall not be obligated to, issue a special permit for any changes in size, location, configuration, and extent of use in a non-conforming structure

damaged or destroyed by natural or other involuntary causes provided that the Board finds that such changes shall not be substantially more detrimental to the neighborhood than the existing non-conforming use.

The Board reviewed the Aquifer Protection District Regulations and determined, based upon the information provided, including the plan detailing the proposed recharge of roof run-off that the proposed project complies with the By-Law Requirements.

In light of the condition of the existing structure, the Board finds by a unanimous vote of 4-0 that the house is damaged by natural or other involuntary causes.

The Board further finds, by unanimous vote of 4-0, that the proposed re-built structure, despite the increase in size and relocation on the property, will not be substantially more detrimental to the neighborhood than the existing structure. Furthermore, the proposed residence will not be against the public interest, will not derogate from the character of the neighborhood, will not be detrimental, offensive or otherwise injurious to the inhabitants or their property, and will not be dangerous to the public health or safety. Therefore, the Board grants the special permit subject to the conditions specified herein.

The Board voted, unanimously, to grant a Special Permit, with conditions.

DATE OF FILING OF DECISION:

March 3, 2016

BY ORDER OF THE BOARD

Eric Goldberg, Chair
Eric Goldberg, Chair

CERTIFICATION:

The Board of Appeals, by delivery of a copy of this Decision to the Applicant, 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.

Eric Goldberg, Chair
Eric Goldberg, Chair



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

A public hearing will be held on March 22, 2016 at the TOWN BUILDING, 41 COCHITUATE ROAD, WAYLAND on the following applications at the time indicated:

- 7:00 p.m. Application of MICHAEL OLSEN for any necessary approvals, special permits, and/or variances as may be required to allow a business use, specifically "stables with horses for hire", under the Town of Wayland Zoning By-Laws Chapter 198 Sections 201,203, Article 6 – SPA, 803.1 and 804-Table of Permitted Uses by Districts (Use #14). The property is located at 120 OLD CONNECTICUT PATH which is in a SINGLE RESIDENCE DISTRICT. (16-03)
- 7:15 p.m. Application of FRANK BRIBER, III and FRANCES POLLITT for any necessary approvals, special permit and/or variances as may be required to allow earth movement in excess of 1,500 CY's under the Town of Wayland Zoning By-Laws Chapter 198 Sections 201, 203, 504 (earth removal in excess of 1,500 CY's) and Article 16. The property is located at 113 CONCORD ROAD which is in a SINGLE RESIDENCE DISTRICT and AQUIFER PROTECTION DISTRICT. (16-04)
- 7:30 p.m. Application of NASH QUADIR for any necessary approvals, special permits and/or variances as may be required to demolish a pre-existing non-conforming single family dwelling and construct a new single family dwelling within front and side yard setback under the Town of Wayland Zoning By-Laws Chapter 198 Sections 201, 203, 401.1.2, 401.1.6, 702, 703, Article 16 and 801 – Table of Dimensional Requirement (front and side yard). The property is located at 29 CASTLE GATE ROAD which is in a SINGLE RESIDENCE DISTRICT and AQUIFER PROTECTION DISTRICT. (16-05)

At the conclusion of the hearings on the aforementioned applications, the Board may then meet for the purpose of deciding on or deliberating toward a decision on any applications previously heard by it and to which no decision has yet been filed or any other public business before the Board.

BOARD OF APPEALS

Eric Goldberg
Aida Gennis
Thomas White
Michael Connors

Town of Wayland Massachusetts

Council on Aging/Community Center Advisory Committee

- Bill Sterling, co-chair
- Jean Milburn, co-chair
- Steve Corriea
- Carol Glick
- Frank Krasin
- Marylynn Gentry
- Mark Foreman

Minutes – Monday, Feb 22, 2016

Present: Julie Secord, Ben Keefe, Mary Antes, Bill Sterling, Jean Milburn, Carol Glick, MaryLynn Gentry, Mark Foreman.

The meeting was called to order at 7:45 a.m. in the Wayland Town Building. There was no public discussion.

Scope of Article for TM:

Mary Lynn and Bill led a discussion about the work that Tighe and Bond is doing for the committee to prepare to provide the necessary information for the Conservation Commission. We also want to have their information for voters at TM. Good progress has been made and we are on schedule.

Bill Steinberg of Fin Com has reviewed the budget in our article and we need to plan funds to cover the OPM and any incremental testing for PCBs. While our previous tests for PCBs produced results within legal limits, further testing may improve public confidence in the project.

Discuss Information needed by BOS tonight:

The group discussed the final details to be refined in the copy of the article. Bill Sterling, whose company has designed many similar projects, estimates that a budget of \$390,000.00 plus a contingency fund should be sufficient to design the entire project and produce bid documents. The total is likely to be \$425K.

A motion was made to present the complete project including both the existing building and an addition to the board of selectmen. The group will not be recommending construction in phases. Steve Correia made the motion. Carol seconded the motion. The motion passed unanimously 5-0.

A motion was made to recommend the amount of \$390,000 plus a contingency budget for the amount to be requested in the article at town meeting. Bill Sterling made the motion. Mark Foreman made the second. Passed 5-0

Review edited article with motion to accept.

Steve made a motion to accept the proposed motion with the following changes, 1) the general fund will be a source, 2) previously allocated funds that remain unspent will be redistributed to costs under this article, 3) the scheme presented in the warrant will be drawing "E" not "F".

Mark Foreman seconded the motion. The vote passed unanimously 5-0.

Establish date/time schedule for subsequent meetings.

Next week. Day and time TBD, possibly Wednesday

Adjourn

Mary Lynn made a motion to adjourn. Mark seconded. Passed 5-0. Meeting was adjourned at 9:04.

Respectfully submitted, Jean Milburn

COUNCIL ON AGING/COMMUNITY CENTER ADVISORY COMMITTEE
MEETING MINUTES OF February 29 , 2016

MEMBERS PRESENT

Marylynn Gentry
BILL STERLING(Co-Chair)
Carol Glick
Steve Correia
Frank Krasin

MEMBERS ABSENT

Jean Milburn(Co-Chair)
Mark Foreman

In attendance: Julie Secord , Council on Aging Director
Ben Keefe , Wayland Public Buildings Director

MEETING COMMENCED AT 7:00PM

There was no public comment .

There were no meeting notes available to accept .

