

PACKET

JULY 25

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
LOUIS M. JURIST
CHERRY C. KARLSON
JOSEPH F. NOLAN

BOARD OF SELECTMEN
Monday, July 25, 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.

- 6:30 pm 1.) Call to Order by Chair
- Announcements; Review Agenda for the Public
- 6:32 pm 2.) Public Comment
- 6:40 pm 3.) Enter into Executive Session Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to Discuss Strategy with Respect To Health Insurance in regard to the AFSCME Clerical Union, the AFSCME Professional Union, the Teamsters, the Library Association, the Police Union, the Fire Union, the Wayland Teachers Association, the Wayland Educational Secretarial Association, the School Custodians Union, and the Food Service Association; and
- Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to Discuss Civil Service with Respect to the Police Union; 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 8 Glezen Lane, 107 Old Sudbury Road; and
- Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3), to Discuss Strategy with Respect to Pending Action regarding Boelter et al v. Wayland Board of Selectmen; and
- Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(7), to Review and Consider for Approval the Potential Release of the Executive Session Minutes of July 13, 2016, Pertaining to the Above Subjects, because a Public Discussion of These Matters will have a Detrimental Effect on the Bargaining, Negotiating, or Litigating Position of the Town
- 7:40 pm 4.) Interviews and Potential Vote to Appoint to Boards and Committees
1. Municipal Affordable Housing Trust Fund Board
 - Michael Staiti
 2. Permanent Municipal Building Committee
 - Michael Gitten

BOARD OF SELECTMEN
Monday, July 25, 2016
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Proposed Agenda Page Two

- | | | |
|---------|------|--|
| 7:55 pm | 5.) | Vote to Authorize Chair to Sign Letter to MassHousing Regarding Brookside Development, 113, 115, 117, 119 Boston Post Road |
| 8:05 pm | 6.) | Review and Comment on RFP for Legal Services |
| 8:25 pm | 7.) | Review Special Town Meeting Articles |
| 8:45 pm | 8.) | Provide Direction on Entering into a Contract with Clear Gov |
| 8:55 pm | 9.) | Review and Vote to Approve Minutes of July 13, 2016, and Vote to Release Redacted Executive Session Minutes of July 13, 2016 |
| 9:05 pm | 10.) | Review and Approve Consent Calendar (See Separate Sheet) |
| 9:10 pm | 11.) | Review Correspondence (See Separate Index Sheet) |
| 9:20 pm | 12.) | Report of the Town Administrator |
| 9:30 pm | 13.) | Selectmen's Reports and Concerns |
| 9:40 pm | 14.) | Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any |
| 9:45 pm | 15.) | Adjourn |

4. INTERVIEWS

DATE: JULY 22, 2016

TO: BOARD OF SELECTMEN

RE: APPOINTMENT TO MUNICIPAL AFFORDABLE HOUSING TRUST FUND BOARD

There is one opening on the Municipal Affordable Housing Trust Fund Board for a term to expire on June 30, 2018, due to the resignation of Jacqueline Ducharme.

Attached is the résumé of Michael Staiti, who is applying for appointment to the Municipal Affordable Housing Trust Fund Board as a resident. He has a background in both real estate and finance.

VOTE: TO APPOINT MICHAEL STAITI TO THE MUNICIPAL AFFORDABLE HOUSING TRUST FUND BOARD, EFFECTIVE IMMEDIATELY, FOR A TERM TO EXPIRE ON JUNE 30, 2018.

DiNapoli, MaryAnn

From: Mike Staiti <mikestaiti@keystonedev.net>
Sent: Wednesday, July 13, 2016 2:33 PM
To: DiNapoli, MaryAnn
Cc: 'btoherlihy@verizon.net'
Subject: Wayland Municipal Housing Trust

Hi MaryAnn,

I have been asked to submit my name for appointment to an opening on the Wayland Municipal Housing Trust. Brian O'Herlihy and Mary Antes have asked me to email you indicating my interest and giving you a little bit about my background.

I own Keystone Development and have been involved in residential and commercial development since 1995. Keystone has developed over 700 residential units since 1995 and has successfully developed numerous projects in Wayland including one affordable housing unit (7 Sage Hill Lane). In addition, I have been involved in three 40B developments in the Massachusetts so I have knowledge of how that process works.

Finally, I served on the Nike committee for four years, helping to develop affordable units on the former Nike missile site off Oxbow Road in Wayland.

I understand I need to be appointed by the selectmen and you have a meeting tonight and again on the 25th. Please let me know if any more information is needed and when you would like me to appear before the selectmen.

Sincerely,

Michael Staiti

Michael Staiti
25 Sage Hill Road, Wayland, MA 01778
mikestaiti@keystonedev.net

- EDUCATION**
- University of Michigan, Ann Arbor, MI MBA, 1995
Graduated with honors with a concentration in real estate, finance and entrepreneurial studies
 - Lehigh University, Bethlehem, PA BS, 1989
Double-major Accounting and Finance
 - Armor Officer Basic Course, 1st Lt. 1990
Fort Knox, Kentucky
- EMPLOYMENT HISTORY**
- Keystone Development Corporation- Owner** 1995- Present
- Construction company and developer of single family and multi-unit residential communities in Massachusetts. Total residential and commercial construction since 1995 is approximately \$140 million. Projects include:
 - Hillside Village, West Boylston, MA – 112 unit Active Adult Community
 - Angell Brook Village, West Boylston, MA – 132 unit Active Adult Community
 - Permitted: Granite Hills, Northbridge, MA – 130 unit 40B project
 - The Hills of Whitinsville, Northbridge, MA-250 unit residential project
 - Stratford Village, Millbury, MA-49 unit condominium project
 - Wayland subdivisions: Lingley Lane, Sage Hill, Rose Hill, 151 Plain Rd, 104 Plain Rd
- Creative Development (JEMS Financial), LLP - Owner** 2005-Present
- Hard money lender with total loans in excess of \$60 million since inception, current loan portfolio is approximately \$5 million.
- WRT Management - Owner** 1995-Present
- Commercial real estate development and property management company. Currently own and manage approximately 3.1 million SF of commercial real estate.
- Blackcomb Solar-Owner** 2011-Present
- Developer and owner of 8.1 megawatts of commercial scale PV solar projects located throughout Massachusetts.
- Price Waterhouse – Auditor, CPA** 1989-1991
Boston, MA
- Auditor in small business group.
- OTHER**
- Family: Sandra, Jack (14), Emily (12)
 - NIKE Affordable Housing Committee, Town of Wayland
 - Wayland Energy Committee, Solar Advisor
 - Builders Association of Greater Boston – member
 - NAHB Member, Certified Green Builder

DATE: JULY 22, 2016

TO: BOARD OF SELECTMEN

RE: APPOINTMENT TO PERMANENT MUNICIPAL BUILDING COMMITTEE

There is one opening on the Permanent Municipal Building Committee for a term to expire on June 30, 2017, due to the resignation of Doug Goddard.

Michael Gitten is currently on the committee as the representative of the School Committee to the Claypit Hill project. Should he be appointed as a full member of the Permanent Municipal Building Committee, the School Committee will appoint another representative.

VOTE: TO APPOINT MICHAEL GITTEN TO THE PERMANENT MUNICIPAL BUILDING COMMITTEE, EFFECTIVE IMMEDIATELY, FOR A TERM TO EXPIRE ON JUNE 30, 2017.

From: Keefe, Ben
Sent: Tuesday, July 19, 2016 8:58 AM
To: Balmer, Nan
Subject: FW: PMBC Position

NAN

I am proposing that Mike Gitten be moved from the project specific position that he currently holds to the vacant permanent position on the PMBC. The vacant position is for a 1 year term.

Mike has been a regular attendee at the PMBC meetings and offers his expertise on projects other than the ones he is assigned.

Filling this position will bring the PMBC back to full strength. The School Committee is working on assigning a replacement (recommended by Mike) for Mike.

BEN

From: Mike Gitten [<mailto:lewisgitten@comcast.net>]
Sent: Wednesday, July 13, 2016 10:53 PM
To: Keefe, Ben
Subject: PMBC Position

Ben

I send this to express my interest in being considered as a member of the Permanent Municipal Building Committee. I am a Professional Engineer and Licensed Site Professional with more than 30 years of experience in the redevelopment of contaminated property and geotechnical engineering. I hold a BS in Civil Engineering and MS in Hazardous Materials Management from Tufts University. I was on the Nike Site Advisory Committee for its entire existence. I am currently the School Committee's representative to the Permanent Municipal Building Committee for the Claypit Window Project and filled a similar role for the Middle School roof project. I have held this position since June 2013. I was also a member of the Surface Water Quality Committee for a number of years. I believe my professional and municipal experience will add value to the committee. I am a 15+ year resident, registered voter and regular attendee at Town Meetings.

Let me know if anything else is required to consider me for this position.

Thank you

Mike Gitten
lewisgitten@comcast.net
171 Old Connecticut Path
978-697-5367

S. BROOKSIDE
LETTER



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

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July 26, 2016

Ms. Katherine Lacy, AICP
Permitting and Monitoring Specialist
MassHousing
One Beacon Street
Boston MA 02108

RE: Brookside Development 113, 115, 117, 119 Boston Post Road

Dear Ms. Lacy:

Please accept this letter on behalf of the Board of Selectmen of the Town of Wayland in reference to the application for project eligibility approval submitted to MassHousing by Stephen Zieff and Company (the "Applicant") for a 60 unit rental development ("proposed development") on Route 20 Boston Post Road in Wayland, Massachusetts.

For the reasons set forth below, the Board of Selectmen urges MassHousing to deny the Applicant's request for project eligibility approval.

Wayland is about to increase its affordable housing stock by 188 units with a proposed new development at River's Edge, 489-490 Boston Post Road on Route 20 where it crosses the Sudbury River. This will bring the Town of Wayland's Subsidized Affordable Housing Inventory to over 9%. The recent success of the River's Edge development initiative can be traced back to 2010 when the Wayland Master Plan Review Advisory Committee came up with two suggestions that proved to be interconnected. One was to identify more town-owned land that would be suitable for potential affordable housing. The other suggestion was to create an Economic Development Advisory Committee. This latter committee, consisting of volunteer residents with careers in real estate development, seized on the task and quickly identified 8.24 acres of underutilized land, an abandoned septic treatment plant adjacent to the Sudbury River.

The Town of Wayland, at the Annual 2014 Town Meeting, approved a zoning overlay district on the River's Edge parcel. This has been a long process, from securing \$360,000 in

Community Preservation Funds to review and plan for River's Edge at Town Meeting 2012, to completing the thorough review, to just barely failing to pass the zoning overlay district at Town Meeting 2013 by 7 votes. Finally, after reducing the number of units and lowering building height limitations the zoning article passed in 2014. Its density equates to 23 units per acre. With the zoning in place, River's Edge is now a by-right development and the expedited permitting process is a unique model for municipal redevelopment.

Now that two qualified developer proposals are in hand the schedule for moving forward is as follows:

- Interviews and price proposals open on 8/3/16
- Committee evaluation by 8/15/16
- Board of Selectmen award by 9/13/16
- Contract signing by 10/13/16
- Due diligence review by developer by 1/13/17
- Building permit and R.E. Closing by 9/13/17
- Construction completion by 9/13/19 to 3/13/20

The River's Edge development represents a giant leap forward in achieving Wayland's goal of 10% affordable housing. At the same time, Wayland will realize significant financial benefits from the disposition and redevelopment of the Property and facilitate rental, affordable housing and senior housing opportunities in the Town through the construction of a first class rental housing development, the design of which is well integrated into and compatible with the Town's design goals. However, allowing other 40B projects to move forward during the River's Edge development time frame will pose a threat to the Town-sponsored development's financial success by draining off market demand for units anticipated in the market studies conducted by the Town. We believe it is appropriate to require housing developers to comply with Wayland Zoning By-laws in recognition of the Town's updated Housing Production plan. The Housing Production plan will be submitted in the next 30 days.

Should MassHousing issue a project eligibility approval for the Brookside Development, we request that MassHousing impose the following conditions:

1. The applicant should be required to provide evidence that the land's value is equal to or exceeds \$2,000,000 as stated in its development budget and as submitted to MassHousing and otherwise complies with MassHousing's Acquisition Value Policy;

2. The applicant should be required to submit a revised site plan with a proposed density consistent with the other 40B project known as Post Road Village, which was constructed at less than 6 units per acre. Post Road Village is less than 750' west of the proposed Brookside Development;
3. The applicant should be informed that the Town of Wayland will not grant wholesale waivers from local regulations designed to protect public health and safety.

Enclosed please find a memorandum of Town concerns from Wayland's Town Planner dated July 7, 2016 following the site visit.

On behalf of the Board of Selectmen of the Town of Wayland, please let me know if you have any questions or would like additional support for any of the comments made above. Thank you in advance for your consideration.

Very truly yours,

Sincerely,

Cherry Karlson
Chair, Board of Selectmen

6. RFP LEGAL SERVICES

DATE: JULY 25, 2016

a model for Wayland. Because
be more flexibly structured.
tribution of the RFP to municipal
chool Counsel by August 1st and will
ted.

er and provide direction to the
; practice that would be

alf day to a minimum of one half
h if needed.
ill encourage cost containment,
e use of Town Counsel to solve

n to hourly billing as a fee

c price is given in the selection

ommittee and Selectmen to
ore considering price.
to the Selection Committee on the

e town insured annually.
ontrol by Board of Selectmen.

men, Town Administrator,

are the chief users of legal services.

Assistant Town Administrator:

st / September
er
mber / December
mber
ary 2, 2017

from several towns, the attached RFP from the Town of Sudbury is recommended as
legal services are exempt from MA procurement requirements, the RFP process can
Advertising will be through the MA Municipal Association website and via direct dist
lawyers in MA. The School Committee is expected to complete a process to select So
let us know if any additional legal services provided under the town's RFP are requere

RECOMMENDATIONS:

The model Sudbury RFP will be modified to fit Wayland. The Board is asked to consi
Town Administrator on the following four recommendations for change from curren
incorporated into the RFP (where required):

1. Office Hours:

- a. Recommend that office hours be reduced from the current weekly h
day per month with the option to increase to two half days per mon
Justification: I believe the reduction of Town Counsel office hours w
increase accountability of staff for problem solving, and decrease th
non-legal problems.

2. Fees and Expenses:

- a. Recommend that proposers be asked to provide an alternative optio
arrangement, such as a flat fee / retainer, billed monthly.
Justification: Provides an alternative for potential cost saving
- b. Request that the Board consider and provide direction on the weigh
process:
 - i. Separate, sealed price proposals would allow the Selection
consider and come to conclusion on quality of proposals be
 - ii. As an alternative, the Board could provide general direction
importance of price.

3. Contract / Insurance:

- a. Recommend one year contract and insurance certificates, naming th
Justification: Increase accountability by legal services provider and c

4. Selection:

- a. Recommend a Selection Committee composed of at least two Selec
Assistant Town Administrator, One Land Use Department Head.
Justification: The Selectmen, Admin staff and land use departments
The Committee can be expanded at the Board's discretion.
- b. Recommend the following general RFP schedule, managed by the A

Recruitment:	Augu
Selection Committee screening / interviews	Octo
Board of Selectmen interview of finalists	Novo
Negotiation and award of contract	Deco
Effective date of appointment	Janu

III. Town Counsel Services

The Town seeks counsel experienced in the following matters:

- General Municipal Law, established under Massachusetts General Law and case law;
- Municipal Finance;
- Town bylaws and regulations;
- Open Meeting, public record, executive session, conflicts of interest law;
- Zoning and land use issues;
- Real estate issues: acquisitions, sales, eminent domain, easements, leases, tax takings; licenses; conservation and agricultural restrictions; right-of-first refusal;
- Town Meeting: drafting and review of warrant articles and motions, advice on issues before and at Town Meeting;
- Drafting and monitoring special legislation;
- Public bidding, public construction, and municipal procurement issues including lease-purchasing of equipment and contract approval;
- Affordable Housing; MGL. C. 40B; MGL c. 44, s. 55C (Municipal Housing Trusts)
- Subdivision control law;
- Community Preservation Act;
- Wetlands regulations;
- Environmental issues;
- Elections law and procedures;
- Licensing;
- Representation of the Town in all courts, including appellate level, and administrative agencies and other litigation;
- Appellate Tax Board matters;
- Property and Liability claims against Town;

The Town expects Town Counsel attendance at the following:

- All sessions of Special and Annual Town Meetings (Annual Town Meeting starts at the beginning of May and is held on the first Monday, Tuesday and Wednesday evenings);

- Upon request of the Board of Selectmen (BOS) and/or Town Manager, be present at BOS meetings or other Town agency meetings. BOS meetings are generally held 1st and 3rd Tuesday evenings of the month from September through July; and generally once in August.
- The Selectmen may have special counsel (i.e. labor issues, tax takings, wetland issues, energy supply contracting; solar projects; environment/DEP permitting, etc.) and as such Town Counsel may need to collaborate or consult with Special Counsel.

IV. Minimum Qualifications

A. Bar Admissions

The appointee and all those who serve as back-up to the appointee (see below) must be a member in good standing of the Massachusetts Bar and of the Federal Bar for the District of Massachusetts.

B. Experience

The appointee must represent or have represented as Town Counsel (or functional equivalent) a minimum of one Massachusetts municipality for no less than five years each; or represented other Massachusetts municipalities in specific areas of municipal law; or possess equivalent experience. References for all municipalities currently represented or represented in the past ten years by the appointee must be furnished.