Bill S. indicated that our warrant article went through one last iteration. The effect of the Warrant on taxes was discussed .

A prolonged discussion continued regarding the Warrant Article.

Steve C. stressed the importance of presenting evidence showing that there will be no duplication of programs between the proposed Library and Community Center . Steve C. indicated that one of the biggest problem affecting our progress is that the Library is also calling itself a Community Center .

Bill S. mentioned that WRAP proposed deferring our Warrant Article to a later Town Meeting .

Bill S. recommended that Julia and Jessica Brodie meet with Kaffee Kang to go over the programming requirements for the COA, Recreation and the Community .

Bill S. briefly discussed Tighe and Bond and the reasons not to meet just yet with the Conservation Committee . We need more information .

Discussion continued regarding problems with the Conservation Committee issues .

Marylynn G. mentioned that we should attend Candidates Night to present information regarding

our proposed Community Center and the proposed Library.

Discussion followed regarding the various sites in Wayland as potential sites for building needs.

Bill S. requested feedback in writing from each of us regarding the 9 various properties presented as potential building sites not just for the Community Center but other projects such as the Library .

Steve C. plans to communicate with the new veterans representative to get a perspective of their long term planning such as facility needs .

Next meeting scheduled for March 10 at 7:30 PM

MEETING ADJOURNED AT 8:10 PM

**Submitted
by
Frank Krasin**

Minutes
Economic Development Committee
Town of Wayland MA
March 17, 2016

Present: Jean Milburn, Frank Panaccio, Sean Fair, Becky Stanizzi Jim Grumbach
Guests: Doug Levine

Becky Stanizzi called the meeting to order at 8:05 a.m. in the Planning Office of the Town Building.

No public comment.

The minutes of the February 11 meeting were approved as amended 5-0.

Seth to meet with Wayland Business Association next week to restart conversations. Seth to ask if subgroup at Town Center has good connection at National Development, new property manager, if not EDC may be able to help facilitate – goal to see some of the empty storefronts filled.

Hardware store: Traffic still slow. Owner working to increase traffic with outreach to community and paint vendors/contractors. Jean working with him with pet rescue group to have event on site. Possibly to use empty space next door to advertise for hardware store to help visibility? Seth to mention w WBA.

Flnnertys update: Court ruled in developer’s favor, so apparently CVS will be able to proceed. To be discussed with Sarkis to find out current status.

River’s Edge: Revised RFP has been drafted and is in process of being reviewed by counsel in prep for BOS review/approval Mar 28, then RFP will be filed with state and then issued to bidders in April. Bids will be due June.

Senior Center: Town Meeting vote upcoming for the \$400,000 funding. WRAP voiced opposition just before BOS approval, with argument that senior, library and community center should be potentially at Payne estate.

EDC recommends locating the community center at one of Wayland’s community centers, hub of activity, to encourage convenience and use, so that activity can build on one another and create a vibrant community for businesses and residents. It is the most cost effective solution for the Town given the existing structure, and an excellent location to create synergy with other town activities, both public and private. Paragraph drafted in meeting, motion to approve by Becky Stanizzi, second Jim Grumbach, approved 5-0 for use by Community Center Committee.

Wayland Automotive: Set to meet next Friday to review information. Update next meeting.

Whole Foods site: Fresh Market was reportedly due to come in this summer, however discussions may be ongoing with Whole Foods to stay in the interim. So good news one or the other will likely be in place. Housing committee is exploring housing above any retail there, but again, sewer is an issue.

Co-working: No update.

Next meeting: April 21st.

Meeting adjourned at 9:15 am, 5-0 vote.

Respectfully submitted, Becky Stanizzi



Town of Wayland Massachusetts

Finance Committee

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

Meeting Minutes February 4, 2016 Final

Attendance: Committee members B. Steinberg, C. Martin, D. Watkins (by phone) G. Cliff, and N. Funkhouser. B. Keveny (Finance Director) also attended.

7:00 Call to Order

The meeting was called to order in the Senior Center meeting room at Town Building. N. Funkhouser announced that the meeting was being recorded. G. Cliff volunteered to prepare draft meeting minutes. D. Watkins participated by phone due to geographic distance.

7:01 Public Comment & Members' Response to Public Comment

None

7:02 CIP write-ups Status Update

D. Watkins stated that the CIP write-up process is going well and he has first drafts of everything he needs.

7:04 Finance Director's report

B. Keveny distributed an updated Draft-Recap of FY 17 Budget Requests report (see attachments). He focused on page 3, which shows the changes since the version FinCom voted on Feb 1. He stated that he has asked for more details on a number of items. The net change is a reduction in the omnibus operating budget from \$79,680,397 voted on Feb 1 to a new total of \$79,644,117. C. Martin stated that we still need to get the updated water enterprise fund budget that we had requested. B. Keveny explained that the expenses of the new engineer position in DPW has been split 60%/40% between the general fund and the water fund. G. Cliff asked for an additional review of the health insurance line given that the current projection is

for \$300 k of turnback in 2016. C. Martin asked that we have additional discussion on the Reserve Fund Budget of \$300 k. G. Cliff asked for more information on the Pension line. B. Keveny explained that the amount for Pension comes straight from Middlesex Retirement. B. Steinberg suggested an idea to fund some or all of the cost of the new engineer position by transfer pricing. B. Keveny suggested a way to accomplish it by transferring in unbudgeted revenue and FinCom members agreed that we should investigate it further. B. Keveny explained that Finance staff is reviewing the indirect cost methodologies. Since FinCom voted to take user fees to rent fields as a general fund revenue item, indirect costs of the general fund allocated to the Recreation revolving fund should probably be reduced by \$36 k.

7:28 IT Review and Discussion – Nan Balmer

B. Keveny distributed copies of the Information Technology FY 17 Proposed Budget document and IT Operating Budget Request spreadsheet (see attachments). N. Balmer took FinCom through the document. She explained that she presented the materials to the Board of Selectmen on Feb 1, and the BoS were inclined to keep the same proposed budget amount. Nan introduced Lea Anderson (BoS liaison for IT), Beth Doucette, Mike McCann (a contractor working on the project), and Rajiv Shritter a Wayland resident who works in Northeastern's IT department, who have helped in developing the proposed IT plan and budget. The proposed FY17 budget is about \$920 k which is almost a \$600 k increase over the approved amount for FY 16. The Town IT budget is meant to cover both town needs plus shared infrastructure needs that would also support the schools. In reconfiguring the budgets about \$30 k of expense was moved from the school budget to the town IT department so it could be managed centrally. N. Balmer explained that of the \$600 k increase at least \$400k is likely to be recurring/also needed in FY18 and beyond. B. Steinberg asked if the amount that we should expect to see in future years is likely to be in the \$700-750 k range, and N. Balmer agreed.

N. Balmer reminded FinCom of the history of the cyber-attack in January 15 and the work done since then by town staff, and various consultants and advisors concluding that we have significant gaps in terms of technical skills, town systems, and aging IT infrastructure. Key components of the recommended solution that is driving the budget increase are a new IT Master Plan, a new IT organization based on combined town and school approach, bringing in a new IT Director and a business systems analyst, and new accounting and budgeting practices for better tracking and monitoring. She described FY 17 as a transition year, with a number of significant uncertainties particularly on timing of when actions can be implemented. N. Balmer summarized the major factors driving the large increase in non-personnel expenses. She then described some possible options to cut expenses by as much as \$228 k.

C. Martin thanked N. Balmer for a very clear and thorough presentation. There was some discussion about whether there was duplication between the proposed operating budget and the two approved IT projects in the capital budget.

D. Watkins expressed some doubt about whether the proposed budget could all be spent well in FY 2017. He suggested that we should consider cutting some of the proposed budget and if things go faster than expected supplement by allocating money from FinCom's Reserve Fund Budget. B. Steinberg asked Mr. McCann to provide his input on the ability of the town to execute the proposed program in FY 2017. M. McCann agreed with D. Watkins that the program was very aggressive and that many of the steps are serial in nature with some steps being required to be completed before other steps can be started. The group discussed pros and cons of possible budget reductions based on the list in the presentation. B. Steinberg asked if the program in whole was what the town needed to do. M. McCann agreed that the program is a great step in terms of addressing the town's IT deficiencies. G. Cliff asked that we get more input from our peer towns in terms of what they are doing on IT, particularly since the proposed budget would put us at much higher spending rate than most of our peer towns. G. Cliff also asked that we be clear on what spending should be in the capital budget vs. the operating budget in terms of our policies. B. Keveny explained that there is some judgment and leeway involved in what types of spending is treated as capital (not all "capital" budget projects are capitalizable) and operating (some operating spending results in assets that are capitalized). C. Martin asked for an update on the one-time spending that was approved at the Special Town Meeting in November 2015. B. Doucette provided the update, and N. Balmer provided some additional information.

The group again discussed the pros and cons of a variety of potential cuts, not to the program overall, but to the amount needed for the FY 2017 budget. FinCom members discussed cutting amounts ranging from \$100 k to \$228 k and tentatively agreed on \$130 k. N. Balmer and M. McCann agreed that a cut of that magnitude was reasonable as long as they would be able to request additional budget authority during the year if the program was going faster than expected.

8:50 Amended 2017 Omnibus Operating Budget

G. Cliff moved that we reduce the amount of the Town IT budget to \$797,273. C. Martin seconded. Roll call vote. D. Watkin yes, B. Steinberg yes, N. Funkhouser yes, C. Martin yes, G. Cliff yes. FinCom discussed and agreed that we should vote the amended budget including all the agreed changes since the budgeted we voted on Feb 1. N. Funkhouser moved that we approve an amended FY 2017 omnibus operating budget: General Fund \$74,978,813, Enterprise Funds \$4,535,304, Total \$79,514,117. G. Cliff seconded. Roll call vote. D. Watkin yes, B. Steinberg yes, N. Funkhouser yes, C. Martin yes, G. Cliff yes. FinCom discussed items for further investigation and timing to finalize and agreed we should finalize with one more vote if needed by our meeting on Feb 22.

9:01 FY 2017 Omnibus Budget Presentation: Discussion and Preparation

N. Funkhouser distributed copies of the latest version of the operating budget presentation (see attachments). N. Funkhouser walked through each of the pages and requested input. FinCom members discussed and agreed on a number of minor edits.

B. Keveny distributed copies of the latest version of the capital budget presentation (see attachments). D. Watkins walked through each of the pages and requested input. FinCom members discussed and agreed on a number of minor edits.

9:35 Annual Town Meeting

-Article Order Review

- Warrant article preparation – Discussion & Progress Report

N. Funkhouser provided an update on the schedule including several proposed articles that have been pulled. G. Cliff volunteered that most of his articles could be ready for review at the next meeting. C. Martin said several of hers would be ready as well.

C. Martin asked B. Keveny several questions about the Mainstone Farm article. FinCom members discussed a number of questions about this article.

N. Funkhouser said Board of Selectmen had asked if FinCom had any input on order of articles. FinCom members made a number of suggestions about articles that should probably come before the omnibus budget.

FinCom discussed timeline and FinCom meetings needed to complete all the write-ups. Members agreed FinCom should meet on the 11th before and after STM, a meeting during the following week, and a meeting on the 25th.

9:55 Liaison & Members' Reports, Concerns and Topics

G. Cliff provided an update on maps for petitioners' articles. The agreement is that a FinCom member can request a map if he/she believes it would be helpful, that all requests for maps should be directed to John Senchyshyn, and that the map provided will be simple and should take no more than one iteration.

10:14 Chair's Update and Items the chair did not reasonably anticipate would be discussed at the meeting

Review and Approve Outstanding Minutes: 1/21, 1/25, 1/28

Future Meeting Schedule: 2/8 (Fincom FY 2017 budget presentation), 2/11, 2/22, 2/29

FinCom reviewed draft minutes for Jan 21 (see attachments). G. Cliff moved that we approve the minutes as drafted including any minor edits provided to C. Martin. B. Steinberg seconded. Roll call vote. D. Watkin yes, B. Steinberg yes, N. Funkhouser yes, C. Martin yes, G. Cliff yes.

10:01 Adjourn

C. Martin made a motion to adjourn the meeting. B. Steinberg seconded. Roll call vote. D. Watkin yes, B. Steinberg yes, N. Funkhouser yes, C. Martin yes, G. Cliff yes.

Attachments

Draft-Recap of FY 17 Budget Requests report
Information Technology FY 17 Proposed Budget
Information Technology Operating Budget Request FY 17
FY 17 Omnibus Budget presentation
FY 17 Proposed Capital Budget presentation
Finance Committee Minutes January 21.