C. Accessibility and Accountability

The appointee must commit to be available for frequent contact either through in person meetings or via telephone or email, responding to all communications from authorized officials either himself/herself or through a qualified back up attorney within 24 hours of the call/email. Our current model for legal services has worked well with Town Counsel being available on-site during certain days/hours and via email/telephone to answer inquiries, including calls at home or on cell phone when necessary. The Town has a preference for the availability of Town Counsel in person in the Sudbury Town offices. The preference would be that the attorney be available in the Flynn Building two days a week for at least three hours each day. The appointee must be accessible to Town staff and Board members. The Town Manager's Office manages requests for Town Counsel legal advice. The appointee must also commit, as a general rule, to responding to requests for written opinions within one week unless the circumstances of the opinion warrant a shorter or longer time frame for a response. The appointee must commit to preparing a brief written summary each month of all open issues at no cost to the Town and to preparing a report for the Town's Annual Report, also at no cost to the Town.

D. Back-up

The appointee must have within his or her firm or through an established relationship at least one other qualified attorney, who is specifically assigned as a back-up for Sudbury, and who is available to render advice and otherwise represent the interests of the Town of Sudbury when the appointee is unavailable. In this context, "qualified attorney" shall mean another lawyer who substantially meets the minimum qualifications set forth herein for the appointee.

E. Billing

The appointee must commit to providing a summary of legal services rendered and invoices for services ordered, rendered and accepted on a monthly basis. Each statement, if based on an hourly rate for services, must disclose, at a minimum, the date of the service, the identity of the lawyer or staff person performing the service, the subject matter reference for the service, a description of the service performed, the time it took to perform that function, and the hourly rate for the individual performing the function. (See Attachment B.) Expense items must also be itemized. Billings may be subject to external review.

F. Insurance Requirements

Evidence of valid minimum insurance coverage must be submitted by the selected firm or individual prior to or upon the execution of the contract, as follow:

Workers' Compensation Insurance as required by law

Insurance Certificates with the Town named as an additional insured for each:

General Liability of at least \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$3,000,000 Annual Aggregate Limit.

Automobile Liability (applicable for any contractor who has an automobile operating exposure) of at least \$1,000,000 Bodily Injury and Property Damage per accident.

Lawyers Professional Liability of at least \$1,000,000/occurrence, \$3,000,000 aggregate.

The Town reserves the right to modify these insurance requirements.

V. Fees and Expenses

The Town is committed to containing legal costs and wishes to understand the basis on which the responding attorneys propose fees and expenses. Any attorney/law firm wishing to be considered for appointment may submit with its application alternative proposals to the traditional hourly rate arrangement. For example, responding attorneys may propose a fixed retainer for a specified scope of services with an hourly rate for work outside the established scope of services, or a fixed cost for a set number of hours per month.

Towards this end, responding attorneys are encouraged to clearly outline how they might assist the Town in containing legal costs.

Any single expense/disbursement exceeding \$500 requires prior approval from Town Manager.

If a minimum annual contract is proposed, define what would be included in such an arrangement. Responding attorneys should feel free to be creative in this regard so long as the proposal is workable and reasonable.

Whether or not an alternative fee arrangement is proposed by the responding attorney, the attached fees and expenses response sheet must be filled out completely.

The Town seeks pricing structure proposals for 3 years; however, appointment of Town Counsel is made annually by the Board of Selectmen; therefore, although there will be a pricing structure in effect for three years, there's no guarantee of reappointment each year.

VI. Selection

In seeking Town Counsel, the Board of Selectmen of the Town of Sudbury is not bound by M.G.L. c.30B or by any other constraints apart from the sound judgment of the Selectmen. This process is being used to communicate the desired qualifications of Town Counsel and to solicit information in an orderly fashion for rough comparative purposes.

A nine member Search Committee composed of two Selectmen, Town staff and others has been established whose function will be to recommend three finalists for consideration by the Board of Selectmen. Personal interviews will be part of the process for selecting the finalists. The finalists will interview with the Board of Selectmen during an open meeting. Ultimately, the Board of Selectmen will select the candidate deemed to be in the best interests of the Town, in its sole discretion. Consequently, the Board of Selectmen and Town of Sudbury reserve the right to waive any irregularities in the RFP process and to accept or reject any or all proposals. It is anticipated that the selection process will conclude by March 18, 2014. The appointment of Town Counsel is made by the Board of Selectmen for each fiscal year.

Below are the projected dates for this process. The Town reserves the right to modify this schedule as it determines convenient:

Nov. 4, 2013	RFP issued
Dec. 2, 2013	Proposals due by 3:00 pm
Dec. 16, 2013 - Feb. 3, 2014	Search Committee screening/interview process
Feb. 7, 2014 – March 4, 2014	Board of Selectmen interviews finalists/makes decision
July 1, 2014	Effective date of appointment

VII. Application

Qualified attorneys or law firms interested in responding to this RFP should fill out the attached forms completely and attach copies of all documents requested therein. Kindly return the same in a sealed envelope labeled "Town Counsel RFP" to Maryanne Bilodeau, Asst. Town Manager/HR Director and a member of the Search Committee, who also will be available to respond to questions at:

Maryanne Bilodeau
Asst. Town Manager/HR Director
Town of Sudbury
278 Old Sudbury Road
Sudbury, MA 01776
bilodeaum@sudbury.ma.us

Please provide 10 (10) hard copies of the RFP response and all associated documentation on 8 ½ by 11 paper, along with one digital copy in Adobe pdf format at the address above.

All responses to this RFP must be received at the above address no later than 3:00 p.m. on Monday, December 2, 2013.

ATTACHMENT A

**RESPONSE TO REQUEST FOR PROPOSALS FOR
TOWN OF SUDBURY TOWN COUNSEL**

Name:	
BBO#	
Name of Firm:	
Street	
City, State,	
Telephone:	
Fax Number:	
Email:	
Website:	

Please respond to each of the following, using separate pages as necessary:

1. Please identify by name (and BBO #, address and phone number if different than above) the proposed Town Counsel, and, if applicable, lead counsel as well as members of a team, and each proposed back-up counsel.
2. Please attach resumes or *curriculum vitae* for each attorney identified above.
3. Do each of the attorneys identified above meet the minimum bar admission requirements of the RFP? If other than "yes", please explain.
4. With respect to each attorney identified, please list each and every Massachusetts municipality represented by the attorney within the past ten years, the years of such representation, and the name, address and phone number of at least one contact person in each municipality with knowledge of the attorney's representation.
5. Please describe each identified attorney's experience in municipal law.
6. Please describe how you propose to satisfy the Accessibility and Accountability requirements of the RFP.

7. Please describe how you propose to satisfy the attorney back-up requirements of the RFP.
8. If services are to be provided by a team of lawyers, describe how the team approach would work. For example, will specific attorneys be assigned to specific cases or subject matters? Will the specific attorney remain the contact throughout the case or matter?
9. How would you conduct or oversee litigation, including administrative proceedings, in which the Town and its boards are involved in their official capacity, to the extent such legal services are not provided by the Town's insurance carriers or outside counsel?
10. Are you available to review and approve as to form and content all contracts to which the Town is a party?
11. Do you provide regular updates on regulations, legislation and court decisions affecting municipalities and, if so, would this be a separate expense?
12. Do you provide training in legal obligations and compliance for elected, appointed and compensated Town employees on issues such as conflict of interest, ethics, freedom of information, open meeting law and harassment, and, if so, would this be a separate expense?
13. Please describe your suggestions for the transition from current Town Counsel.
14. Please describe any complaints with the Board of Bar Overseers or suits against each identified attorney in the last ten (10) years and how the complaints or suits have been resolved.
15. For each Town you and, if applicable, members of your firm have represented, please list those cases where municipal litigation has been undertaken in the last five (5) years (do not list special ed or appellate tax board cases) and the results of such litigation.

By my signature, I certify that the information contained in this Response to Request for Proposals are complete and accurate, to the best of my knowledge and belief.

Signed: _____

Date: _____

ATTACHMENT B

RESPONSE TO REQUEST FOR PROPOSALS FOR TOWN OF SUDBURY TOWN COUNSEL - FINANCIAL INFORMATION

Fees and Expenses Response Sheet

(To be attached to and made a part of the overall Response to Request for Proposals)

1. Please list the name and hourly rate for proposed Town Counsel and for each attorney intended or likely to serve as back-up.
2. If you propose to bill for services provided by paralegals, clerical staff, or other non-attorney personnel, please list by title and by hourly rate each position for whom you may bill.
3. Please provide a complete listing of all charges for expenses you intend to impose as incurred (i.e., any and all copy charges, telephone charges, fax charges, mileage charges and the like, but excluding any fees for stenographers, court fees, service fees and the like).
4. In what hourly increments do you intend to bill?
5. Do you bill out attorney time out of the office on a portal-to-portal basis or some other basis? Please describe.
6. Please describe any proposed alternative fee arrangement.
7. For each city or town you represent list the legal budget (broken down) the last five years and the actual amount spent that year, with an explanation for any substantial differences.
8. For each city and town, describe cost containment procedures you have implemented to keep the legal budget reasonable and cost effective.

ATTACHMENT C

**MUNICIPAL LAW EXPERIENCE CHECKLIST
(To be completed for each team member)**

Rate your experience within the last five years in the following areas of municipal law using the scale below

- 1. No experience
- 2. Limited experience
- 3. Moderate experience
- 4. Advanced experience
- 5. Extensive experience

- _____ General Municipal Law, established under Massachusetts General Law and case law;
- _____ Municipal Finance;
- _____ Town bylaws and regulations;
- _____ Open Meeting, public record, executive session, conflicts of interest law;
- _____ Zoning and land use issues;
- _____ Real estate issues: acquisitions, sales, eminent domain, easements, leases, tax takings; licenses; conservation and agricultural restrictions; right-of-first refusal;
- _____ Town Meeting: drafting and review of warrant articles and motions, advice on issues before and at Town Meeting;
- _____ Drafting and monitoring special legislation;
- _____ Public bidding, public construction, and municipal procurement issues including lease-purchasing of equipment and contract approval;
- _____ Affordable Housing; MGL. C. 40B; MGL c. 44, s. 55C (Municipal Housing Trusts)
- _____ Subdivision control law;
- _____ Community Preservation Act;
- _____ Wetlands regulations;
- _____ Environmental issues;
- _____ Elections law and procedures;
- _____ Licensing;
- _____ Representation of the Town in all courts, including appellate level, and administrative agencies and other litigation;
- _____ Appellate Tax Board matters;
- _____ Property and Liability claims against Town;

ATTACHMENT D

**STATEMENT OF LITIGATION EXPERIENCE
(To be completed for each team member)**

Rate your experience with in the last five years practicing with the following Courts, Boards and Commissions based on the scale listed below.

1. No experience
2. Limited experience
3. Moderate experience
4. Advanced experience
5. Extensive experience

- _____ Trials before State Courts (District, Superior, Land Courts)
- _____ Trials before Federal District Courts
- _____ Appeals before Massachusetts Appeals Court
- _____ Appeals before Massachusetts Supreme Judicial Court
- _____ Administrative Proceedings before Massachusetts Civil Service Commission
- _____ Arbitration Proceedings
- _____ Mediation Proceedings
- _____ Administrative Proceedings before Massachusetts Appellate Tax Board
- _____ Administrative Proceedings before Massachusetts Department of Environmental Protection
- _____ Administrative Proceedings before the ABCC
- _____ Administrative Proceedings before the Housing Appeals Committee
- _____ Administrative Proceedings before Division of Administrative law Appeals

POSSIBLE FALL STM 2016 Articles	
1	Petition the State Legislature to Remove All Police Personnel from the Provisions of Civil Service Without Affecting the Civil Service Rights of Incumbents
2	Petition the State Legislature to Adopt Special Act for Other Employment Benefits Trust Funds and Repeal Existing OPEB Trust Fund Special Act
3	Amend Chapter 36, Section 18 of Town Code, Attendance and Participation of Nonresident Town Officials
	Preservation of Historically Significant Buildings Through Demolition Delay
4	Regulating Temporary Signs Within Town-Owned Rights of Way
5	Authorize Application for LAND Grant for Mainstone Farm
6	Purchase Land for Wellhead Protection
7	By-law to Create Town Meeting Consent Calendar
PLANNING BOARD ARTICLES:	
7	Home Occupation
8	Assisted/Independent Living and Nursing Home
9	Landscaping in Parking Areas Zoning Bylaw
10	Building Height
	Sidewalk Construction in Roadside, Business Districts A and B, Light Manufacturing and Limited Commercial of the Zoning Bylaw
11	Conservation Cluster Developments
	Street Acceptances (Greenways, Summer Lane, Dylan Circle, Spenceer Circle)

ARTICLE FOR ANNUAL TOWN MEETING

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

CONTACT PERSON: Cherry Karlson TELEPHONE/Day: (508) 358-3621

TELEPHONE/Evening: _____

BOARD VOTE: _____ DATE OF VOTE: _____

TITLE: Petition the State Legislature to Remove All Police Personnel from the Provisions of Civil Service Without Affecting the Civil Service Rights of Incumbents

COST: _____ NO COST: XX COST ESTIMATE: _____

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

AN ACT EXEMPTING ALL POLICE PERSONNEL IN THE TOWN OF WAYLAND POLICE DEPARTMENT FROM THE PROVISIONS OF THE CIVIL SERVICE LAW

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

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

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

COMMENTS:

PROS:

CONS:

SIGNATURE OF CHAIR _____ DATE _____

Mark Lanza Approval _____ DATE _____

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

Sponsored by: Board of Selectmen

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

AN ACT EXEMPTING ALL POLICE PERSONNEL IN THE TOWN OF WAYLAND POLICE DEPARTMENT FROM THE PROVISIONS OF THE CIVIL SERVICE LAW

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

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

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

FINANCE COMMITTEE COMMENTS:

In Wayland only Police Department personnel (below the rank of Chief) are covered under the Commonwealth of Massachusetts Civil Service Law Chapter 31. This article seeks to remove Police personnel in the category of: 1) new hires, and 2) those being promoted, from the provisions of civil service. Existing Police personnel remaining in their current status would not be affected by this petition.

At the March 1946 ATM, an article was approved to petition the General Court to remove the Chief of Police from Civil Service. Wayland adopted Civil Service for Police Department personnel by Referendum Town Election on March 1, 1971 with a margin of approval of 57%. No other Wayland personnel, including those in the Fire Department, are subject to the Civil Service process.

Civil Service was enacted in Massachusetts in 1884 with the primary purpose of protecting the hiring and the disciplinary processes from patronage and political interference. State and municipal employees may be hired and promoted under the civil service merit system in accordance with Massachusetts General Law, Chapter 31 and the Personnel Administration Rules of Personnel Administration Rules (PAR's). Civil service appointments are generally made by appointing authorities who select applicants who have taken a competitive examination or have completed a registration process. The civil service system was intended to be guided by "Basic Merit Principles" such as merit hiring and promotion and protection from arbitrary and capricious actions.

Despite the good intentions of Civil Service legislation, Municipalities are opting out of Civil Service because the system has proven to be ineffective and obsolete. The Civil Service Unit under the Commonwealth's Human Resources Division has undergone severe budget cuts in recent years resulting in staff reductions, administrative functions being decentralized, and response time to municipalities becoming very slow and unacceptable.

Acton, Maynard, ~~Sudbury~~, Wellesley, Westwood, Norwood, Franklin, Walpole, ~~Randolph~~, Burlington, and Reading have withdrawn from Civil Service over the past few years. Other towns, such as Framingham and ~~Sudbury~~, are in the process of leaving Civil Service. Today, Wayland is bordered by Weston, Lincoln, ~~Framingham~~ and Sudbury which have, or soon will have, non-Civil Service Police Departments.

For Wayland, the primary reason for the petition to withdraw from Civil Service is to improve the Town's ability to recruit and hire the best potential candidates. The average length of time to fill the last six open positions for new hires in the Wayland PD was 13 months; in one instance this stretched to 26 months. These excessive hiring durations cause shift shortages with potential impact to public safety, officer holdover shift to shift, and increased overtime costs to the Town.

Additionally, the best candidates are not always available for selection by the town through the civil service process. Under Civil Service a "list" is established for both new hires and internal promotions. For new hires: 1) Candidates take a test with the only requirement having passed a General Educational Development exam and proof of identification; 2) Candidates are scored and placed on the "list" based upon their test results. Work experience and educational achievement do not play a factor in scoring; 3) Preferences are given for military service and other statutory preferences. Such statutory preferences do not indicate the hiring of an effective, qualified Police Officer; 4) When a "list" is requested from the Commonwealth by Wayland, candidates must personally come into the Police Station and sign the "list" – only those signing the "list" may be interviewed; 5) Civil Service mandates that ONLY the top 3 candidates who signed a "list" are eligible for hiring for a single vacancy (for 2 vacancies, 5 candidates may be considered). Thus, Wayland has no control over the candidate pool. Candidates can be disqualified or "by-passed", but "by-pass" can be a contentious and time consuming process. In one instance the top candidate presented on the Civil Service list was an individual who had been arrested in Wayland on domestic violence charges – and again appeared on the next two issued lists; 6) If none of the top 3 candidates are selected by Wayland's interview committee, and there is not sufficient reason to "by-pass" any of the candidates, Wayland cannot fill its vacancy.

By leaving Civil Service, Wayland could test, rank and interview candidates independently. Candidate pools should increase dramatically and interview and selection would not be limited to only the top three candidates. We would have the ability to diversify our personnel, recruit educated candidates from colleges, choose from a pool of twenty or more candidates and incorporate community and department specific criteria into hiring and exams. The length of time to deploy a new, qualified Police Officer may be greatly reduced.