Respectfully Submitted,
Gordon Cliff

Wayland Historical Commission Meeting minutes- January 7, 2016

Attendees: Elisa Scola (Chair), Tonya Largy, John Dyer, Rick Conard, Sheila Carel, Mike Lowery (associate member)

Chair Elisa Scola called the meeting to order at 7:30 pm.

- 1. There were no public comments.
- 2. Meeting minutes for December 2015 were reviewed and accepted.
- 3. CPA North Cemetery Monument Preservation.

Elisa Scola reported that the CPC approved \$70,000 for gravestone preservation at North Cemetery. It was suggested that we obtain an estimate for the repairs for the stone walls at the cemetery as well as an estimate for repairs at the Castlegate pillars, but that we may not have the time to do this before Town Meeting.

CPA Funding Town Clock: Discussion of the Town Clock Repairs at the Methodist Church. It was mentioned that there is a request for \$29,000 for the repairs for the clock for CPA funding. However, it was mentioned that information requested by the WHC pertaining to a maintenance plan had not been furnished to the Commission. Discussion ensued as to whose purview the maintenance falls under. Mike Lowery suggested that it may fall under the selectmen , who could then ask the WHC or facilities to take on overseeing maintenance. The other possible CPA funded project mentioned was Mainstone. **Elisa Scola made a motion to support the CPA request to restore the Town Clock at the Methodist church on the condition there is an agreement in place to assign responsibility and funds for a maintenance plan. John Dyer seconded the motion. The vote was unanimous in favor of the motion.**

- 4. Tonya Largy mentioned there are fragments of pre contact ceramics from one archaeological site in town and that we may need to hire someone to analyze and write a report on those artifacts. It was mentioned that money from the yearly \$1,000 allotment for the WHC can possibly be used for this purpose.
- 5. Discussion of the WHC space at the proposed Community Building at Town Center. It was decided that secure storage would be needed and the question came up about how much room there will be for exhibits. Elisa offered to reach out to Jean Milburne to get those answers.

Request for amendments for zoning and conservation clusters: Elisa offered to follow up to find out if Planning has included the Historical Commission in their changes as proposed by Sherre Greenbaume.

- 6. Library: Mike Lowery reported that a request has come in from the Library Board of Trustees to transfer the land over at the old DPW garage. He said it will be presented at the BPW meeting on the 8th of January. The question came up as to why the library is not part of the Historic District. Mike Lowery said he will follow up with the Historic District Commission to find out more information.
- 7. Demolition Delay Bylaw: Elisa Scola reported that to prepare for the warrant article regarding the demolition delay bylaw, she met with the BOS to obtain their input. The proposed plan is as follows: When someone submits plans to demolish a structure that is 100 years old or older, a meeting shall be held. The Building Commissioner will be asked to notify the WHC of all demolition permits. The chair will respond within 21 days and shall hold a hearing within 30 days of notification. Elisa will try to educate the public through outreach. It was mentioned that 149 towns in MA have demolition delay bylaws, including all neighboring towns.

8. Cultural Resource Policy Discussion. It was mentioned there is a need to protect sensitive information. Mike Lowery suggested that Boards and Commissions and Departments could be made aware that the policy would be in place for any projects that would disturb non disturbed land. Other factors included replacement or repairs of structures more than 100 years old as well as any ground disturbance within 100 feet of water. Upon notification, the WHC will review the project and determine whether or not there is a need for further action. Sheila and Tonya can meet with Stubby and Brian to make them aware of sensitive areas in town.
9. Mike Lowery suggested the redacted reports from the Cemetery studies be posted on line. Redacted reports will also be printed and placed in the library and at the Historical Society. Elisa Scola will write a press release for the paper.
10. Dudley Woods

Sheila Carel reported that CLR was in the process of responding to the December 15 letter asking for amendments.

11. Railroad

Rick Conard reported that he spoke with Ellen Berkland . The question was raised as to the availability of Alf Berry to mark and survey the Railroad site. Also, the question arose as to where to securely store any artifacts found during construction. It was also mentioned any found artifacts should be carefully labeled and identified.

Minutes from the December meeting were reviewed. Elisa Scola made a motion to accept the minutes. Tonya Largy seconded the motion. All voted to accept the minutes.

Elisa Scola called the meeting at 9:20.

Recap of motions made at this meeting:

Support the CPA request to restore the Town Clock at the Methodist church on that condition there is an agreement in place to assign responsibility and funds for a maintenance plan.

Respectfully Submitted by Sheila Carel of The Wayland Historical Commission.

Wayland Historical Commission Meeting Minutes – February 25, 2016

Attendees: Members: Elisa Scola (Chair), Tonya Largy, Sheila Carel, Rick Conard, Associate Member Mike Lowery

Chair Elisa Scola called the meeting to order at 7:35 pm.

- 1. There were no public comments.**
- 2. Proposed Demolition Delay Bylaw:** There were so many articles submitted for Annual Town Meeting that the Selectmen want to reduce the number for the Warrant. The FinCom voted not to support the demo delay bylaw as drafted; they may have received some incorrect information and Elisa did not have an opportunity to attend the night the FinCom voted. Elisa suggests that we have a public forum to present and invite input, ideas and discussion from the public. Owners of older homes will be invited to attend. There are 197 houses in Wayland that are currently 100 or more years old. After discussion it was unanimously voted to support withdrawing the demolition delay bylaw article from Annual Town Meeting with the expectation that it will be resubmitted for Special Town Meeting in the Fall.
- 3. North Cemetery Gravestone Preservation:** The reports by Barbara Donohue and Chicora Foundation for the Preservation Management Plan and Monument Treatment Proposal showing existing conditions and proposed treatment of gravestones in the Stoney Section were provided to MaryAnn DiNapoli for posting on the WHC's pages on the Town web site. CPC will sponsor this article requesting \$70,000 in CPA funding for this project at Annual Town Meeting.
- 4. Town Clock:** This will be another CPC article for Annual Town Meeting. There is no maintenance plan yet, which was requested by WHC when we agreed to support the article.
- 5. Other Articles - Possible locations for Library:** Tonya, Sheila, Royce Kahler and Alf Berry will walk the 202 Old Connecticut Path site (Greenways property) on Tuesday to check the possible archaeological sensitivity of the site.
- 6. Stone's Bridge:** Elisa spoke to Ben Keefe about preparing a scope of work. Tonya attended a recent Permanent Municipal Building Committee meeting. Gretchen Schuler has submitted an application to MHC on Feb. 10 to have the bridge listed on the National Register of Historic Places. We will try to get letters of support from other Town boards and committees. Elisa and Gretchen are scheduled to meet March 9 with the Framingham Historical Commission to discuss the bridge and to solicit their support for their two arches of the bridge. It was voted unanimously to have the WHC support this National Register nomination.
- 7. Proposed Community Center at New Town Center:** Elisa, Tonya and Sheila met with the architect regarding display and storage space for WHC inside the building.
- 8. Cultural Resource Policy:** Sheila presented a 3-page handout that was reviewed for suggested changes. We are asking for collaboration with other Town boards and committees, and we will plan to meet with them starting in May. We believe this document is close to being finalized.