Secondarily, the promotional process will also be improved. Wayland's recent Civil Service promotional exams have only produced one or two candidates to consider for promotion to a supervisory position. Wayland is fortunate to have qualified Officers who could flourish in supervisory roles, but the Civil Service promotional exams require scoring to take precedence over job related experience, supervisory evaluation of the employee's potential, score on promotional exam, sick leave record, formal education, training and education through career development, disciplinary record, attitude toward the police department and work ethics and initiative. Once removed from Civil Service, the candidates actual on the job performance may become part of the evaluation process in promotion to a higher rank.

Impact on current Police personnel: Police Officers appointed or promoted under Civil Service would retain their Civil Service permanency in their current position. Permanency would not follow an Officer who is promoted to a new position following the withdrawal from Civil Service. Officers would retain their Civil Service rights for as long as they remained in the position appointed under Civil Service.

It should be noted that withdrawing from Civil Service only changes the current collective bargaining agreement in place with the Wayland Police Officers' Association (NEPBA #176) with respect to Civil Service references. The current agreement already provides for a non-Civil Service arbitration process for settling grievances and disciplinary issues.

ARGUMENTS IN FAVOR:

- Wayland could test, rank and interviews candidates independent of Civil Service.
- Candidate pools should improve dramatically in quality and quantity.

- Police Officer interviews and selection would not be limited to just the top 3 candidates.
- Performance and merit would become a meaningful factor in promotions.
- Vacancies would be filled more expeditiously with less cost to the Town.

ARGUMENTS OPPOSED:

- Some may say that municipalities should not have local control over hiring and promotion of employees where a uniform state level process exists.
- The Wayland Police Officers' Union (New England Police Benevolent Association Local #176) opposes removal of Civil Service.

RECOMMENDATION: The Personnel Board recommends approval x-x-x. The Board of Selectmen recommends approval x-x-x.

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

QUANTUM OF VOTE:

CONSISTENCY WITH LAW:

For more information about this article, contact John Senchyshyn, Asst. Town Administrator/HR Director, at (508) 358-3623, or email jsenchyshyn@wayland.ma.us or Chief Robert Irving, at (508) 358-4721, or email Chief@waylandpolice.com



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Administration and Finance

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Police Departments Covered by Civil Service

HUMAN RESOURCES DIVISION - CIVIL SERVICE UNIT

POLICE DEPARTMENTS COVERED BY CIVIL SERVICE AS OF DECEMBER 3, 2015

Massachusetts General Law Ch. 31, section 5B, permits cities and towns to ask that residents be placed on entry-level police officer lists before non-residents. A resident is a person who has lived in the same city or town for the full year before the date of the examination. Your residence, for civil service purposes, is the place where you actually lived and intended as your permanent home. If you were in the military, you may use the city or town where you lived when you entered the service, if you returned to that municipality after you left the military. If you are still in the military, check the [Vel & Military Info](#) section of the HRD Civil Service Unit website www.mass.gov/civilservice for more information.

MGL Chapter 31, section 58A allows only those candidates who have not yet reached their thirty-second birthday as of the date of the exam to be considered for all new public safety hires. However, if you are a qualified veteran, either still in or released from the military, you may add up to a maximum of four years of service time to your age but must have not yet reached your thirty-sixth birthday as of the date of the exam.

The cities and towns listed below that are followed by:

no asterisk are communities that only accept candidates who have not reached their thirty-second birthday as of the last date to apply for the exam.

* (one asterisk) are communities that currently have no upper age limit, but may accept the provisions of MGL Chapter 31, section 58A at any time.

** (two asterisks) are communities that have accepted the provisions of MGL Chapter 31, section 58A.

are communities that have a reserve/intermittent (roster) list.

• are communities that have accepted the provisions of [Chapter 43 of the Acts of 2007 of the Massachusetts General Laws](#), and only accept police officer candidates who have not reached their fortieth birthday as of the date of the exam.

any community that is ~~erased-out~~ has recently been removed from Civil Service.

For current eligible lists, please click here: [Current Eligible Lists](#)

POLICE CONSENT DECREE COMMUNITIES				
Brockton*	Holyoke*#	Lowell*	Randolph**#	Worcester**
Chelsea*#	Lawrence*#	New Bedford*	Springfield*	
POLICE NON-CONSENT DECREE COMMUNITIES				
Abington*#	Cohasset*#	Ipswich#	Newton**	Southbridge
Acton#	Dalton#	Kingston*#	North Adams*#	South Hadley#
Acushnet#	Danvers*#	Lancaster*#	North Andover#	Stonham#
Adams#	Dartmouth#	Lee*	North Attleboro**#	Stoughton*#
Agawam*	Dedham**#	Leicester*#	Northbridge*#	Sudbury#
Amesbury*#	Dracut#	Leominster	North Reading*#	Swampscott**#
Andover**#	Duxbury*#	Lexington*	Norton	Taunton**#
Arlington	E. Bridgewater*#	Ludlow*#	Norwell*#	Tewksbury*#
Ashland#	Easthampton#	Lynn*#	Norwood**#	Uxbridge*#
Athol*#	E. Longmeadow*#	Lynnfield#	Orange#	Wakefield*#
Attleboro*#	Easton	Malden#	Oxford*#	Walpole**#
Auburn*#	Everett*	Manchester-by-the-Sea**#	Palmer*#	Waltham*#
Avon*#	Fairhaven*#	Mansfield#	Peabody*#	Ware#
Barnstable*	Fall River*#	Marblehead#	Pembroke*#	Wareham**#
Bedford#	Falmouth**	Marlborough**#	Pittsfield*#	Watertown
Bellingham*#	Fitchburg**#	Marshfield*#	Plainville**#	Wayland#
Belmont**	Foxborough*#	Marynard*#	Plymouth*#	Webster*#
Beverly*#	Framingham*	MBTA*	Provincetown*#	Wellesley
Billerica**#	Franklin*#	Medfield*#	Quincy*	W. Bridgewater*#
Boston*	Gardner*#	Medford*	Raynham#	Westfield#

Police Departments Covered by Civil Service

Bourne**	Gloucester**#	Medway*#	Reading*#	Westford#
Braintree*#	Grafton*#	Melrose*	Revere*#	W. Springfield
Bridgewater*#	G Barrington	Methuen#	Rockland*#	Westwood**#
Brookline*	Greenfield*#	Middleborough**	Rockport#	Weymouth**
Burlington**#	Halifax*#	Milford	Salem*#	Whitman*#
Cambridge*#	Hanover*#	Millbury*	Salisbury*#	Williamstown#
Canton**#	Haverhill**#	Millis*#	Sandwich*#	Wilmington#
Carver*#	Hingham#	Milton*	Saugus*#	Winchendon*#
Charlton*#	Holbrook**	Montague*#	Scituate*#	Winchester**#
Chelmsford#	Holden*#	Natick**#	Sharon*#	Winthrop*#
Chicopee*	Hudson#	Norfolk**	Shrewsbury**#	Woburn*#
Clinton*#	Hull*#	Newburyport*#	Somerville*#	Wrentham**#

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 No

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WHAT'S INSIDE

PUBLIC SAFETY

Police may leave civil service system

SENIORS, A3



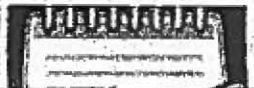
MEET YOUR NEIGHBOR

SCHOOLS, A6



STUDENT PROFILE

FORUM, A8



Voters to decide on issue in March

By **Brittney McNamara**
Staff Writer

To get more flexibility in hiring, police will ask voters in March to allow the department to leave the state's civil service system.

A question on the March 28 local ballot will prompt voters on whether Sudbury police can be exempt from civil service laws, which mandate that police hire new officers through a state exam system. Chief Scott

Nix said leaving the test-based practice will allow the department to hire candidates more tailored toward the town's needs.

The town adopted the regulatory system in 1954, Nix said, under which the department only has access to the top scorers on the

civil service exam. The test gives some control over hiring, including location preferences.

For instance, Nix said if the department were looking for one new officer under civil service, he would specify Sudbury residents are preferred, then

be shown the top three scorers on the civil service exam within those parameters. He would only be able to choose from those applicants. If the department were looking for two new officers, Nix would be

SEE POLICE, A6



MINUTEMAN

TM votes to leave district

Six other towns considering exit

By **Brittney McNamara**
Staff Writer

Town Meeting voted to withdraw from the Minuteman Regional Vocational Technical School District, giving the

free time I play pickup games with my friends. For example, I'm on an indoor soccer team with a group of friends.

What's your favorite course of study and why?
Anatomy and physiology. I

practices and workouts. I also compete in the off-season, so managing my time and sleep is really important. I've gotten much better at it since my freshman year. I always check to see what my schedule is for the week to make sure I get

and I save the weekends to see my friends. I don't like to miss anything so somehow I tend to manage it all.

What are your plans after graduation?
Hopefully getting a job for the summer and I am

versity as a biology major in the fall. I hope to go into medicine or something related to health care. I'll probably play some intramural sports and tryout for the club hockey team but I'm really looking forward to focusing on academics.

POLICE

From Page A1

shown five applicants.

"It really restricts your hiring options," Nix said. "You might already have a candidate who's academy trained...who would save the town a lot of money. I wouldn't even be able to access them under civil service."

Instead, Nix said he hopes the town can establish its own police hiring practices.

"We can establish hiring protocols that are beneficial for town of Sudbury, rather than what's beneficial statewide," Nix said. "Hiring for

Framingham...is different than hiring for Sudbury."

One example, Nix said, is looking for lateral transfers from another department. In the past four to five years, Nix said the department has been unsuccessful in asking for already trained officers looking to transfer to Sudbury.

According to the New England School of Law, civil service laws were put into place to prevent cronyism. Nix said they were also designed to protect existing officers from being fired or disciplined based on town or departmental politics. Though the laws were put in place to protect officers, Nix said all officers in

Sudbury support the move.

"Times have changed," he said. "There is a progression towards departments leaving because of the hiring restrictions."

Nix said the department's patrolmen's union approved a new contract that agreed to leaving the civil service system. He said multiple towns in the area such as Maynard, Acton, Wellesley and Westwood have veered away from the civil service laws.

If voters allow the March ballot question, Nix said the department will be out of civil service and will develop its own procedures. The exact procedures, he said, are still under consideration. The

"Times have changed. There is a progression towards departments leaving because of the hiring restrictions."

Chief Scott Nix

state's Civil Service Unit could not be reached for comment.

—Brittney McNamara can be reached at 508-490-7463 or by email at bmcnamara@wick-edlocal.com. Follow her on Twitter at @bmcnamara_MW.

RAYTHEON

From Page A1

"Although the soil testing is limited, the information submitted to MassDEP does not indicate any contamination in soil that would pose a health risk to future residents"

BETWEEN 3.0 AND 3.04.

Belmont Hill School

James O'Brien, grade 12, of Sudbury, received high honors for the second marking period of the 2015-16 school year at the Belmont Hill School
Nicholas Wilkins, grade 10, of Sudbury, received honors for the second marking period of the 2015-16 school year at the Belmont Hill School.

Miami University

Elaine Tomlinson and Sophia Fitzhugh, of Sudbury, were named to Miami University's fall 2015 semester dean's list. To be eligible, students must maintain a GPA of 3.5 or higher.

Framingham State University

Stephanie Brown Kyle Cooper, Becky Cormier, Derek Min, Michael Palmer and Michael Terren, of Sudbury, were named to Framingham State University's fall 2015 semester

St. Sebastian's School

St. Sebastian's School in Needham, has announced honor-roll recipients for the first quarter of the 2015-16 school year. Recipients of these academic awards fall into three categories: high honors, maintaining an A-minus or above in all subjects; honors with distinction, maintaining a B or above in all subjects; and honors, maintaining a B-minus or above in all subjects. The following students were included: David E. Korzenowski, grade 12, honors with distinction, of Sudbury.

Washington and Lee University

Kayleigh Rahbany, of Sudbury, a member of the class of 2019 at Washington and Lee University, has earned dean's list status for the recently ended fall.

College of William & Mary

Lauren Kimberly

7. STM
(2) OPEB

PROPOSED ARTICLE FOR 2016 ANNUAL TOWN MEETING

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

Sponsored by: Board of Selectmen

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

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

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

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

"GASB", the Governmental Accounting Standards Board.

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

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

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

"OPEB investing authority" or "investing authority"; the trustee or board of trustees appointed by the Board of Selectmen to invest and reinvest the OPEB Fund using the investment standard or investment vehicle established under this section.

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

Section 2. Establishment and Management of OPEB Fund. The Town of Wayland shall establish and continue on its books and accounts the Other Post-Employment Benefits Liability Trust Fund, the assets of which shall be held solely to meet the current and future liabilities of the Town for group health insurance benefits and other post-employment benefits for retirees and their dependents. The town may appropriate amounts to be credited to the fund and the Town Treasurer, with the approval of the Board of Selectmen, may accept gifts, grants and other contributions to the fund. The fund

shall be an expendable trust subject to appropriation and shall be managed by a trustee or a board of trustees as provided in subsection (b). Any interest or other income generated by the fund shall be added to and become part of the fund. Amounts that the Town receives as a sponsor of a qualified retiree prescription drug plan under 42 U.S.C. section 1395w-132 may be dedicated to and become part of the fund by vote of the town at a town meeting. All monies held in the fund shall be accounted for separately from other funds of the town and shall not be subject to the claims of any general creditor of the town.

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

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

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

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

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

(e) Monies in the OPEB Fund not required for expenditures or anticipated expenditures within the investment period, shall be invested and reinvested by the custodian as directed by the investing authority from time to time; provided such investment is made in accordance with (i) section 54 of chapter 44 of

the Massachusetts General Laws, in the case of the Town Treasurer or OPEB Fund board of trustees as investing authority, unless the Board of Selectmen, upon recommendation by the Town Administrator, authorizes investment under the prudent investor rule established in chapter 203C of the Massachusetts General Laws; or (ii) section 4 of chapter 29D and section 24 of chapter 32A of the Massachusetts General Laws, if the OPEB Fund is invested in the State Retiree Benefits Trust Fund.

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

Section 3. Actuarial Reports. Whenever the Town obtains an actuarial valuation report in accordance with GASB statements of the liabilities of the unit for health care and other post-employment benefits for its retired employees and their dependents, it shall submit a copy to PERAC no later than 90 days after receipt of such report. PERAC may require that the Town provide additional information related to such liabilities, normal cost and benefit payments, as specified by the executive office for administration and finance in consultation with PERAC. The Town shall file the report and the additional information with PERAC and the division of local services. PERAC shall file a summary report of the information received under this section with the chairs of the house and senate committees on ways and means, the secretary of administration and finance and the board of trustees of the Health Care Security Trust established under section 4 of chapter 29D of the Massachusetts General Laws.

Section 4. Repeal of Existing OPEB Special Act. Chapter 372 of the Acts of 2010 is hereby repealed

Section 5. Effective Date. This act shall take effect upon its passage.

7. STM
(3) AMEND C. 36

ARTICLE FOR SPECIAL TOWN MEETING

SPONSOR: Board of Selectmen DATE RECEIVED: July 19, 2016

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

TELEPHONE/Evening: _____

BOARD VOTE: _____ DATE OF VOTE: _____

TITLE: Amend Chapter 36, Section 18 of Town Code, Attendance and Participation of Nonresider Town Officials

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

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

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

COMMENTS:

PROS:

CONS:

SIGNATURE OF CHAIR _____ DATE _____

7, STM
(5) Mainstone

ARTICLE FOR FALL 2016 SPECIAL TOWN MEETING

SPONSOR: Community Preservation Comm. and Conservation Comm.

DATE RECEIVED:

CONTACT PERSON: Gretchen Schuler, Sherre Greenbaum

TELEPHONE/Day: 508-358-7980 TELEPHONE/Evening: 508-245-4115

BOARD VOTE: CPC: x-x-x, ConCom: x-x-x DATE OF VOTE: ____-____-16

TITLE: Authorize Land Grant Program Funding to Purchase Conservation Restriction on Mainstone Farm

COST: \$0 COST ESTIMATE AVAILABLE ON:

TEXT:

To determine whether the Town will vote: to

a.) confirm its vote under Article 30 of the Warrant for the 2016 Annual Town Meeting to (i) 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 31-33 restricting the use of the land to conservation and passive outdoor recreation purposes, to be held by the Town of Wayland Conservation Commission pursuant to Massachusetts General Laws Chapter 40, Section 8C 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; (ii) 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 Wayland Conservation Commission and by Sudbury Valley Trustees, Inc.; and (iii) provide for said appropriation by (1) transferring \$2,100,000 from funds set aside in the Community Preservation Fund for open space (2) transferring \$2,900,000 from the uncommitted funds in the Community Preservation Fund; and (3) 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;

b.) authorize the Board of Selectmen to expend said funds in conjunction with \$3,000,000 to be provided by the Sudbury Valley Trustees, Inc. for a total project cost of \$15,000,000;

c.) authorize the Conservation Commission to (i) file on behalf of the Town any and all applications deemed necessary for grants and/or reimbursements from the Commonwealth of Massachusetts deemed necessary under Massachusetts General Laws Chapter 132A, Section 11 and/or any others in any way connected with the scope of this Article; and ~~(ii) that land is being acquired either for conservation and passive outdoor recreation purposes (Chapter 40, Section 8c) or for active recreation purposes; and [THIS WAS ADDED BY DCS OFFICIAL WHO REVIEWED – HOWEVER I THINK WE SHOULD STRIKE “OR FOR ACTIVE RECREATION PURPOSES~~ (iii) enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to affect said purchase; and

d.) authorize the Town Treasurer, with the approval of the Board of Selectmen, in addition to borrowing in anticipation of future Community Preservation Fund revenues, to borrow \$400,000 pursuant to in anticipation of said grant and/or reimbursement from the Commonwealth of Massachusetts General Laws Chapter 44, Section 8C.