9. North Cemetery Preservation Plan Priorities: Tonya requested that someone else assist with reviewing proposed priorities and Elisa offered to help with this.
10. Archaeology Update: The gift of an artifact collection from SUASCO was accepted by Tonya; it can be used to introduce young children to archaeology. A report on the Sand Hill site is still in the process of being prepared. Duncan Richie is the principal investigator. Royce Kahler is assisting with a map. CLR did more work on their Dudley Woods report to include more detail. It was agreed to finalize the report and authorize final payment.
11. Railroad Site: Rick reported information he had received from Sarki on the status of the rail trail design. Eversource received a permit from the MBTA to access the site and they have been busy on site delineating wetlands and doing survey work. Eversource will prepare plans to submit to the Town. The Town is responsible for the road crossings and trail surface. Sarki expects to have a public meeting in the Spring to update everyone on the status of the project. PAL will make a presentation on March 17 on their excavation of the railroad engine terminal in Salem for the MBTA several years ago; this is a much larger site than the Wayland railroad enginehouse site. It was agreed to sponsor our annual volunteer brush clearing along the railroad at Wayland Depot over the weekend of May 7-8.
12. The minutes of our Jan. 7, 2016 meeting were reviewed and approved with changes.

Our next meeting was scheduled for March 14 [this was subsequently changed to March 15].

The meeting was adjourned at 9:40 PM.

Respectfully submitted,

Richard Conard

WAYLAND HOUSING PARTNERSHIP
Minutes – January 12, 2016
Submitted by Rachel G. Bratt
Unanimously approved March 15, 2016

Attending: Mary Antes, Kathy Boundy, Rachel Bratt, Chris Di Bona, Pat Harlan, Stephanie May, Armine Roat

Absent: Marty Nichols and Betty Salzberg

Also attending, Jennifer Steel, WHP representative to Municipal Affordable Housing Trust

At 7:50 Rachel called the meeting to order.

Rachel welcomed our new member, Rev. Dr. Stephanie May, representative from the Wayland Clergy Association. Stephanie briefly introduced herself and described her longstanding interest in housing issues. For the past 1½ years, she has been the minister at the Unitarian Universalist Church, First Parish in Wayland. Each member of the committee then provided a brief statement about her background.

Mary moved to approve the minutes of November 17, 2015, as corrected (two typos had been noted); Kathy seconded. Unanimously approved.

We completed the discussion, for the time being, about the problem raised at the last two meetings, about tax increases at the deed-restricted homeownership units being a problem for the lower income homeowners. Several members had also attended a meeting with Ellen Brideau, Town Assessor, in December. The “bottom line” of the various meetings/discussions seems to be that there is no easy way for the town to provide relief to these homeowners. Kathy noted that the state allows a “residential exemption,” which would be available to virtually everyone in town, since nearly all the homes are owner-occupied. This has not been adopted by Wayland. Jennifer noted that MA Chapter 61 provides tax relief for land used for agriculture, silviculture and open space/recreation. This, too, would not seem to be applicable. Members of our committee agreed that we not lose sight of this issue and that if it becomes a serious problem in the future, we will return to it. Rachel noted that she had not heard about other towns confronting this problem and that for Wayland to “do something,” it likely would mean a vote at Town Meeting, followed by a home rule petition presented to the legislature.

Habitat - The ribbon-cutting for the first two Habitat homes took place on Sat. Dec. 5. Mary’s role in making it all happen was highlighted. A big thank-you to Mary! The first two families will, hopefully, be moving in to their homes shortly. The second building should be ready by the summer, but given the likelihood of delays, that may be uncertain. One of the families in the second building has four children who are currently in the METCO program. Since the new Habitat family’s children will be town residents at the start of the 2016-17 school year, a question was raised about whether this would free up four spaces for other children to join the METCO program next fall. It seems to be an administrative issue.

Trust Fund- no funds for housing have been spent yet. The only money expended so far has been \$2,500 for an audit/legal fees related to setting up the Trust. The Trust Fund committee is working on goals.

River’s Edge – Following the disappointing result last month, of no developers responding to the RFP, the committee asked developers who had downloaded the RFP to provide information about why they did not submit proposals. Chris provided several reasons including: problems with the site (location between

Wayland and Sudbury landfills, need to spend money to demolish concrete structures, possible contamination of soil, and cost of getting access to water/sewage disposal). In addition, it is a time consuming and costly task for developers to submit an RFP, particularly given the level of detail requested by Wayland for this submission. A meeting with potential developers was held last week to discuss concerns and possible next steps. One question raised was the possibility of not requiring 25% of the units to be occupied by residents over 55 years old, since, according to Chris, that requirement, under state law, necessitates that these units be located separately from the non-age-restricted units. If, instead, the Town simply encourages the development of 25% age-restricted units, developers felt there would be no problem finding tenants in this age group. However, eliminating the over 55 requirement will require a new vote by Town Meeting and it is not planned for this to be done this spring. So, the process will take much longer than originally thought. Chris also noted that the Town will likely use a 2-stage application process in the future, so that developers can provide a development concept/plan in the first stage, but without a great deal of detail. Developers whose plans are of interest to the Town, would then be invited to submit a fuller, more detailed proposal.