PROS:

CONS:

SIGNATURE OF CHAIR

DATE

Town Counsel Approval

DATE

PREMIER

An Enhanced Financial Transparency Platform
for Local Municipalities

Citizens are increasingly demanding transparency from their government.

Most towns simply post their financial statements, which are difficult for the average citizen to understand and do not do a good job of telling your town's "financial story."

Fiscal Year 2014 of:06/30/2014

REVENUE ACCOUNT	FY 2011 Actual 6/30/2011	FY 2012 Actual 6/30/2012	Actual FY 2013 6/30/2013	FY 2014 Final Recap
PROPERTY TAXES :	53,712,792	56,441,851	57,984,831	61,508,486
LOCAL RECEIPTS				
MOTOR VEHICLE EXCISE:	3,742,702	3,889,569	3,989,677	3,517,000
OTHER TAX (BOAT/HOTEL/MOTEL/MEALS)	839,558	912,227	964,913	895,000
PENALTIES & INTEREST ON TAXES:	295,682	341,636	266,969	240,000
PAYMENTS IN LIEU OF TAXES:	17,201	16,128	16,101	15,000
FEES/AMBULANCE:	757,811	736,703	690,456	600,000
FEES/OTHER:	561,806	636,085	631,497	590,000
DEPARTMENTAL REVENUE - SCHOOLS:			0	0
DEPARTMENTAL REVENUE - LIBRARY:	10,612	10,633	15,092	9,000
DEPARTMENTAL REVENUE - RECREATION:	447,508	458,403	493,418	440,000
BOARD OF ANIMALS	785	875	875	500
LICENSES & PERMITS:	691,562	910,373	924,996	840,000
SPECIAL ASSESSMENTS:	5,884	5,942	3,856	3,000
FINES & FORFEITS:	79,490	112,169	143,458	115,000
INVESTMENT INCOME:	75,429	140,733	238,277	180,000
MISCELLANEOUS RECURRING:	292,581	214,637	296,787	238,000
MISCELLANEOUS NONRECURRING:	163,821	256,340	301,838	0
TOTAL LOCAL RECEIPTS:	7,982,431	8,642,453	8,978,209	7,692,500
Hotel/Motel for Roads				
STATE REVENUE				
CHERRY SHEET:	30,589,479	30,564,540	30,711,918	31,091,435
OTHER STATE REVENUE:	2,849		8,429	
TOTAL STATE REVENUE:	30,602,328	30,564,540	30,720,347	31,091,435
TOTAL REVENUE OPERATING BUDGET	92,297,551	95,648,845	97,883,387	100,292,421
CHARGES FOR SERVICES - SEWER:	4,207,862	4,162,897	4,530,962	3,959,810
SEWER RETAINED EARNINGS	400,000	400,000	324,170	0
CHARGES FOR SERVICES - WATER:	5,972,357	8,083,864	6,520,685	5,377,935
TRASH RETAINED EARNINGS	130,000	100,000	0	0
CHARGES FOR SERVICES - TRASH:	2,044,320	1,986,594	0	2,021,596
	12,754,539	12,733,155	11,375,818	11,359,341
Sewer one time revenue of 216 k in 2011				
Other Available Funds:	1,985,316	1,653,481	1,408,160	1,680,512
Free Cash:				
TOTAL OTHER FUNDING SOURCES:	1,985,316	1,653,481	1,408,160	1,680,512
TOTAL REVENUE/OTHER FUNDING SOURCES:	107,037,406	110,035,481	110,467,365	113,332,274



ClearGov's Premier platform transforms your financial statements into easy-to-understand infographics that communicate your town's finances in a clear and compelling manner.



*** TOWN OF ***
EASTON

CHAIR OF THE BOARD OF SELECTMEN
DANIEL MURPHY
POPULATION: 23,352

2015

2014

2013

2012

2011

TOWN SNAPSHOT



Average Income per Person

\$38,584

▲ 5% VS. STATE AVERAGE



Average Assessed Home Value

\$372,840

▲ 9% VS. STATE AVERAGE



Average Annual Tax Bill

\$6,256

▲ 32% VS. STATE AVERAGE

FINANCIAL OVERVIEW

REVENUES
\$70.8M

\$3,030
per person/year

VIEW BREAKDOWN

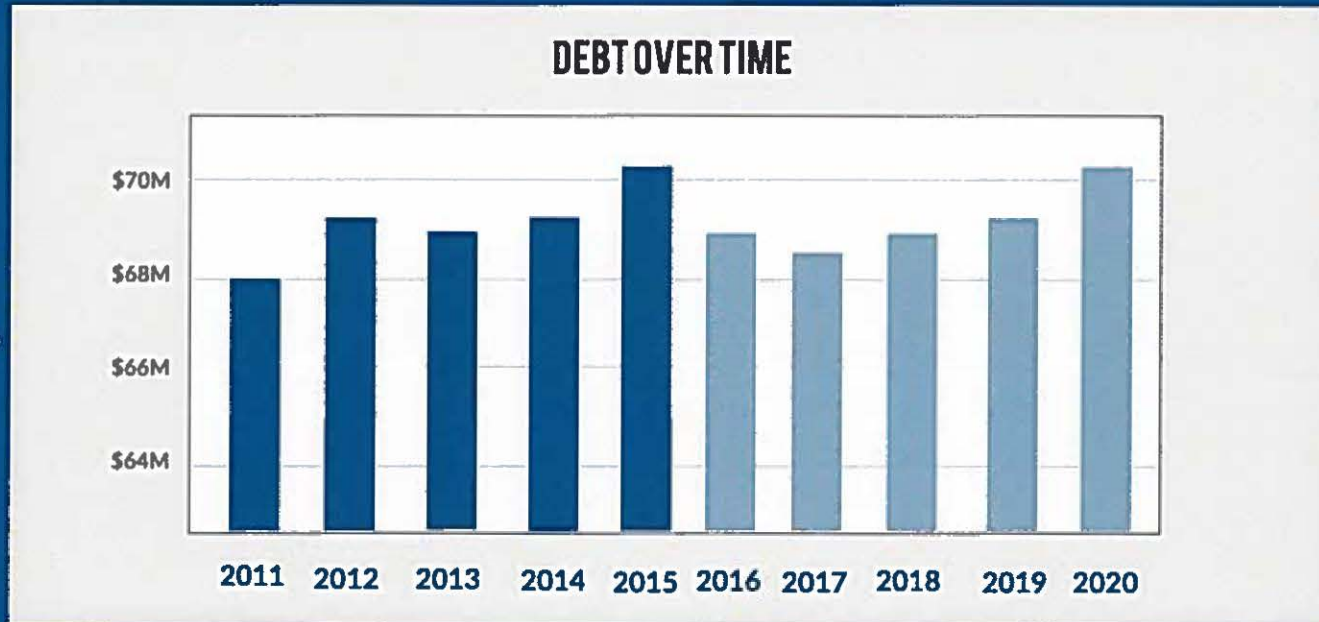


EXPENSES
\$70.4M

\$3,014
per person/year

VIEW BREAKDOWN

Premier clients can post current year and historical finances, as well as forward-looking budgetary data.



ClearGov is compatible with all municipal budget information systems.

Enable visitors to drill into data.

Add data trending.

The screenshot shows a dashboard for Education data. On the left, there is an icon of a school bus with two people, and a green button labeled "VIEW BREAKDOWN". To the right of the icon, the text reads "EDUCATION:" followed by "includes property taxes, excise taxes and penalties and interest on unpaid taxes". Below this, the main value is "\$5,422 PER PERSON" in large bold font, with "▲ 42% VS. SIMILAR TOWNS" underneath. On the right side of the dashboard, there is a line graph showing a downward trend over time, with a grey arrow pointing to the right. At the bottom left, there is a profile for "John Delmar, Director of Finance" with a small circular photo. To the right of the photo is a white callout box containing the text: "This is where government officials can add their own commentary to better tell the town's financial story." Dotted lines with arrows point from the text above to the "VIEW BREAKDOWN" button, the line graph, and the commentary box.

..... Add context with commentary.

Visitors can enter their annual tax bill to see their estimated contributions to town expenditures.

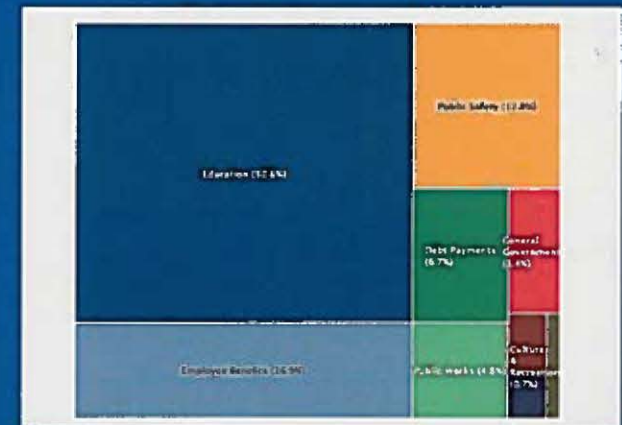
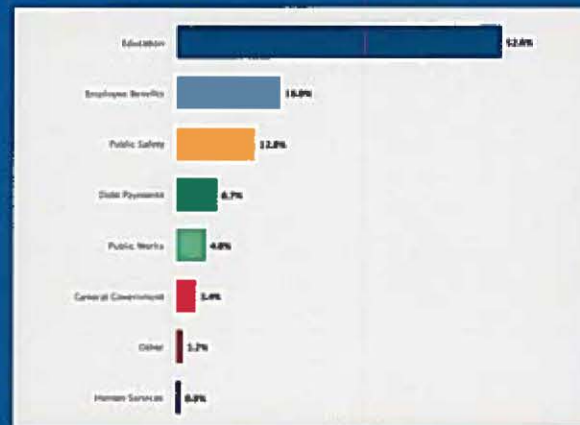
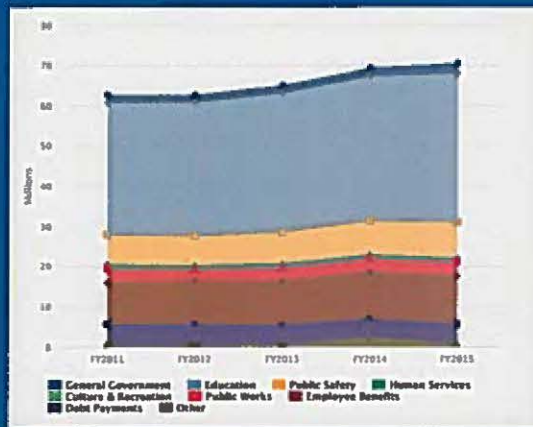


A screenshot of a web form titled "Personalize Your ClearGov Experience...". The form asks the user "How much do you pay in annual property taxes?" and features a text input field with a right-pointing arrow icon. Below the input field are two buttons: "VIEW FIGURES" and "NO, THANKS". A dotted line from the text above points to the input field.

Personalize Your ClearGov Experience... ✕

How much do you pay in annual property taxes?

Premier clients enjoy additional charting options for visitors.



Different people prefer different visualizations. In addition to pie charts, Premier client can provide mountain charts, bar charts and box charts.

Drive attendance at important upcoming town events.



The widget features a green banner at the top with the text "UPCOMING EVENTS". Below the banner, there are three event entries, each with a calendar icon, a date, a time, an event title, a location, and a placeholder description.

Month	Date	Time	Event Title	Location	Description
May	15	7:00pm	Annual Town Meeting	125 Main St. Hopkinton, MA 01748	This is where you would add a short description of the event. The description would be limited to 300 characters.
Jun	03	6:30pm	Selectman Meeting	125 Main St. Hopkinton, MA 01748	This is where you would add a short description of the event. The description would be limited to 300 characters.
Sep	09	2:00pm	Town Elections	125 Main St. Hopkinton, MA 01748	This is where you would add a short description of the event. The description would be limited to 300 characters.

Events can be linked back to your town's website to drive additional traffic.

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Revenue

- Taxes
- Charges for Services
- Licenses, Permits & Fees
- Charges to Other Governments
- Sale & Rental of Property
- Fines, Forfeitures & Other
- State Aid
- Federal Aid
- Other

Expenditures

- Salaries & Operations
- Education
- Public Safety
- Human Services
- Culture & Recreation
- Public Works
- Employee Benefits
- Debt Payments
- Other

Debt

Revenue

FY2016 Actual Budgeted

FY2015 Actual Budgeted

FY2014 Actual Budgeted

FY2013 Actual Budgeted

FY2012 Actual Budgeted

FY2011 Actual Budgeted

Instantly update financials, commentary, events and more.

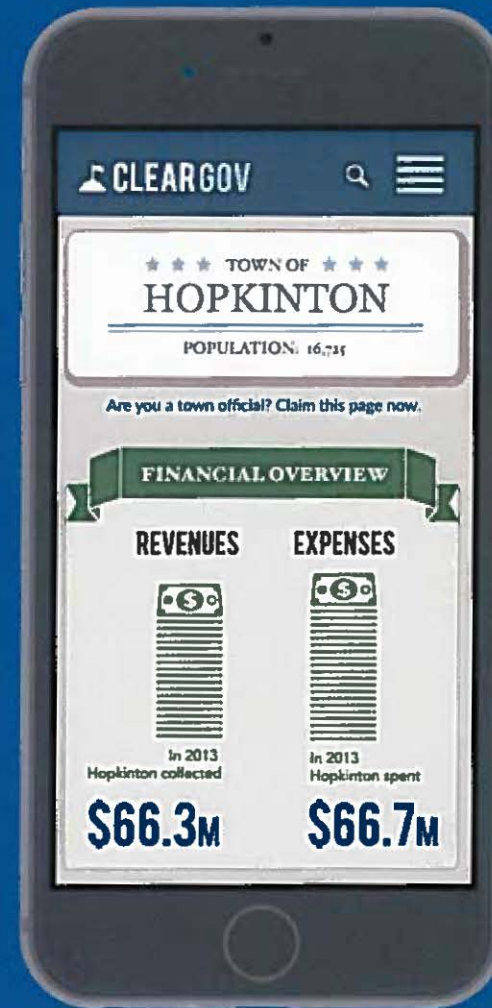
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Since mobile devices now account for 60%* of internet traffic, ClearGov is designed to automatically adjust for smaller screen sizes.

* Source: ComScore Study: <http://www.comscore.com/Insights/Blog/Major-Mobile-Milestones-in-May-Apps-Now-Drive-Half-of-All-Time-Spent-on-Digital>



Share your town's ClearGov page via your town website...

...or by embedding ClearGov's infographics in your town's website.

The screenshot shows the Town of Easton Massachusetts website. A ClearGov embed is displayed in the center, titled "The Town of Easton FINANCIAL TRANSPARENCY CENTER". The embed shows a calendar for November 2013 and a table of financial data:

Category	Value	% vs. State Average
Average Income per Person	\$26,829	▼ 27%
Average Assessed Home Value	\$128,732	▼ 62%
Average Annual Tax (\$K)	\$2,373	▼ 50%

Below the embed, there is a "What's Happening" section with an event titled "Veterans' Day Parade: Wednesday, November 11".

The screenshot shows the Town of Athol Massachusetts website. It features two ClearGov infographics. The first is titled "TOWN SNAPSHOT" and displays the same financial data as the Easton website:

Category	Value	% vs. State Average
Average Income per Person	\$26,829	▼ 27%
Average Assessed Home Value	\$128,732	▼ 62%
Average Annual Tax (\$K)	\$2,373	▼ 50%

The second infographic is titled "FINANCIAL OVERVIEW" and displays:

Category	Value	% vs. Similar Towns
REVENUE	\$16.8M	▼ 36%
EXPENSE	\$16.6M	▼ 36%

Additional data shown includes a per person/year revenue of \$1,440 and a per person/year expense of \$1,426.

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TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

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

Board of Selectmen Meeting Minutes July 13, 2016

Attendance: Lea T. Anderson, Mary M. Antes, Louis M. Jurist, Cherry C. Karlson, Joseph F. Nolan (arrived 6:50 p.m.)

Also Present: Town Administrator Nan Balmer

A1. Open Meeting and Enter into Executive Session Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to Discuss Strategy with Respect To Health Insurance in regard to the AFSCME Clerical Union, the AFSCME Professional Union, the Teamsters, the Library Association, the Police Union, the Fire Union, the Wayland Teachers Association, the Wayland Educational Secretarial Association, the School Custodians Union, and the Food Service Association; and Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(7), to Review and Consider for Approval the Potential Release of the Executive Session Minutes of June 27, 2016, Pertaining to the Above Subjects, because a Public Discussion of Collective Bargaining will have a Detrimental Effect on the Bargaining, Negotiating, or Litigating Position of the Town At 6:31 p.m., C. Karlson moved, seconded by M. Antes, to enter into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to discuss strategy with respect to health insurance in regard to the AFSCME Clerical Union, the AFSCME Professional Union, the Teamsters, the Library Association, the Police Union, the Fire Union, the Wayland Teachers Association, the Wayland Educational Secretarial Association, the School Custodians Union, and the Food Service Association; and pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(7), to review and consider for approval the potential release of the executive session minutes of June 27, 2016, pertaining to the above subjects, because a public discussion of collective bargaining will have a detrimental effect on the bargaining, negotiating, or litigating position of the Town. The Chair declares that a public discussion of these matters may have a detrimental effect on the bargaining or negotiating position of the town. Roll call vote: YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist. NAY: none. ABSENT: J. Nolan. ABSTAIN: none. Adopted 4-0). Chair C. Karlson invites attendance by Town Administrator Nan Balmer, Assistant Town Administrator/Human Resources Director John Senchyshyn, and Assistant Superintendent of Schools Brad Crozier. The Board will reconvene in open session in approximately thirty minutes.

The Board returned to open session at 7:05 p.m.

A2. Call to Order by Chair Chair C. Karlson called the meeting of the Board of Selectmen to order at 7:05 p.m. in the Selectmen's Meeting Room of the Wayland Town Building and noted the meeting will likely be broadcast and videotaped for later broadcast by WayCAM.

A3. Public Comment Jay Chandler, 26 High Rock Road, and President of the Wayland Teachers Association, submitted a written statement expressing concern about the healthcare insurance proposal being offered by the town, noting that it saves money for employees who don't get sick, but increases the burden on those who are ill and most vulnerable. George Harris, 8 Holiday Road, said that the June 29, 2016 judgment from the Superior Court in the case of Mary Alice Boelter et al v. Wayland Board of Selectmen was not included in the agenda packet, and expressed concern about the lack of transparency. N. Balmer said it was an error on the part of the office and not intentional.

A4. Interviews and Potential Vote to Appoint to Boards and Committees The Board was joined by Jen Gorke and George Uveges to interview for appointment to the Finance Committee. J. Gorke described her experience working as Chief Operating Officer for the State Center for Health Information, as well as working with businesses and non-profits to develop public affairs strategies. She said she felt it was important that younger residents get involved in the town. G. Uveges reviewed his background; he said he worked as Chief Financial Officer and served on the Board of Directors for a variety of businesses, and that he recognizes the challenges of budgeting and capital planning. The Board discussed with the applicants the time commitment, the balance between providing services and controlling the tax rate, capital planning, the need to manage debt capacity, and the ability to reach consensus.

The Board was joined by Thomas Davidson, Sherre Greenbaum, and Betty Salzberg to interview for appointment to the Conservation Commission. Betty Salzberg said she is a retired Northeastern University professor, and she discussed her current work on the commission; she noted she is also a volunteer with the Sudbury Valley Trustees. Sherre Greenbaum said she is a lawyer and a garden designer, and she reviewed the three years of her work on the Conservation Commission. T. Davidson discussed his background and experiences as an Engineering Geologist for the U.S. Army Corps of Engineers. He described the relationship between the science of geology and the wetlands. The participants discussed the best way to address controversial issues, the ability to be user friendly, the interpretation of the law, and the time commitment.

The Board was joined by Lisa Newton to interview for appointment to the Surface Water Quality Committee. L. Newton said she has lived on Dudley Pond for 15 years, and is concerned about the health of the town's bodies of water. She served previously on the committee, from 2006 to 2009. J. Nolan moved, seconded by M. Antes, to appoint Elizabeth (Lisa) Newton to the Surface Water Quality Committee for a three-year term to expire on June 30, 2019. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

J. Nolan moved, seconded by L. Anderson, to appoint George Uveges to the Finance Committee, effective immediately, to fill a term to expire on June 30, 2017. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

J. Nolan moved, seconded by L. Anderson, to appoint Jen Gorke and Klaus Shigley to the Finance Committee for three-year terms to expire on June 30, 2019. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. The Board thanked Gil Wolin for his service to the town.

L. Anderson moved, seconded by J. Nolan, to appoint Thomas Davidson and Sherre Greenbaum to Conservation Commission for three-year terms to expire on June 30, 2019. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. The Board thanked Betty Salzberg for her service and urged her to continue her work with the Housing Partnership.

A8. Review and Approve Minutes of June 27, 2016; Potential Vote to Release Executive Session Minutes of June 27, 2016 M. Antes moved, seconded by L. Anderson, to approve the minutes as amended of June 27, 2016. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. J. Nolan moved, seconded by M. Antes, to approve and release with redactions the executive session minutes of June 27, 2016. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A10. Review and Approve Consent Calendar (See Separate Sheet) M. Antes moved, seconded by L. Anderson, to approve consent calendar items 1 through 8. C. Karlson asked that item 9, the appointment of Attorney Jeffrey L. Ontell as Special Counsel regarding use restrictions on 5 Concord Road, be held until Town Counsel could confirm that the law firm could provide title insurance. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A5. Joint Meeting with Planning Board to Interview and Potential Vote to Appoint to Boards and Committees The Board was joined by Planning Board members Ira Montague, Dan Hill, and Andrew Reck to interview Nicole W. Riley for potential appointment to the Planning Board. N. Riley described her current work as an Associate member to the Planning Board. J. Nolan moved, seconded by L. Anderson, to appoint Nicole W. Riley to the Planning Board, effective immediately, to fill a term to expire upon the 2017 Annual Town Election. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. I. Montague moved, seconded by A. Reck, to appoint Nicole W. Riley to the Planning Board, effective immediately, to fill a term to expire upon the 2017 Annual Town Election. YEA: D. Hill, A. Reck, I. Montague. NAY: none. ABSENT: K. Murphy. ABSTAIN: none. Adopted 3-0.

A6. Town Planner Report The Board was joined by Town Planner Sarkis Sarkisian to review ongoing projects. In regard to the Rail Trail, S. Sarkisian said the project is being done in cooperation with Eversource, and the town is on their timeline; he said he expects it will begin in the fall. He noted that Eversource will not work on the trail from the Town Center to the Depot, as there are too many historical artifacts, so it will be done under a separate contract. He said the draft bid documents are complete for the crossings at Millbrook Road, Glen Road, and Plain Road. Finally, he said that some culverts need to be replaced, and the trail will be done with stone dust instead of gravel.

In regard to articles for Special Town Meeting, he said he expects to have five bylaw amendments: home occupation, assisted/ independent living and nursing homes, landscaping in parking areas zoning bylaw, building height, and conservation cluster developments. He said a public hearing to discuss the proposed amendments will be held on August 22. He asked that the Board approve the use of Special Counsel to review the articles, and also that the Board consider a Phase Two Recodification Plan in the future. The Board asked that the articles be fully prepared before the Special Town Meeting.

S. Sarkisian discussed the site plan review application for the Carroll School at 45 Waltham Road. He said the hearing is August 16, and a traffic study will be done. The Board discussed a proposal regarding community branding in regard to town signs. S. Sarkisian said the Town Center owners are also working on a branding plan and suggested there could be a cooperative effort. He said the Planning Board will not be submitting an article to Special Town Meeting regarding a sign bylaw; M. Antes said the DPW may be submitting an article regarding a policy for temporary signs. S. Sarkisian provided an update on the final accounting of the Town Center funds and the completion of the project.

A7. Vote to Approve Letter to MassHousing regarding Brookside Development The Board was joined by Town Planner Sarkis Sarkisian to discuss the letter requested by MassHousing on the proposed Brookside Development as a 40B project. He said the town's major concerns are density, height, septic design, site conditions, drainage and stormwater. The department heads have asked for an extension in providing their comments to the Planning Department, so he advised the Board that the letter will not be ready until its next meeting. He said that while the town does not currently meet the affordable housing requirements under Chapter 40B, it is making an effort to do so. He cited the River's Edge project, and said the town may be given additional time to come into compliance if it shows progress. Kimberly Winter, 11 Glover Road, said there are significant conservation restrictions on the site. Marji Ford, 20 Lee Road, said

there is a brook on the property and there are required setbacks from a waterway. The Board advised the participants that there will be a public process for providing input.

A10. Review and Approve Consent Calendar (See Separate Sheet) C. Karlson asked M. Lanza if the law firm of Marsh, Moriarty, Ontell & Golder PC had the ability to issue title insurance; M. Lanza said yes. L. Anderson moved, seconded by M. Antes, to approve item 9 on the consent calendar. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A12. Report of the Town Administrator N. Balmer said the draft Affordable Housing Production Plan will be posted on the website as soon as it is ready, and will then go to the Planning Board for adoption. She said the town and the Housing Authority have received a conveyance notice to sell the affordable unit at 202 Trout Brook Road. She requested that she be allowed to use funding in the Board of Selectmen contingency budget to hire a consultant to review and make recommendations on how affordable housing is planned, developed and monitored; it was the sense of the Board to approve the expenditure. She provided an updated field maintenance spreadsheet, noting that the estimated cost for the DPW to maintain the artificial turf field is \$1,700. She said the cost to maintain other miscellaneous recreational facilities has not yet been fully planned for, and will be addressed by a recreational MoU process. She said she is working on an FY18 budget schedule to comply with the Town Code. The Board noted that if it becomes too burdensome, it may become necessary to make changes to the code.

A9. Enter into Executive Session Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3), to Discuss Strategy with Respect to Pending Action regarding Boelter et al v. Wayland Board of Selectmen; 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 the Municipal Parcel at the Town Center Project, because a Public Discussion of These Matters will have a Detrimental Effect on the Litigating, Bargaining or Negotiating Position of the Town At 9:25 p.m., C. Karlson moved, seconded by M. Antes, to enter into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3) to discuss strategy with respect to pending action regarding Boelter et al v. Wayland Board of Selectmen; 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 the municipal parcel at the Town Center Project. The Chair declares that a public discussion of strategy with respect to these matters may have a detrimental effect on the litigating, bargaining or negotiating position of the town. Roll call vote: YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. Chair C. Karlson invites attendance by Town Administrator Nan Balmer and Town Counsel Mark Lanza. The Board will reconvene in open session in approximately thirty minutes.

The Board returned to open session at 9:45 p.m.

A11. Review Correspondence (See Separate Index Sheet) The Board reviewed the week's correspondence. C. Karlson noted the finding from the Attorney General that the Board did not violate the Open Meeting Law at its meeting on February 1, 2016.

A13. Selectmen's Reports and Concerns There were no Selectmen's reports or concerns.

A14. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any The Chair said, "I know of none."

A15. Adjourn There being no further business before the Board, L. Anderson moved, seconded by L. Jurist, to adjourn the meeting of the Board of Selectmen at 9:58 p.m. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Items Included as Part of Agenda Packet for Discussion During the July 13, 2016 Board of Selectmen's Meeting

1. Memorandum of 7/11/16 to Board of Selectmen re: Appointments to Positions on Conservation Commission, Finance Committee, Surface Water Quality Committee, and Planning Board, with Letters of Interest
2. Memorandum of 7/8/16 from Sarkis Sarkisian, Town Planner, to Nan Balmer, Town Administrator, re: Rail Trail Update
3. Memorandum of 7/8/16 from Sarkis Sarkisian, Town Planner, to Nan Balmer, Town Administrator, re: Zoning Articles for the Fall 2016 Special Town Meeting
4. Memorandum of 7/8/16 from Sarkis Sarkisian, Town Planner, to Nan Balmer, Town Administrator, re: Brookside 113, 115, 117, 119 Boston Post Road MassHousing Comprehensive Permit Site Approval Application
5. Draft Minutes of June 27, 2016
6. Intervener's Post-Trial Brief, 6/22/16, from Town Counsel Mark Lanza to Land Court, re: John Moss et al v. Gary D. Lingley, Trustee, et al
7. Report of the Town Administrator for the Week Ending July 8, 2016

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of July 13, 2016

1. Email of 7/12/16 from Sherre Greenbaum, Conservation Commission, to Board of Selectmen re: Reappointment of Betty Salzberg to the Conservation Commission

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

ATM SCHEDULE

Attached for your review is the draft Annual Town Meeting Schedule of key dates that will be posted on the Town Meeting page of the town website.

FY 18 BUDGET PROCESS

Attached is the schedule for department heads of key dates in the FY 18 budget process. The Finance Committee will provide capital budget instructions to departments.

REVIEW OF FINANCE FUNCTIONS

The Collins Center held a project kick-off meeting last week with the Finance Director, Assessor, Treasurer, School Business Manager, Assistant Town Administrator and Town Administrator. Interviews with individual staff will begin the first week in August. A final report recommending changes to streamline town finance operations is expected before December 31, 2016.

RIVERS EDGE

Two proposals were received. A recommendation from REAC to the Selectmen is expected by September 12th.

CARROLL SCHOOL

The Planning Board requests comments on the site plan for its hearing August 16th. The following is a link to the plan and related documents: http://www.wayland.ma.us/Pages/WaylandMA_Planning/Carroll

The Police Chief provided the attached comments on the site plan for the Carroll School project to assist the Selectmen with their responsibility as traffic authority for the town. Chief Irving will discuss the memo with you on August 3rd. The Selectmen at that time may wish to discuss any other requests to the Carroll School in light of the project's expected impact on the town.

LEGAL EXPENSES

The Assistant Town Administrator prepared the attached summary of legal expenses for FY 16.

AFFORDABLE HOUSING

Housing Consultant Karen Sunnarborg will discuss the organization of affordable housing responsibilities with the chairs of the town's housing boards and committees and provide a report to the Board of Selectmen documenting the existing organization and making recommendations to increase accountability to fulfill affordable housing responsibilities including planning, reporting, development, and monitoring.

2017

ANNUAL TOWN ELECTION/ANNUAL TOWN MEETING SCHEDULE

2016

- Mon Nov 21* Tax Classification Hearing
- Mon Dec 5* Board of Selectmen vote to open warrants for Annual Town Meeting and Election
- Mon Dec 5* Planning Board has preliminary meeting with Board of Selectman on Zoning and Planning Board articles, if required.
- Wed Dec 7* Notice of the opening of the warrant shall be sent to all Town boards and committees and as required by Town Code Section 36-2, shall be published in a newspaper of general circulation and posted at public library in Wayland Center, at the Cochituate Fire Station or Cochituate Post Office and at the Happy Hollow School.
- Mon Dec 12* Board of Selectmen and Finance committee meet with Audit Committee to hear FY 17 presentation from Auditors

2017

- Mon Jan 5* Nomination papers available from Town Clerk for Town Election
- Mon Jan 9* Petitioners' Workshop with Selectmen
- Mon Jan 9* Planning Board Public Hearing on Zoning Articles; Hearing to be continued or closed - Vote before Jan 17.
- Mon Jan 9* Selectmen vote any remaining warrant articles it will propose.
- Mon Jan 16* **Martin Luther King Jr, Day**
- Tues Jan 17* Deadline for submission of warrant articles at 4:30 p.m. (per Town Code Sec. 36-3) No article, other than one submitted by the Moderator, Town Clerk, or the requisite number of petitioners, shall be inserted in the warrant for any Town meeting unless so voted by a board, commission, committee, or other governmental body of the Town of Wayland by 4:30 p.m. on the date fixed by the Board of Selectmen for closing of the warrant for such meeting. (Town Code 36-3C)
- Tues Jan 17* Articles are draft ordered (A,B,C) by Town Administrator and distributed to Moderator, Finance Committee, Selectmen, Town Counsel and Town Clerk. Conveyance of submitted zoning by-law articles to the Planning Board, (Town Clerk per MGL c. 40A s.5)
- Tues Jan 17* Finance Committee approves letter to Board of Selectmen requesting debt exclusion ballot question (if any)
- Thurs Jan 19* Town Counsel, Town Planner, Building Commissioner, Town Clerk and Town Administrator meet to review zoning articles, if needed



Sarkis Sarkisian
Wayland Town Planner

TOWN OF WAYLAND
MASSACHUSETTS
01778
PLANNING DEPARTMENT

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

Memo

DATE: June 30, 2016

TO: Nan Balmer, Town Administrator
John Senchyshyn, HR
Geoffrey Larsen, Building Commissioner
Brian Monahan, Conservation Commission Administrator
Alfred Berry, Town Surveyor
David Houghton, Fire Chief
Julia Junghanns, Director of Public Health
Robert Irving, Police Chief
Don Millette, Water Superintendent
Mike Lindeman, Department of Public Works
Ellen Brideau, Director Assessors

FROM: Sarkis Sarkisian, Town Planner

RE: Site Plan Application 39/45 Waltham Road Carroll School

The aforementioned site plan application was delivered to me on June 29, 2016. The application was deemed complete on June 30, 2016. The Planning anticipates holding a public hearing on the application on August 16, 2016. The Board would appreciate any written comments you might have on the proposed project. The Board must make a decision on the site plan application within 60 days or by August 29, 2016 unless an extension is requested and granted. The proposed use of the site is protected under M.G.L. Chapter 40A, Section 3. often referred to as the Dover Amendment.

Memorandum

7/18/2016

To: Ms. Nan Balmer, Town Administrator

From: Robert Irving, Chief of Police

Subject: Carroll School Impacts

I have reviewed the Application for Site Plan Review for the Carroll School. I have several recommendations for the Board of Selectmen, the traffic authority for the town, in regards to this application.

1. The town should consider either a separate traffic study or a review of the traffic study submitted by Bayside Engineering that was submitted on June 24, 2016. It is my understanding the services of Kevin Dandrade of TEC Engineering has been secured by the Planning Department to conduct a review.
2. The school will occasionally have events, mostly sporting, that may generate attendance in the form of spectators. I believe it is important that ample parking exist on the premises to accommodate a larger than usual number of vehicles. I do not believe that Waltham Road has space or capacity to handle overflow parking. No parking zones, on Waltham Road near the school, may need to be considered.
3. The traffic study submitted by Bayside Engineering has recommended that a school zone be implemented along Waltham Road in front of the site. A school zone is a designated roadway segment approaching, adjacent to, and beyond school buildings or grounds, or along which school related activities occur. I believe that this proposal be closely examined before implementation. The town currently has school zones adjacent to public schools in Wayland. A school zone is permissible at a private educational facility as long as it has been accepted by the state education authority for one or more grades K-12. There are various signage options associated with school zones that may include flashing lights and a speed radar monitor. Some may question whether this type of traffic control is needed at this location and whether it fits on a semi-rural road such as Waltham Road.