The meeting of the combined housing groups took place on Thursday, Dec. 3. This was, in part, a follow-up to the joint meeting held in January 2015. Three housing working groups had been formed: The Visions group, chaired by Katherine Provost has completed a draft report. The major need is for rental housing with at least 2 bedrooms. Sarki's group on zoning still has not yet met. Brian's group on monitoring has met once, but Rachel has not heard from him. Rachel will contact him. Also, we have not heard that Sarki has completed the Housing Production Plan; Rachel will follow up with him as well. There was no further information about the discussion at the 12/3 meeting about how the Planning Board will deal with counting affordable units required in a Conservation Cluster. There were no other updates from that meeting.

Mary reported that Devens Hamlen, the developer of the Covered Bridge project had suggested that the Wayland Housing Authority purchase the 3 on-site units that he is building there. This would not change the "count" for the Subsidized Housing Inventory, since the 3 units are currently slated to be sold as deed-restricted homeownership units. But it would enable much lower income people to live there. However, it is not clear where the Housing Authority would get the funds to do this and, also, the Town would lose property tax revenue under that plan.

Jennifer asked whether there was a concrete map or strategy for where affordable housing could go and what the Town's priorities are for achieving its housing goals. Other than statements in the Housing Production Plan, and in the recently drafted by the Katherine Provost's Vision committee, a real blueprint does not exist. Jennifer feels that it would be beneficial to have this level of detail, and to get resident buy-in to the plan. Rachel suggested that Jennifer see if she can find information from other towns that have embarked on this type of process successfully and that we would discuss at our next meeting.

Rachel noted that she had gotten a letter from the Episcopal Archdiocese informing her that the Church of the Holy Spirit building and land would be sold to another church group and that it would continue to be used for religious purposes. Rachel had explored the possibility of the land being used for housing. Stephanie noted that Fred Moser, the prior priest at the Church of the Holy Spirit, has taken a new job at a church in northern New England.

Next meeting: Tuesday March 8, 7:45, 2016

At 9:20 Kathy made a motion to adjourn, seconded by Pat

Municipal Affordable Housing Trust Fund (MAHTF)

Meeting Minutes—February 3, 2016

Wayland Town Building

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

Others in Attendance: Molly Upton

Materials Distributed:

- Draft of the January 6, 2016 minutes
- Financial Statements as of January 31, 2016
- Agenda for the February 3, 2016 meeting
- Wayland MAHTF Goals—Working Paper
- Template for Analysis of Strategic Initiatives
- Analysis of Identifying funding options and alternatives

Open Meeting: Mary Antes called the meeting to order at 7:31 PM.

Public Comment: Molly Upton encouraged the Trustees to use the MAHT funds to purchase 1-2 existing homes each year. Molly felt this would help prevent 40 b development.

Notes:

1. The January 6, 2016 minutes were reviewed. Jennifer Steel moved that the minutes be approved as amended. Stephen Greenbaum seconded the motion. Motion approved 6-0-1 (abstention).
2. Treasurer’s Report: Brian O’Herlihy provided the Treasurer’s report which included:
 - i. A review of the MAHTF financial statement (unaudited) as of January 31, 2016.
 - ii. As authorized in the January 6, 2016 meeting, Brian O’Herlihy had the Town Treasurer invest \$400, 000 (\$200,000 from each MAHTF savings accounts) in 18 month CD accounts at The Village Bank.

3. The Trustees discussed the MAHTF draft goals, using the Wayland MAHTF Goals—Working Paper
 - i. The Trustees decided to combine Create and Preserve Affordable Housing for persons of low income and Preserve Existing Affordable Stock as Goal # 1
 - a) The Trustees also included in this goal: Complete housing needs assessment for Wayland
 - ii. The Trustees also decided to combine Advocate for Housing Initiatives and Education as Goal #2

4. The Trustees identified goals and components which will be the MAHTF's focus:
 - i. Creating and Preserving Affordable Housing
 - a) Review Wayland's housing needs
 - b) Buy down home prices to affordable levels
 - c) Explore potential for housing units at Town Center, 151 Main Street (Finnerty's), and assisting with River's Edge project
 - d) Work with Wayland Housing Authority/ Town to preserve existing stock

 - ii. Advocacy and Education for Affordable Housing
 - a) Create a PR campaign that informs and moves the public to action
 - b) Create an informative and useful website
 - c) Introduce/ amend Town bylaws to support affordable housing

 - iii. Diversify Income and Assets
 - a) Promote donations of homes, property and money
 - b) Develop rules/ regulations for payments in lieu of affordable construction

 - iv. The Trustees decided to defer the remaining goals, Help Homeowners Remain in Housing and Establish Housing Needs.

5. The Trustees discussed how to move these goals/ components forward. The following actions will be taken:

ACTION: Kevin Murphy will send the MAHTF Goals-working paper to Susan Weinstein for wordsmithing.

ACTION: Kevin Murphy will send the MAHTF Goals-working paper to Jacqueline Ducharme to insert the Trustees' votes on the identified components.

 - i. Jacqueline Ducharme will send the working paper to the Trustees, along with the draft of the February 3, 2016 minutes

ACTION: Trustees will consider the identified goals and its components, and will rank order all of the components, from most interested to least interested, the component each Trustee wants to work on.

- i. Each Trustee will send his/ her completed form to Mary Antes
- ii. Mary Antes will compile a list based on the received information.

ACTION: Jennifer Steel and Mary Antes will work together in reviewing and obtaining information regarding Wayland housing needs

- i. Jennifer Steel and Mary Antes will speak to K. Provost, S. Sarkis and Brian Boggia to obtain listing of recent reports
- ii. Jennifer Steel and Mary Antes will contact the Metropolitan Area Planning Council (MAPC), as it may have additional sources.

6. The Trustees decided the Small Grants initiative will be deferred
7. The next MAHTF meeting will be held on Wednesday, March 2, 2016.
8. Kevin Murphy moved the meeting be adjourned at 9:12. Stephen Greenbaum seconded the motion. The motion was unanimously approved (7-0).