**TOWN OF WAYLAND
FY 16 - Legal Expenses**

7/15/2016

Attorneys (Town-funded)	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD Total
M. Lanza	9,609	8,983	11,284	10,227	9,997	9,911	14,942	9,747	17,568	10,267	8,296	12,628	133,457
M. Lanza Services		678	1,065	353	29	597		259	158		1,617		4,755
Kopelman & Paige		1,206	396	72		90							1,764
Anderson Krieger		1,644											1,644
Deutsch Williams		1,523	861	3,035	2,279	202		2,870	1,101	1,592	668	3,265	17,394
TOTAL FY16	9,609	14,033	13,606	13,686	12,304	10,800	14,942	12,875	18,827	11,859	10,581	15,893	159,014

All Funding Sources	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	YTD Total
Town	9,609	13,841	13,606	13,686	12,304	10,800	14,942	12,875	18,827	11,859	10,581	15,893	158,822
WWMDC													-
School													-
EDC		192											192
TOTAL FY16	9,609	14,033	13,606	13,686	12,304	10,800	14,942	12,875	18,827	11,859	10,581	15,893	159,014

Cases (Town-funded)	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	YTD Total
Town Counsel General Services	6,116	3,474	8,157	8,515	8,807	4,866	6,844	7,046	10,325	9,168	5,997	7,511	86,824
ATB cases (all)	2,256	4,384	560	128	144	144	144	176	160	875		1,015	9,986
Tax Title Foreclosure (all)										32	400	432	864
Labor		1,523	861	1,355	1,218	202		2,870	1,101	1,592	668	3,265	14,654
Labor - Minuteman				1,680	1,060								2,740
Environmental		1,644											1,644
Bernstein v. PB		949	2,479	48	64	848	2,846	528	949		256	256	9,223
Septage Facility		1,206	324	72		90							1,692
Nelson v. Cons. Comm.	1,013	112	80	160	160	3,135	2,396	176	2,160		1,163	608	11,163
Moss v. Lingleys & Town	224	64	80	608	758	758	48	1,325	3,286			795	7,946
Frishman v. Lanza				768	64	48	48						928
Boelter						112	1,648	320				592	2,672
Green v Police Chief									496		96	688	1,280
150 Main St, LLC vs ZBA							967	176	192	128	384	731	2,578
Other Services		678	1,065	353	29	597		259	158	64	1,617		4,819
TOTAL FY16	9,609	14,033	13,606	13,687	12,304	10,800	14,942	12,875	18,827	11,859	10,581	15,893	159,014

Total FY 16 Budget	175,000	
Total FY 16 YTD Expenditures	159,014	90.86%
Available Funding	15,986	9.14%

Data is for expenditures from the Legal Budget only. Does not include legal expenses funded from other accounts such as CPA or Rivers Edge.



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
LOUIS M. JURIST
CHERRY C. KARLSON
JOSEPH F. NOLAN

BOARD OF SELECTMEN
Monday, July 25, 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 Appointment of Mary Antes to the Metropolitan Area Planning Council for a One-Year Term to Expire on June 30, 2017
3. Vote the Question of Approving the Invoice to TEC, June 30, 2016, Invoice #10117, for Project 0558.05, Glezen Lane Neighborhood: \$2,090.00
4. Vote the Question of Approving the Warrant for the September 8, 2016 Primary State Election

DATE: JULY 15, 2016
TO: NAN BALMER
FROM: ELIZABETH DOUCETTE, FINANCIAL RESEARCH / ANALYST
RE: GLEZEN LANE NEIGHBORHOOD TRAFFIC ASSESSMENT INVOICE - JUNE 2016

ACTION REQUESTED:

Payment approval

ACCOUNT BALANCE AND PAYMENT RECOMMENDATION:

The Town received the attached invoice for payment to TEC for June 2016 Glezen Lane Neighborhood
This expense of \$2,090.00 was incurred for a Supplemental Traffic Count and to finalize a traffic memo.

Use of Gift Account funds requires Board of Selectmen approval under MGL Chapter 44, Section 53A.
An action to approve the expenditure is included on the Consent Agenda.

Planning Gift Account NA, an account for neighborhood roads traffic improvements, is recommended to fund this expense.

\$ 13,446.17	Account Balance
6,750.00	Projected to complete design and bid documents (<i>previously approved</i>)
<u>2,090.00</u>	June Invoice
\$ 4,606.17	New Account Balance

Town of Wayland
41 Cochituate Road
Wayland, MA 01778
Attn: Nan Blamer, Town Administrator

Date 6/30/2016

Invoice # 10117

Project 0558.05 Glezen Lane Neighborhood

June 1, 2016 to June 30, 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/Other Support Technical Professional 15 5 hours @ \$170/hour850				850.00
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
Other Expenses Precision Data Industries, Inc.-Supplemental Traffic Count				1,240.00

 **Total** \$2,090.00

COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH

WARRANT FOR 2016 STATE PRIMARY

MIDDLESEX SS.

To the Constables of the Town of Wayland

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in Primaries to vote at:

Prec.1, Prec. 2, Prec.3, Prec.4
(Precinct numbers)

WAYLAND MIDDLE SCHOOL AND WAYLAND TOWN BUILDING
(Polling locations)

On **THURSDAY, THE EIGHTH DAY OF SEPTEMBER, 2016**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the State Primaries for the candidates of political parties for the following offices:

REPRESENTATIVE IN CONGRESS
COUNCILLOR
SENATOR IN GENERAL COURT
REPRESENTATIVE IN GENERAL COURT
REPRESENTATIVE IN GENERAL COURT
SHERIFF

FIFTH DISTRICT
SECOND DISTRICT
NORFOLK, BRISTOL AND MIDDLESEX DISTRICT
13TH MIDDLESEX DISTRICT (Prec. 1, 2 &3)
14TH NORFOLK DISTRICT (Prec. 4)
MIDDLESEX COUNTY

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this 25th day of July, 2016.
(Month)

Clem Adams
James F. Hill
Mrs M. Quinn
Mary M. Andres
Dea T. Anderson

Selectmen of Wayland

(Service of warrant by Constable)

Constable

_____, 2016.
(month and day)

Warrant must be posted by **September 1, 2016** (at least *seven days prior* to the **September 8, 2016** State Primary).



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

NAN BALMER
TOWN ADMINISTRATOR
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BOARD OF SELECTMEN
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CHERRY C. KARLSON
JOSEPH F. NOLAN

**LIST OF PUBLIC DOCUMENTS PROVIDED TO THE
BOARD OF SELECTMEN FROM JULY 12, 2016,
THROUGH AND INCLUDING JULY 21, 2016,
OTHERWISE NOT LISTED AND INCLUDED IN THE
CORRESPONDENCE PACKET FOR JULY 25, 2016**

Items Distributed To the Board of Selectmen – July 12-25, 2016

1. Email of 7/12/16 from Sherre Greenbaum, Conservation Commission, to Board of Selectmen, re: Reappointment of Betty Salzberg to the Conservation Commission

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of July 13, 2016

2. Email of 7/12/16 from Sherre Greenbaum, Conservation Commission, to Board of Selectmen, re: Reappointment of Betty Salzberg to the Conservation Commission

Items Included as Part of Agenda Packet for Discussion During the July 25, 2016 Board of Selectmen's Meeting

1. Memorandum, 7/22/16, re: Appointment of Michael Staiti to Municipal Affordable Housing Trust Fund Board with Résumé
2. Memorandum, 7/22/16, re: Appointment of Michael Gitten to Permanent Municipal Building Committee with Letter of Interest
3. Draft Letter of 7/26/16 to MassHousing Permitting and Monitoring Specialist from Board of Selectmen re: Brookside Development 113, 115, 117, 119 Boston Post Road
4. Memorandum of 7/25/16 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Request for Proposals: Town Counsel
5. List of Possible Special Town Meeting Articles and Draft Articles
6. PowerPoint Presentation, Clear Gov
7. Draft Minutes of July 13, 2016
8. Report of the Town Administrator for the Week Ending July 22, 2016



TOWN OF WAYLAND

41 COCHITUATE ROAD
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TOWN ADMINISTRATOR
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BOARD OF SELECTMEN Monday, July 25, 2016 Wayland Town Building Selectmen's Meeting Room

CORRESPONDENCE

Selectmen

1. Public Comment, Smoking Shed at 106 Main Street
2. Public Comment, Employee Health Care Deliberations
3. Clerk's Notice and Judgment, 6/26/16, Massachusetts Superior Court, Mary Alice Boelter et al v. Wayland Board of Selectmen
4. Memorandum of 7/6/16 from EcoTec Inc. to Board of Selectmen re: Chapter 91 Waterways Simplified License Application
5. Email of 7/12/16 from Police Chief Robert Irving re: Domestic Violence Service Network Training for New Volunteer Advocates, September 13-October 1, 2016
6. Letter of 7/12/16 from Government Finance Officers Association re: Certificate of Achievement for Excellence in Financial Reporting to Brian Keveny, CPA, Finance Director
7. Letter of 7/18/16 from Attorney Jeffrey L. Ontell to Nan Balmer, Town Administrator, re: Contract for Special Counsel regarding use restrictions on 5 Concord Road
8. Email of 7/19/16 from Aida Gennis, Chair, Board of Library Trustees, to Chairs of Boards and Committees, re: Library Planning and Design Study Progress and Public Forum, July 26, 2016
9. Memorandum, 7/20/16, from Town Clerk Beth R. Klein to Board of Library Trustees, re: Resignation of Jen Gorke from Library Planning Committee
10. Email of 7/21/16 from Mary Roberts, Carroll School, re: Invitation to Meeting with Neighbors, August 9, 2016
11. Monthly Report, June 2016, Police Department

Conservation Commission

12. Determination of Applicability, Wetlands Protection Act and Chapter 194 Permit, 7/18/16, re: 123 Draper Road

Minutes

13. Economic Development Committee, June 9, 2016
14. Joint Committee/Boards Housing Meeting, June 21, 2016
15. Library Planning Committee, January 29, 2015, February 26, 2015, March 19, 2015, April 30, 2015, May 28, 2015, June 17, 2015, June 18, 2015, July 27, 2015, July 30, 2015, August 27, 2015, September 21, 2015, November 5, 2015, December 10, 2015, February 9, 2016, March 21, 2016, April 27, 2016, May 17, 2016, and June 28, 2016
16. Municipal Affordable Housing Trust Fund Board, June 1, 2016, June 21, 2016
17. Personnel Board, June 13, 2016

Region

18. Memorandum of 7/14/16 from Metropolitan Area Planning Council re: Municipal Elections to the Boston Region Metropolitan Planning Organization

State

19. Letter of 7/8/16 from Supervisor of Records, Public Records Division, to Linda Segal, re: Appeal of Response to Public Records Request
20. Letter of 7/14/16 from Supervisor of Records, Public Records Division, to Linda Segal, re: Order in Response to Public Records Request

1

DiNapoli, MaryAnn

From: Dana Jackson <djacksoncohen@yahoo.com>
Sent: Tuesday, July 12, 2016 10:36 AM
To: Junghanns, Julia; Selectmen; Larsen, Geoffrey; Badger, Norma; Cuttell, Sheila; Sarkisian, Sarkis; Klein, Beth; Balmer, Nan; Gorham, Diane
Subject: Smoking Shed at 106 Main Street

Dear Wayland Committees,

We have lived in Wayland for 26 years and moved to 9 Pemberton Road 4 years ago. This neighborhood is particularly vibrant, with the ball fields, lake, access to shopping areas. Unlike other areas in Wayland, residents in the neighborhood walk or ride bikes to the local shops, Town Beach and ball fields.

We understand Wayland Housing Authority has requested a permit to build a new smoking shed in the front of 106 Main St. We respectfully ask that a Smoking Shed NOT be added to the property. While we appreciate the complexities of providing an appropriate place for smokers, we believe that a physical structure in the front of the property on Main Street will significantly detract from the neighborhood and be particularly noticeable due to the amount of foot traffic in the neighborhood. There is already a Smoking Shed on the back area of the property facing Bradford Road. Adding another structure to the front would just compound the problem.

Sincerely,

Dana Jackson Cohen

DiNapoli, MaryAnn

From: Diane Kaufman <kaufdian@gmail.com>
Sent: Tuesday, July 12, 2016 10:37 AM
To: Junghanns, Julia; Selectmen; Larsen, Geoffrey; Badger, Norma; Cuttell, Sheila; Sarkisian, Sarkis
Subject: Smoking Shed

We have lived at 29 Shawmut Avenue for 40 plus years and we are vehemently opposed to a smoking shed in front of Cochituate Housing. This is a historic building and is surrounded by families.

The last thing we need is smoking in public view. Particularly distressing is federal housing dollars going to support smoking. Nationwide public housing and HUD facilities have banned smoking. How in a state as progressive as Massachusetts are we condoning, even supporting cigarette smoking?

We stand against this. A town such as Wayland should not have our elderly and children exposed to the health hazards of smoking. Especially when our tax dollars are being used to move the enclosure for smokers.

Sincerely,
Diane and Howard Kaufman
29 Shawmut Ave
Wayland Ma 01777

Sent from my iPhone

DiNapoli, MaryAnn

From: Ken Isaacson <clickkeni@gmail.com>
Sent: Tuesday, July 12, 2016 10:43 AM
To: Junghanns, Julia; Selectmen; Larsen, Geoffrey; Badger, Norma; Cuttell, Sheila; Sarkisian, Sarkis; tw@actwoarch.com; wgs3155@gmail.com; Linda Segal
Subject: Smoking Shed on Main St

Hello,

I urge you to respect the wishes of many in the Cochituate community and direct neighbors of the WHA housing on Main Street, regarding erection of a new Smoking Shed on Main Street.

Regarding the proposed location, it is ill advised to construct such a shed at the front of the building. It would present a poor representation of the WHA building. It would also present a poor impression regarding Wayland's dedication to the principals of good health. Nor would it be in keeping with Wayland's designation as a "green" community. There is already such a facility on the WHA property, which should be adequate to the needs of smokers in the housing facility.

Please oppose the proposed new construction.

Thank you,
Ken Isaacson
Lake Shore Drive

DiNapoli, MaryAnn

From: Pam Grant <pamgrant100@gmail.com>
Sent: Tuesday, July 12, 2016 12:10 PM
To: Junghanns, Julia; Selectmen; Larsen, Geoffrey; Badger, Norma; Cuttell, Sheila; Larsen, Geoffrey; Balmer, Nan; Gorham, Diane; Klein, Beth; Cuttell, Sheila; Sarkisian, Sarkis; Badger, Norma; tw@actwoarch.com; wgs3155@gmail.com; lmlsegal@comcast.net
Subject: Opposition to Smoking Shed at 106 Main Street - Opposition to Smoking of any kind on Main Street

Dear Town Officials and leaders,

My family and I have lived at 100 Main next door to WHA Street for 22 years. We love the neighborhood.

There have been numerous issues and on going problems with the WHA buildings management over the years. The proposed smoking shed on main street in public view is just one of many and particularly discomforting.

We love living here as a vibrant and family community that is highly trafficked by children and all to 2 churches, 2 parks, the middle school, ball fields, Town beach etc.

We are in strong opposition to and both the smoking shed permitted and any smoking allowed at all out in front of the building.

Further to make you aware the WHA board has now/ recently set up an area out front for smoking. **This is without the shed and happening now.** Smokers are now permitted to walk around and sit on the benches chain smoking all day. You can smell and see as you walk by and we can smell smoke when in our yard. This is a highly concentrated residential, tax paying neighborhood and seek your support to help resolve this request and issue. This is not a message we want to send to our community children nor to be subject to breath.

The neighborhood is just learning about this now....

There are a handful of smokers and non resident visiting friends that smoke.

There is a more ideal spot (if the town does need to accommodate them) on Bradford Street that should be considered or better not accommodate smokers at all.

Because we live next door we are friendly with many that live in the building and know that most are very unhappy of smokers smoking at both the back and front door entrances. We are told that smokers are allowed by law to smoke within 25' of the building by Wayland Board of Health but, this is not adhered too or managed. Smokers are smoking within 10-15 feet or closer. Residents fear repercussions if they complain. Our family can also smell this smoke when sitting on our patio, porches and in our yard. The WHA needs to be a good neighbor and try to fit in especially for smoking.

There is already a shed erected on the BRADFORD St side that FACES THE BALL FIELD! This shed was erected without going through the proper town channels and building codes. It is not maintained with missing panels and broken. It is not within code as too close to the street. This shed should be removed.

I urge you to determine that a smoking shed proposed for the front lawn of the Housing Authority property on Main St. is inappropriate, unnecessary and redundant.

We respectfully ask that a Smoking Shed and the smoking AREA at front and back entrances NOT be allowed and that a SECOND shed NOT be added to the property.

If you have any questions at all please do not hesitate to contact me.

Sincerely,
Pam

Pam Grant
100 Main Street Wayland, MA 01778
(M) 508.341.8887
(H) 508.655.4705
PamGrant100@Gmail.com
<https://www.linkedin.com/in/pamgrant2>

DiNapoli, MaryAnn

From: Sr. Roberta Rzeznik <rrzeznik@goodshepherdwayland.org>
Sent: Tuesday, July 12, 2016 3:39 PM
To: Selectmen
Subject: Smoking Shed

To Whom It May Concern:

I would like to urge you to oppose the construction of a Smoking Shed on Main Street at the WHA building for the following reasons:

1. There is already a Smoking Shed on the property.
2. Main Street is a frequented walking area with businesses and parks nearby.
3. I do understand it is a person's choice to engage in such an unhealthy habit, but consideration must be made for the health of the other residents in the building and beyond.

Thank you for your consideration of this matter.

Sister Roberta Rzeznik

Sister Roberta Rzeznik SNDdeN
Pastoral Associate Good Shepherd Parish
99 Main Street, Wayland MA 01778
508.650.3545

DiNapoli, MaryAnn

From: Karen Wuerfl <karen.wuerfl@gmail.com>
Sent: Friday, July 15, 2016 2:08 PM
To: Badger, Norma; Larsen, Geoffrey; Cuttell, Sheila; Klein, Beth; Gorham, Diane; Balmer, Nan; Junghanns, Julia; Selectmen; Sarkisian, Sarkis; tw@actwoarch.com; wgs3155@gmail.com; lmlsegal@comcast.net
Subject: Smoking shed and smoking area at 106 Main St

Dear Wayland Town official,

I am writing in opposition to:

- 1- Wayland Housing Authority erecting a new smoking shed at 106 Main St
- 2- Wayland Housing Authority designating the front of the building as a smoking area.

We are a family of 5 and have been living on Pemberton Rd for over 20 years. We love our community and neighborhood. It is an active outdoor neighborhood where you will often see adults and children walking and biking.

As I have previously written, there is already a smoking shed at 106 Main St, which is in disrepair, on the side of the property making it unsightly. WHA could repair/replace the existing shed and add some landscape plantings to make it less intrusive to our community.

Additionally, as I was walking toward St Zepherin's the other day, I noticed people were smoking in front of the building. As we are all working incredibly hard to educate our youth and work toward a healthier, smoke-free society, it is upsetting to see smoking allowed in such a public area where children are often present due to the proximity of the church, Hannah Williams playground, Cochituate Ball field and a bit further, Wayland Middle School.

If WHA feels they have to provide a smoking area for the residents, they should put some effort into doing it the best way possible - keep it on the side street, move it further away from the road and add some landscape screening. This would benefit both residents and the neighbors and encourage a positive relationship between WHA and the community. I hope you will support me in moving the designated smoking area away from the front of the building.

Thank you for your time and all you do for Wayland.

Please feel free to contact me with any questions.

Respectfully,
Karen Wuerfl
40 Pemberton Rd
508-650-9792

(2)

DiNapoli, MaryAnn

From: Balmer, Nan
Sent: Wednesday, July 13, 2016 1:56 PM
To: Senchyshyn, John
Cc: DiNapoli, MaryAnn
Subject: FW: Employee Health Care deliberations

correspondence

From: Selectmen
Sent: Wednesday, July 13, 2016 1:48 PM
To: Balmer, Nan
Subject: FW: Employee Health Care deliberations

From: Mark Owen [<mailto:owennorlg@aol.com>]
Sent: Wednesday, July 13, 2016 12:39 PM
To: Selectmen
Subject: Employee Health Care deliberations

Dear Members of the Board of Selectmen,

I'm writing with respect to your current deliberations on finding ways to achieve cost-savings in the area of employee health care benefits. I wear two hats. I'm a taxpayer and a teacher at Claypit Hill School, so this issue effects me in a couple ways. As a taxpayer, I appreciate your diligence in seeking ways to trim costs. I've lived in Wayland for 22 years and my property taxes have doubled over that time. Of course, to keep it in perspective, the value of my home has doubled as well. I understand the pressure and need to limit tax increases. Also, it's understandable that you'd focus on limiting costs in the area of employee health care benefits; probably the single most escalating cost-center of the budget. Still, I ask that you try, as I'm sure you do, to look beyond the numbers in your deliberations in this area.


Adequate, consistent, and cost-effective health care is important to all of us. We all know how much work it takes to develop long-term, trusting relationships with our health care providers, especially for those of us with chronic or multi-faceted health issues. As such, it's important that we preserve these relationships. I believe the consistency of these long-term relationships is often underrated (but not undocumented) in terms of physical and emotional health, as well as its ultimate impact on costs. I'm under much more stress and pressure in my job than ever before. It's reassuring to have consistent, high quality, cost-effective health care that I can count on. To use an old saying, let's not be "penny wise, and pound foolish."

Town employees are obviously not a monolithic group. I wouldn't dare put myself in a position to speak for all of us, so I'm only speaking for myself. I'm willing to pay my *fair* share to help reduce costs while still preserving the consistency, quality, and choice of *my* health care. We were able to do this a couple years ago, when all employees were put on Rate Saver plans. I would hope we can find a way to do it again.

I've worked as a teacher in Wayland for going on 16 years now. It's my second career. Prior to this, I was an attorney in the public sector; working as a publicly-funded legal aid attorney in Illinois and then as an attorney for a municipality in Virginia. I guess you might say that being a public servant is in my DNA. That probably can be said for many town employees. We are not just teachers, firefighters, police, etc. We are dedicated public servants. These health care deliberations are important to us. Please continue to look at the faces behind the numbers.

Thank you,

Mark Owen
2 Happy Hollow Road
Wayland, MA 01778

CLERK'S NOTICE	DOCKET NUMBER 1481CV00591	Trial Court of Massachusetts The Superior Court 
CASE NAME: Mary Alice Boelter et al vs. Wayland Board Of Selectmen		Michael A. Sullivan, Clerk of Court Middlesex County
TO: Mark J Lanza, Esq. 9 Damonmill Square Suite 4A4 Concord, MA 01742		COURT NAME & ADDRESS Middlesex County Superior Court - Woburn 200 Trade Center Woburn, MA 01801
<p style="text-align: center;">You are hereby notified that on the following entry was made on the above referenced docket:</p>		
DATE ISSUED 06/29/2016	ASSOCIATE JUSTICE/ ASSISTANT CLERK	SESSION PHONE#

7

COMMONWEALTH OF MASSACHUSETTS
THE SUPERIOR COURT

MIDDLESEX, ss.

DOCKET No.14-CV-0591-H

MARY ALICE BOELTER et al

v.

WAYLAND BOARD OF SELECTMEN

JUDGMENT

The plaintiffs' motion for summary judgment having been **ALLOWED**, it is hereby ordered that:

- 1.) Judgment shall enter forthwith for the plaintiffs declaring that the Wayland Board of Selectmen violated the Massachusetts Open Meeting Law, G.L. c. 30A, sections 1-9 when it began deliberating the town administrator's professional competence by private written messages before the commencement of a meeting open to the public; and
- 2.) A Permanent Injunction shall enter that the Wayland Board of Selectmen shall henceforth discontinue such practice.

BY THE COURT,



DENNIS J. CURRAN
Associate Justice

June 26, 2016



EcoTec, Inc.

4

ENVIRONMENTAL CONSULTING SERVICES

102 Grove Street

Worcester, MA 01605-2629

508-752-9666 / Fax: 508-752-9494

TRANSMITTAL

Date: July 6, 2016

To: MA Department of Environmental Protection
Wayland Board of Selectmen
Wayland Zoning Board of Appeals
Wayland Planning Board

From: Arthur Allen

Re: Chapter 91 Waterways Simplified License Application

In accordance with the Massachusetts Department of Environmental Protection Waterways Regulations, attached you will find a Chapter 91 Waterways Simplified License Application and associated plan. This application pertains to the removal of an existing concrete dock and replacement with a new, pier supported wooden dock at 5 Erwin Road in Wayland, MA. Attached you will also find a photo of the existing dock structure.

Please advise with any concerns or questions.

Applicant's Representative:

Arthur Allen
EcoTec, Inc.
102 Grove Street
Worcester, MA 01605
508-752-9666, ext. 24

*THE CONSERVATION
COMMISSION WILL
CONSIDER THIS PROJECT
ON 8/3/16.*

Email: aallen@ecotecinc.com

RECEIVED

JUL 11 2016

Board of Selectmen
Town of Wayland



Existing Concrete Dock to be Removed and Replaced
5 Erwin Road, Wayland, MA

The Commonwealth Of Massachusetts



No. MassDEP USE ONLY

SIMPLIFIED LICENSE
BRP WW06

Applicant must fill in pages 1 and 2 of this license.

Erik Ramanathan of the Town/City of: Wayland in: Middlesex
Applicant's name Town/City County

County and Commonwealth aforesaid, has applied to the Department of Environmental Protection for a Simplified License to:

Please check: maintain an existing (pre-1984); construct a proposed or maintain an existing (post-1984):

Please check all that apply below:

- pier/dock
- boat ramp
- ramp
- float(s)
- pile(s)
- boat lift
- boat house
- retaining wall/seawall
- bulkhead
- rip rap/stone revetment
- groin(s)
- Nonwater-dependent (NWD) residence
- other _____

Please check all that apply below:

- pier/dock
- ramp
- float(s)
- pile(s)
- boat lift
- pile-supported boat house
- other _____

and has submitted plans of the same; and whereas due notice of said application has been given, as required by law, to the [Please check one:] Board of Selectmen Mayor and City Council, of the Town/City of:

Wayland
Town/City

NOW, said Department, having heard all parties desiring to be heard, and having fully considered said application, hereby, subject to the approval of the Governor, authorizes and licenses said Licensee, subject to the provisions of the ninety-first chapter of the General Laws, and of all laws which are or may be in force applicable thereto, to:

Please check all that apply:

- maintain existing structure(s) for:
- non commercial docking/access to navigable water
 - shoreline stabilization
 - residential, NWD building
 - other _____

Please check all that apply:

- construct and maintain structure(s) for:
- non commercial docking/access to navigable water
 - other _____

in and over the waters of: Heard Pond in the Town/City of: Wayland
Waterway Town/City

and in accordance with the locations shown and details indicated on the accompanying License Sketch Plan No. MassDEP USE ONLY (total number of Sheet(s): FOR MassDEP USE ONLY)

USE: The structures authorized herein shall be for private non-commercial use of the licensee. The structures shall not be used for commercial purposes, leased, rented or otherwise let for compensation. Any change in use shall require an amendment to this license by the Department. The structures authorized herein shall be limited to the following uses: noncommercial docking and boating access to navigable waters.

TERM: This License will expire fifteen (15) years from the date of License issuance. By written request of the Licensee for an amendment, the Department may grant a renewal for the term of years not to exceed that authorized in the original license.

WATERWAYS CONDITIONS:

1. ACCESS: In accordance with any License condition, easement, or other public right of lateral passage that exists in the area of the subject property lying between the high and low water marks" or "below the ordinary high water mark", the Licensee shall allow the public in the exercise of such rights to pass freely over, under or around all structures within such (intertidal) area. Accordingly, the Licensee shall place and maintain, in good repair, a public access sign on the easterly/westerly or northerly/southerly sides of the pier/dock, authorized herein or at each property line, adjacent to the high water shoreline. Said signs shall comply with the Department's signage guidelines (see instructions) and shall be posted immediately upon license issuance or completion of construction. Nothing in this condition shall be construed as preventing the Licensee from excluding the public from portions of said structure(s) or property not intended for lateral passage.

In partial compensation for the private use of structures and/or fill on tidelands and/or private tidelands and/or Great Ponds which interferes with the rights of the public to use such lands, the Licensee shall allow the public to pass on foot, for any purpose and from dawn to dusk, within the area of the subject property lying seaward of the high water mark or, for Great Ponds within the public access way delineated on the License plan/or within 5 feet of the ordinary high water shoreline. This condition shall not be construed to prevent the Licensee from taking reasonable measures to discourage unlawful activity by users of the area intended for public passage, including but not limited to trespassing on adjacent private areas and deposit of refuse of any kind or nature in the water or on the shore. Further, the exercise by the public of free on-foot passage in accordance with this condition shall be considered a permitted use to which the limited liability provisions of M.G.L. c.21, s17c shall apply.

2. This License authorizes structure(s) and/or fill on:
FOR MassDEP USE ONLY

<input type="checkbox"/> Private Tidelands	In accordance with the public easement that exists by law on private tidelands, the Licensee shall allow the public to use and to pass freely upon the area of the subject property lying between the high and low water marks, for the purposes of fishing, fowling, navigation, strolling and the natural derivatives thereof.
<input type="checkbox"/> Commonwealth Tidelands	The Licensee shall not restrict the public's right to use and to pass freely, for any lawful purpose, upon lands lying seaward of the low water mark. The Commonwealth holds said lands in trust for the benefit of the public.
<input type="checkbox"/> Great Pond	The Licensee shall not restrict the public's right to use and to pass freely upon lands lying seaward of the high water mark for any lawful purpose.
<input type="checkbox"/> Navigable River or Stream	The Licensee shall not restrict the public's right to use and to pass freely, for any lawful purpose, in the waterway.

3. Unless otherwise expressly provided by this license, the Licensee shall not limit the hours of availability of any areas of the subject property designated for public passage, nor place any gates, fences, or other structures on such areas in a manner that would impede or discourage the free flow of pedestrian movement thereon. No restriction on the exercise of these public rights shall be imposed unless otherwise expressly provided in this license.

4. Any change in use or any substantial structural alteration of any structure or fill authorized herein shall require the issuance by the Department of a new Waterways License in accordance with the provisions and procedures established in Chapter 91 of the Massachusetts General Laws. Any unauthorized substantial change in use or unauthorized substantial structural alteration of any structure or fill authorized herein shall render this Waterways License void.

5. This Waterways License shall be revocable by the Department for noncompliance with the terms and conditions set forth herein. This License may be revoked after the Department has given written notice of the alleged noncompliance to the Licensee and those persons who have filed a written request for such notice with the Department and afforded them a reasonable opportunity to correct said noncompliance. Failure to correct said noncompliance after the issuance of a written notice by the Department shall render this Waterways License void and the Commonwealth may proceed to remove or cause removal of any structure or fill authorized herein at the expense of the Licensee, its successors and assigns as an unauthorized and unlawful structure and/or fill.

6. The structures and/or fill authorized herein shall be maintained in good repair and in accordance with the terms and conditions stated herein.

7. Nothing in this Waterways License shall be construed as authorizing encroachment in, on or over property not owned or controlled by the Licensee, except with the written consent of the owner(s) thereof.

8. This Waterways License is granted subject to all applicable Federal, State, County, and Municipal laws, ordinances and regulations including but not limited to a valid final Order of Conditions issued pursuant to G.L. Chapter 131, s.40, the Wetlands Protection Act.

CONSTRUCTION:

9a. The project shall not significantly interfere with littoral or riparian property owners' rights to access and egress their property from the waterway. All structures shall be set back, at a minimum, at least twenty-five (25) feet from abutting property lines, where feasible.

9b. Structures shall not extend beyond the length of existing piers used for similar purposes; in no case shall the length extend more than $\frac{1}{4}$ of the way across a water body and shall conform to the square footage requirements as stated in Construction Condition 9a.

9c. Within areas of salt marsh, structures shall be constructed with a minimum height of 4 feet above ground level measured from the bottom of the stringer, and maximum width of 4 feet, or at a 1:1 ratio so as not to have an adverse impact on the salt marsh or aquatic vegetation. Whereas, the width of the pier maybe equal to but not greater than the height. Any ladders shall be constructed of durable materials, shall be fixed to the pier in such a manner so as not to rest on the marsh, shall have a minimum width of 2.0 feet, and shall have adequate railings extending above the pier/dock decking in order to facilitate safe passage.

9d. When removed, all seasonal structures shall be stored landward of the mean or ordinary high water shoreline, vegetated wetlands, dunes and all wetland resource areas. Said storage shall be in conformance with any applicable local, state or federal requirements.

9e. The float(s) shall be constructed with an appropriate number of piles/pipes, legs or stop blocks attached to the float structural elements in order to maintain at least 24 inches of clearance off the bottom at extreme low tides.

9f. All work authorized herein shall be completed within five (5) years of the date of License issuance. Said construction period may be extended by the Department for one or more one year periods without public notice, provided that the Applicant submits to the Department, thirty (30) days prior to the expiration of said construction period, a written request to extend the period and provides an adequate justification for said extension.

DOCKING OF VESSELS:

10a. Motorized vessels shall be moored stern seaward of the float and shall have a draft no greater than that which provides a minimum of one foot clearance from the bottom at extreme low water. Where eelgrass is present, vessels shall not have any adverse affects on eelgrass in the area.



Enter your transmittal number

X271353

Transmittal Number

Your unique Transmittal Number can be accessed online: <http://mass.gov/dep/service/online/trasmfrm.shtml>

Massachusetts Department of Environmental Protection

Transmittal Form for Permit Application and Payment

1. Please type or print. A separate Transmittal Form must be completed for each permit application.

2. Make your check payable to the Commonwealth of Massachusetts and mail it with a copy of this form to: DEP, P.O. Box 4062, Boston, MA 02211.

3. Three copies of this form will be needed.

Copy 1 - the original must accompany your permit application. Copy 2 must accompany your fee payment. Copy 3 should be retained for your records

4. Both fee-paying and exempt applicants must mail a copy of this transmittal form to:

MassDEP
P.O. Box 4062
Boston, MA
02211

* Note:
For BWSC Permits,
enter the LSP.

A. Permit Information

BRP WW06

Simplified License

1. Permit Code: 7 or 8 character code from permit instructions

2. Name of Permit Category

Residential Dock Replacement

3. Type of Project or Activity

B. Applicant Information – Firm or Individual

1. Name of Firm - Or, if party needing this approval is an individual enter name below:

Ramanathan

Erik

2. Last Name of Individual

3. First Name of Individual

4. MI

5 Erwin Road

5. Street Address

Wayland

MA

01778

917-647-1065

6. City/Town

7. State

8. Zip Code

9. Telephone #

10. Ext. #

erik.ramanathan@gmail.com

11. Contact Person

12. e-mail address (optional)

C. Facility, Site or Individual Requiring Approval

Erik Ramanathan

1. Name of Facility, Site Or Individual

5 Erwin Road

2. Street Address

Wayland

MA

01778

3. City/Town

4. State

5. Zip Code

6. Telephone #

7. Ext. #

8. DEP Facility Number (if Known)

9. Federal I.D. Number (if Known)

10. BWSC Tracking # (if Known)

D. Application Prepared by (if different from Section B)*

EcoTec, Inc.