Respectfully Submitted,

Jacqueline Ducharme

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

**BALANCE SHEET
(Unaudited)
As of January 31, 2016**

	Current Month	Prior Month	Variance
ASSETS			
Cash and cash equivalents	\$ 442,595.92	\$ 816,917.81	\$ (374,321.89)
Investments ¹	400,342.90		400,342.90
Due from Town of Wayland	0.00	12,791.43	(12,791.43)
Inclusionary housing payments receivable	0.00	12,791.43	(12,791.43)
Total assets	<u>\$ 842,938.82</u>	<u>\$ 842,500.67</u>	<u>\$ 438.15</u>
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts payable	\$ -	\$ 2,500.00	\$ (2,500.00)
Due to Town of Wayland	2,500.00	0.00	2,500.00
FUND BALANCE			
Nonspendable	0.00	0.00	-
Restricted	840,438.82	840,000.67	438.15
Committed	0.00	0.00	-
Assigned	0.00	0.00	-
Unassigned	0.00	0.00	-
Total fund balance	<u>840,438.82</u>	<u>840,000.67</u>	<u>438.15</u>
Total liabilities and fund balance	<u>\$ 842,938.82</u>	<u>\$ 842,500.67</u>	<u>\$ 438.15</u>

¹ Represents \$400,000 deposited in 18-month certificates of deposit at The Village Bank - maturity date of July 11, 2017; interest rate of 1.49% (subject to prepayment penalty on any portion withdrawn prior to maturity date). The amount shown above includes accrued unpaid interest - for fund accounting purposes, these investment funds may need to be recorded at cost.

**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 January 31, 2016

	<u>Committed</u>	<u>Restricted</u>	<u>Current Month Total</u>	<u>Prior Month Total</u>	<u>Variance</u>
REVENUES					
Investment income	\$ 0.00	1,187.06	\$ 1,187.06	\$ 748.91	\$ 438.15
Inclusionary housing payments	0.00	179,080.02	179,080.02	179,080.02	-
Total revenues	0.00	180,267.08	180,267.08	179,828.93	438.15
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	177,767.08	177,767.08	177,328.93	438.15
FUND BALANCE, AT JULY 1, 2015	0.00	662,671.74	662,671.74	662,671.74	-
FUND BALANCE, AT JANUARY 31, 2016	\$ 0.00	\$ 840,438.82	\$ 840,438.82	\$ 840,000.67	\$ 438.15

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

**STATEMENT OF CASH FLOWS
(Unaudited)
For the Period July 1, 2015 to January 31, 2016**

CASH FLOWS FROM OPERATING ACTIVITIES:	
Change in fund balances	\$ 177,767.08
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Unrealized investment income - certificate of deposits	(342.90)
Change in:	
Inclusionary housing payments receivable	51,165.72
Due to Town of Wayland	2,500.00
Net cash provided by operating activities	<u>231,089.90</u>
CASH FLOWS FROM INVESTING ACTIVITIES:	
Investments - certificates of deposit	<u>(400,000.00)</u>
Net cash used in investing activities	<u>(400,000.00)</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS	(168,910.10)
CASH AND CASH EQUIVALENTS, AT JULY 1, 2015	<u>611,506.02</u>
CASH AND CASH EQUIVALENTS, AT JANUARY 31, 2016	<u>\$ 442,595.92</u>

WAYLAND BOARD OF PUBLIC WORKS

Wayland DPW Facility

February 23, 2016

7:00 PM

MEETING MINUTES

Present: M. Lowery (Acting Chair), W. Baston, J. Mishara, M. Wegerbauer, S. Kadlik (DPW Director)

Participating Remotely: C. Brown

Meeting opened at 7:00 PM

Lowery stated that Brown will be participating remotely due to geographic distance.

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

Lowery announced that the meeting is being recorded.

Lowery opened the meeting with a review of the agenda.

Lowery asked for public comment – there was none

Discussion and Vote of ATM Articles (TEC in attendance)

Article AA: Transfer Custody of Small Portion of Lakeview Cemetery

Lowery noted that a map has been prepared indicating the area to be transferred for publication in the Town Meeting Warrant.

Article BB: Improve Five Paths Intersection (Signaling & Pedestrian Crossing)

Lowery noted that the Finance Committee voted to support the article.

Lowery noted that the Board of Selectmen wishes to reduce the number of articles at Town Meeting, and requested that the Board consider delaying the article until Fall Town Meeting.

Mishara clarified that the Board of Selectmen only requested the delay in an effort to shorten Town Meeting, and offered no objection to the article itself.

Brown asked Kadlik what impact on the construction time frame a delay of the article would have.

Kadlik noted that project would be delayed one year if the article was moved to the November Town Meeting.

Mikel Myers of TEC noted that both projects could be bid out together to obtain more competitive bids.

Lowery suggested that the Board limit their time speaking to the article at Town Meeting to 5 minutes or less.

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

Lowery noted the Finance Committee and the Board of Selectmen voted in favor of the article.

Lowery requested that the location of 'one-way' signage be added to the graphic to be presented at Town Meeting.

Mishara asked if the flashing stop sign currently used at the intersection will be retained.

Myers responded that the flashing stop sign will continue to be used.

Wegerbauer noted that in regards to the Five Paths intersection, vehicles often have a difficult time turning right off Old Connecticut Path onto Cochituate Road.

Myers noted that the current plans will offer slight improvements, and he would investigate whether further improvements could be incorporated.

The Board discussed the current status of pedestrian crossings at the Five Paths Intersection as well as potential changes to the crossings.

Article DD: Accept Modified Route 30 and 27 Intersection as a Town Way

Brown asked that a map be prepared of the intersection for presentation at Town Meeting.

Article EE: Regulating Temporary Signs within Town Rights-of-Way

Lowery noted that the Board of Selectmen requested the article be delayed to allow for a more collaborative effort between Boards to be made prior to presentation at Fall Town Meeting.

Lowery made a motion that Article EE be withdrawn from Annual Town Meeting and instead presented at Fall Town Meeting.

Baston 2nd

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

Items Included as Part of Agenda Packet for Discussion

- BOPW-sponsored article list

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

- 2/17/2016 TEC Five Paths Intersection Improvements image

-2/17/2016 TEC East Plain, School, Route 30 Intersection improvements image

Discussion and Vote of ATM Article: Adopt MGL44, Revolving Accounts

Lowery noted that the Board of Selectmen are seeking to comply with State law regarding the administration of Revolving Funds.

Lowery made a motion that the Board accept the terms of Article S relative to the Transfer Station.

Wegerbauer 2nd

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

*Items Included as Part of Agenda Packet for Discussion
- Draft of article re: Departmental Revolving Funds*

Discussion of Water Rates and Payments for Town-Owned & Community Facilities

Mishara asked if the bills issued to Town-owned facilities are paid as they are issued.

Kadlik confirmed that the bills are paid by facilities as they are issued.

Lowery noted that Tighe & Bond’s annual survey showed that only one town locally has adopted a separate municipal water rate.

Brown noted a financial analysis needs to be conducted before the issue is addressed.

Lowery discussed the potential irrigation of athletic fields by the Recreation Department and expressed his support for the establishment of a separate rate for irrigation systems.

Brown suggested that Chris Woodcock look into the establishment of a municipal rate structure and its potential impact on the Water Enterprise Fund balance.

Kadlik described the status of seasonal meters.

Lowery requested a spreadsheet tracking municipal water usage for 1 year.

Lowery noted that the water rates for Town-owned facilities should be discussed as part of the next water rate hearing.

Lowery asked Water Division Superintendent Don Millette when he would prefer to have a water rate set.

Millette replied that he would prefer rates to be set in May or June.

Lowery requested that an initial discussion of water rate setting be placed on an agenda shortly after Town Meeting.

Items Included as Part of Agenda Packet for Discussion

- 2015 Facilities and Water Service Bills
- 2015 School & Water Service Bills
- List of Town-Owned and Community Facility Meters

Discussion of Library Drainage

Lowery noted that a schedule has been received and that a contractor is slated to be on sight within the next week.

The Board discussed the status of the water pumps and the process for their deployment.

Lowery requested that a photo of the pumps be taken and a brief explanation of their operation be provided to the Board of Library Trustees.

Items Included as Part of Agenda Packet for Discussion

- Tighe & Bond Library Drainage Mitigation Project Work Schedule
- 2/17/2016 Email from Janet Moonan of Tighe & Bond re: Update on Library Drainage Project

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

- 2/19/2016 Email from Janet Moonan of Tighe & Bond re: Vacuum Excavation to ID Utilities for Library Drainage Project

DPW Director's Financial Report

Kadlik described the current state of the budget, noting that vehicle repairs due to damage during snow operations have been costly.

Items Included as Part of Agenda Packet for Discussion

- 2/18/2016 DPW Budget Summary

Board Members' Reports, Concerns, and Updates

Mishara asked about the removal of brush along the roads due to storm damage.

Kadlik replied that crews are working throughout town to remove limbs and brush that have fallen from Town trees.

Lowery expressed his concern over a large tree limb overhanging the Town Hall driveway leading to Pelham Island Road.

Lowery asked Millette about the status of the Happy Hollow Well cutover.

Millette replied that the water sampling and alarm testing process is currently underway in preparation for DEP inspection.

Lowery requested that a discussion of cemetery fees occur at a meeting shortly after Town Meeting.

Brown noted that the Recreation Commission would like to meet with the Board of Public Works at the next meeting to discuss field maintenance.

Brown noted that a traffic calming request has been received from residents on Parmenter Road, and requested that an initial discussion be placed on the next agenda.

Review and Approve the Minutes of the 2/9/2016 Meeting

Wegerbauer asked if Millette would be conducting a file review with the DEP regarding the Framingham Birch Road Wells.

Millette replied that he could conduct the review after the DEP Annual Report is submitted and the Consumer Confidence Report is completed.

Wegerbauer made motion to accept the minutes of the 2/9/2016 meeting.

Lowery 2nd

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

*Items Included as Part of Agenda Packet for Discussion
- 2/9/2016 Meeting Minutes Draft*

Brown noted that the next Board of Public Works meetings will occur on 3/8/16 and 3/22/16.

Wegerbauer made a motion to adjourn.

Baston 2nd

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

Meeting adjourned at 8:29 PM



Town of Wayland Massachusetts

River's Edge Advisory Committee ("REAC") Meeting Minutes for Tuesday, January 26, 2016 Meeting

Members Attending: Jerome Heller (Chair) Rebecca Stanizzi
Christine DiBona William Steinberg
William Sterling Michael Ellenbogen
Robert Morrison

Absent: Daniel Hill
Michael Wegerbauer

Guests: None

Meeting was called to order at 7:35 P.M.

Public Comment: None

1. Meeting Minutes: Minutes of January 14, 2016 were approved, 7-0.
2. An invoice dated Jan. 19, 2016 from Anderson & Kreiger was presented for approval. Following discussion, the invoice was approved for payment, 7-0. In addition, the Committee elected to reengage A&K for the purpose of reviewing the revised additions of the RFP, LDA, and related documents so they may be registered and distributed to bidders. It was noted that we have been informed there was only about \$8000 remaining in the budget but A&K predicted they would likely spend no more than 8-10 hours to perform this work.
3. The RFP, as revised by Becky and Bill Steinberg, was presented to the Committee for review. Following a page by page review, a motion was made by Bill Sterling that the revised RFP be approved and submitted to A&K for their review and comments and thereafter be presented to the BOS for their review and submission for advertising and registration with the State. Although the Committee would like to present the RFP to bidders as soon as possible, taking the necessary legal steps into consideration, it is likely the presentation will not take place until some time in March with bids arriving in May.
4. The LDA, also revised by Becky and Bill, was presented to the Committee for review. Jerry submitted changes to two paragraphs dealing with the calculation of the Net Purchase Price and potential adjustments to it. Again, following a page by page review, a motion was made by Bill Steinberg that the LDA be approved with the amended changes and also submitted to A&K for review, submission to the BOS and processing with the RFP. The motion was approved unanimously.

5. The Design Guidelines, as revised by Rob and Bill Sterling were presented to the Committee for review. A discussion ensued regarding the extent of the revisions and the necessity of conforming to previous comments of Town boards. It was decided that it would be helpful to bidders if it were indicated that the guidelines were in many instances suggestions rather than mandatory. Bill Steinberg submitted the following text that would serve as a “preamble” to the guidelines:

The Design Guidelines set forth below have been developed by the Wayland Planning Board, the Wayland Economic Development Commission the Wayland Design Review Board, and from comments by other Wayland residents in order to provide guidance to Respondents to the River’s Edge RFP. Many of these Design Guidelines are recommendations and are not mandatory criteria. The essence of the design process is to create a quality community for the Town of Wayland, and creativity and excellent design are encouraged.

Following discussion, it was decided that the matter and suggested text be brought up again at the next meeting of the Committee.

6. The Committee decided that the next meeting be held on Wednesday, Feb 3 at 7:30 P.M.
7. The meeting adjourned at approximately 9:30P.M.

Respectfully submitted,

Jerome Heller

Attachments:

Drafts of RFP and LDA marked “for discussion”.



State House Day

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