1. Name of Firm Or Individual

102 Grove Street

2. Address

Worcester

MA

01605

508-852-9666

3. City/Town

4. State

5. Zip Code

6. Telephone #

7. Ext. #

Arthur Allen

8. Contact Person

9. LSP Number (BWSC Permits only)

E. Permit - Project Coordination

1. Is this project subject to MEPA review? yes no
If yes, enter the project's EOEA file number - assigned when an Environmental Notification Form is submitted to the MEPA unit:

EOEA File Number

F. Amount Due

DEP Use Only

Special Provisions:

- Fee Exempt (city, town or municipal housing authority)(state agency if fee is \$100 or less).
There are no fee exemptions for BWSC permits, regardless of applicant status.
- Hardship Request - payment extensions according to 310 CMR 4.04(3)(c).
- Alternative Schedule Project (according to 310 CMR 4.05 and 4.10).
- Homeowner (according to 310 CMR 4.02).

Permit No:

Rec'd Date:

Reviewer:

26458

75.00

6/21/2016

Check Number

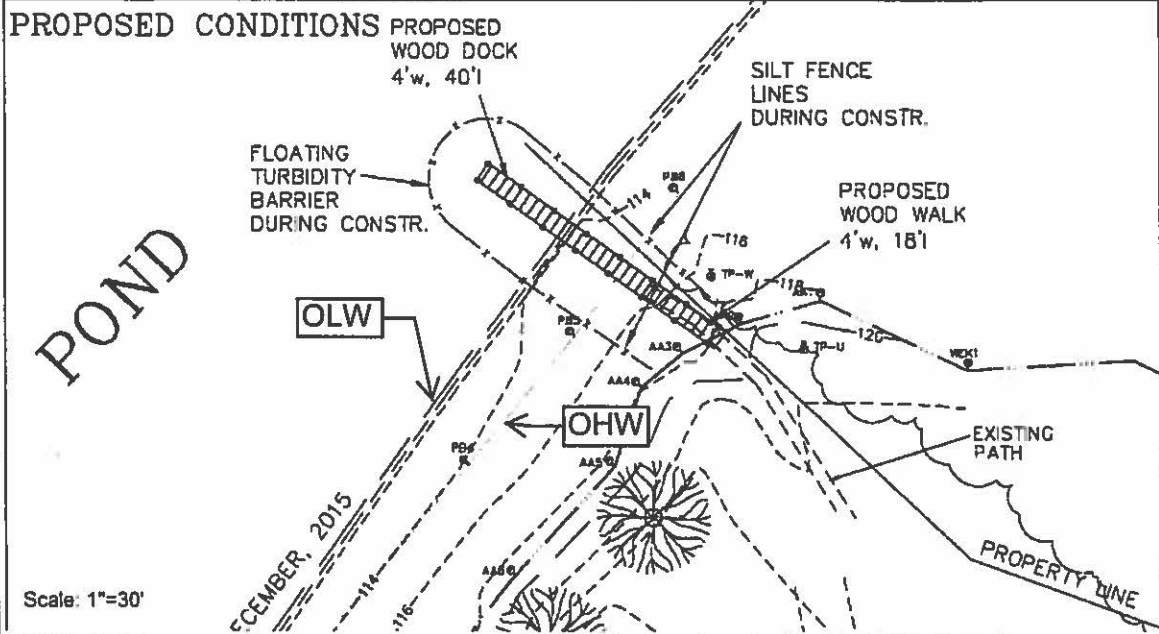
Dollar Amount

Date

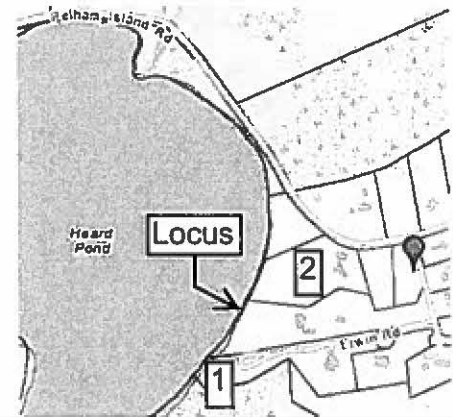
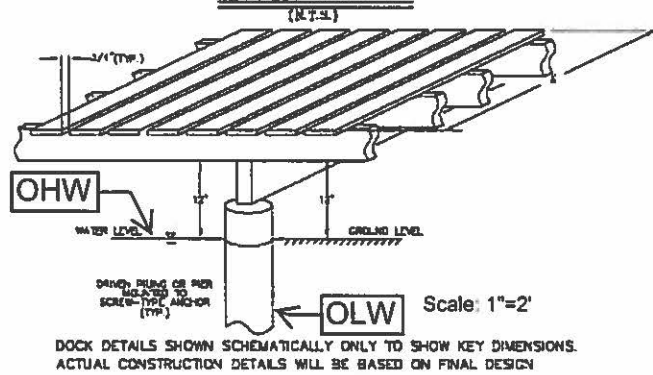
License No.

Approved by Department of Environmental Protection
Date:

PROPOSED CONDITIONS



DOCK DETAILS



Purpose: Simplified Licensing

Plan accompanying petition of:

Project Description:

Adjacent Property Owners:

1. Lawrence C. Stewart
2. Evelyn Wolfson
3. _____
4. _____

Erik Ramanathan

5 Erwin Road

Wayland, MA 01778

Heard Pond

In _____ At Wayland

County of: Middlesex

State: MA

By applicant Erik Ramanathan

date: 7/1/2016 sheet: 1 of 1

DiNapoli, MaryAnn

From: Balmer, Nan
Sent: Tuesday, July 19, 2016 5:45 PM
To: DiNapoli, MaryAnn
Subject: FW: Public Notice
Attachments: D.V. Advocate Training.pdf

Correspondence

From: Irving, Robert
Sent: Tuesday, July 12, 2016 2:46 PM
To: Lea Anderson
Cc: Balmer, Nan
Subject: Public Notice

Hi Lea,

Domestic Violence Service Network is holding a training for new volunteer advocates from September 13th to October 1st. We don't have many Wayland residents that are advocates, so I was wondering if you might consider bringing this up as a public notice at a future BOS meeting. Perhaps this may generate some interest from our residents.

Thanks,

Chief

Domestic Violence
Services Network, Inc.



DVSN's Fall 2016 Volunteer Advocate Training

September 13, 2016 through October 1, 2016

Domestic Violence Services Network, Inc. (DVSN) is a community-based organization that works in collaboration with the Police Departments of its eleven member towns (Acton, Bedford, Boxborough, Carlisle, Concord, Lexington, Lincoln, Maynard, Stow, Sudbury, and Wayland), Hanscom AFB and Concord District Court to combat Domestic Violence.

DVSN Advocates provide direct service to domestic violence survivors.

**Our 3-week, 40-hour classroom training is held
at the Concord Police Department.**

**Classroom training sessions are scheduled for:
Tuesday and Thursday evenings from 6:30pm – 9:30pm
Saturdays from 9:00am – 3:30pm.**

*Another 12 to 14 hours of supervised field training will take place after
successful completion of the classroom segment.*

**Call (978) 318-3421 or email dvvap@concordma.gov
for more information and/or to request an application.**

Applications are due no later than September 6, 2016.

Collaboration • Connection • Community

Domestic Violence Services Network, Inc.
Volunteer Advocate Training – Fall 2016

September 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13 6:30 – 9:30 PM Advocate Training @ CPD	14	15 6:30 – 9:30 PM Advocate Training @ CPD	16	17 9:00 AM – 3:30 PM Advocate Training @ CPD
18	19	20 6:30 – 9:30 PM Advocate Training @ CPD	21	22 6:30 – 9:30 PM Advocate Training @ CPD	23	24 9:00 AM – 3:30 PM Advocate Training @ CPD
25	26	27 6:30 – 9:30 PM Advocate Training @ CPD	28	29 6:30 – 9:30 PM Advocate Training @ CPD	30	

October 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 9:00 AM – 3:30 PM Advocate Training @ CPD
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	23	29
30	31					

For more information, and an application to apply for DVSN's Advocate training, contact Jessica at (978) 318-3421 or zapsler@concordma.gov.

PLEASE NOTE: CPD in the calendar above indicates that the training is held at the Concord Police Department's third floor meeting room.



Government Finance Officers Association
203 N. LaSalle Street - Suite 2700
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

6

RECEIVED

JUL 18 2016

Board of Selectmen
Town of Wayland

July 12, 2016

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

Dear Board of Selectmen:

We are pleased to notify you that your comprehensive annual financial report for the fiscal year ended **June 30, 2015** qualifies for a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An award for the Certificate of Achievement has been mailed to:

Brian Keveny, CPA
Finance Director

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release is enclosed to assist with this effort. In addition, details of recent recipients of the Certificate of Achievement and other information about Certificate Program results are available in the "Awards Program" area of our website, www.gfoa.org.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,
Government Finance Officers Association

Stephen J. Gauthier, Director

Technical Services Center

SJG/ds



Government Finance Officers Association
203 N. LaSalle Street - Suite 2700
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

07/12/2016

NEWS RELEASE

For Information contact:
Stephen Gauthier (312) 977-9700

(Chicago)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **Town of Wayland** by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the award-winning CAFR. This has been presented to:

Brian Keveny, CPA, Finance Director

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals with offices in Chicago, IL, and Washington, D.C.

(7)

MARSH, MORIARTY, ONTELL & GOLDER, P. C.

ATTORNEYS AT LAW
18 TREMONT STREET, SUITE 900
BOSTON, MASSACHUSETTS 02108
(617) 778-5100
TELECOPIER (617) 720-2565

MICHAEL H. MARSH
ROBERT J. MORIARTY, JR.
JEFFREY L. ONTELL
RICHARD M. GOLDER

EDWARD A. ACTON
JOSEPH D. CONWAY †
LAURA L. FITZGERALD
LAURA J. NEWCOMB
MICHAEL D. BUONICONTI
KATHERINE E. MCGARR

July 18, 2016

OF COUNSEL
JOSEPH T. RUBINSTEIN
† ALSO ADMITTED IN NEW HAMPSHIRE

Town of Wayland
41 Cochituate Road
Wayland, MA 01778

Attention: Nan Balmer, Town Administrator

Dear Ms. Balmer,

You have retained this firm to provide a legal opinion as to whether or not the land now owned by the Town of Wayland and used as a public library is subject to a deed restriction which requires the land be used as a library in perpetuity. The research required to provide such opinion includes researching Massachusetts and Federal case law, Massachusetts statutory law and records at the Middlesex South Registry of Deeds and such other research as deemed appropriate.

I will have primary responsibility for this matter. I expect to work with Laura Fitzgerald, Esq., title examiners and legal assistants in the office where such assignments will benefit you. The principal factor in charging for services rendered is our schedule of hourly rates in effect at the time services are rendered. Our hourly rates for attorneys and other staff members are based on their experience, ability and level of professional accomplishment, as well as the fees customarily charged in the Boston area for similar services. My rate is normally \$350.00 per hour, I will provide a discounted rate of \$275.00 per hour. Laura Fitzgerald's rate is normally \$250.00 per hour, I will provide a discounted rate of \$210.00 per hour. Our rates for legal assistants and law clerks range from \$80.00 to \$90.00 dollars per hour. Our rates for title examiners range from \$70.00 to \$80.00 dollars per hour. Events for which we charge on an hourly basis include but are not limited to office conferences, telephone conferences, review of file materials or documents sent and received, legal and title research, drafting of pleadings, correspondence, memoranda, court appearances, travel time, and preparation for hearings and conferences. All events, including telephone calls and e-mails, will be billed at a minimum of one-tenth (1/10) of an hour. We review the schedule of hourly rates periodically and adjust it as appropriate. In setting fees, we also may consider the uniqueness of the services rendered, the time limitations imposed by the client or the circumstances, and whether the work precludes other engagements that we otherwise would have expected.

Although we reserve the right to suggest that a premium is appropriate for a particular engagement, we do not charge more than straight-time hourly rates without your consent and approval. I would estimate that the cost for our services may exceed five thousand (\$5,000.00) dollars. Additional work and unanticipated circumstances may result in charges exceeding this

MARSH, MORIARTY, ONTELL & GOLDER, P.C.
Town of Wayland
July 18, 2016, 2016

estimate. If it becomes apparent that an estimate was too low due to complications not known to us at the time of the estimate, we will advise you of this as soon as possible. In the event the cost for our services approaches five thousand dollars I will contact the town administrator. Until the town administrator authorizes me to continue to provide services our research will stop. In the event the town administrator does not authorize additional services I will arrange for delivery of our work to date together with an invoice for the services to date.

In the course of our representation, we will also incur costs and pay out-of-pocket expenses on your behalf. You will be expected to reimburse us for these items. These costs and expense may include photocopying, delivery services, computerized legal research, staff overtime, court and registry fees and other incidental items. Costs and expenses will be separately itemized on our statements as disbursements. At this time, we will not require a retainer in this matter.

Our statements are itemized and detailed. We expect payment promptly and in any event within thirty (30) days from the date of the statement. If a statement is outstanding for more than forty-five (45) days, we reserve the right to suspend further services unless satisfactory arrangements are made for payment. You have the right to terminate our engagement at any time. We have the same right, subject to our obligation to take reasonable steps to protect your interests. This may include giving you advance notice that we are terminating the relationship so that you may obtain alternative representation. In the event of termination, we will deliver your files and records to your new attorneys (or as you otherwise direct) upon satisfaction of all financial obligations to the firm.


These general terms of engagement may be modified or supplemented by mutual agreement. Except to the extent so agreed, these terms apply to all engagements accepted by this firm. Please sign and return one copy of this letter for our records.

Thank you for letting us assist you in this matter.

Very truly yours,



Assented to:



Name: NAN BALMER
Title: TOWN ADMINISTRATOR

DiNapoli, MaryAnn

From: DiNapoli, MaryAnn
Sent: Tuesday, July 19, 2016 2:16 PM
Cc:
Subject: WFPL - Library Planning and Design Study Progress and Public Forum
Attachments: LetterCrierJuly222016.pdf

To all Town Boards and Committees:

At the Permanent Municipal Building Committee meeting last week, two sites were selected for further consideration in our Library Planning and Design Study. The locations of the two sites already have appeared in the Wayland eNews yesterday, and will be in the Crier this week.

The two sites are 5 Concord Road (where the Library currently is) **and 207-195 Main Street** (the former Highway Garage and the land to the north of it along Main Street).

We have a community forum scheduled for **Tuesday evening, July 26th, at 7:00 pm in the Large Hearing Room** at the Town Building. The architects will have some preliminary drawings and some initial cost estimates to share with everyone.

The following week is another Permanent Municipal Building Committee meeting, and they expect to select the one site to be investigated further; that will be on Tuesday, August 2, at 7:00 pm, in the Town Building.

I hope there will be many in attendance at the meeting on the 26th, but it's the dead of summer. Please send notice to your boards of our progress, and if members will be in town, please encourage them to attend on the 26th. Our work is moving quickly, and that is because of the amount of work that has to be accomplished in a short window of time.

Please send any questions my way, and thank you all,

Aida Gennis, Chair
Library Board of Trustees

9

T.A.



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
FAX: 508-358-1683
www.wayland.ma.us

Date: July 20, 2016
To: Board of Library Trustees
From: Beth R. Klein, Town Clerk
RE: Resignation of Appointed Official

Please be informed that the attached letter of resignation was received in the Town Clerk's Office on July 19, 2016 effective July 20, 2016:

Jen Gorke Library Planning Committee
Term Expires: December 31, 2016

Pursuant to Chapter 41: Section 109. No resignation of a town or district officer shall be deemed effective unless and until such resignation is filed with the town clerk or district clerk.

cc: Nan Balmer, Town Administrator ✓
Aida A. Gennis, Chair Bd. of Library Trustees
Jen Gorke

Klein, Beth

From: Jen Gorke <jen.gorke@gmail.com>
Sent: Tuesday, July 19, 2016 1:28 PM
To: Klein, Beth
Cc: Fay, Tom
Subject: Resignation from the Wayland Library Planning Committee

Ms. Klein,

I write today to submit my resignation from the Wayland Library Planning Committee effective today.

Best,

Jen Gorke
9 Bow Road
Wayland, MA 01778

2016 JUL 20 AM 9: 24
TOWN CLERK
WAYLAND

DiNapoli, MaryAnn

From: Balmer, Nan
Sent: Thursday, July 21, 2016 9:58 AM
To: DiNapoli, MaryAnn
Cc: Karlson, Cherry
Subject: FW: Carroll: planning second info meeting
Attachments: Carroll School Aug Info Session Invite.pdf

correspondence

From: Mary Roberts [<mailto:mroberts@carrollschool.org>]
Sent: Thursday, July 21, 2016 9:21 AM
To: Balmer, Nan
Subject: Re: Carroll: planning second info meeting

Nan,

Attached is the invitation to the next info session at 45 Waltham Street in Wayland.

Thank you for passing this along to the Board of Selectman, in the event they want to attend. When RSVPing to me, it would be helpful if they email me, that way I can capture their info for future meetings.

On Wed, Jul 20, 2016 at 3:14 PM, Mary Roberts <mroberts@carrollschool.org> wrote:
Nan,

Steve Wilkins is planning on hosting another info meeting with neighbors and abutters of the Wayland property.

I have addresses of 46 folks in the area. Were there other interested folks attending the town meeting that we should include?

Thank you.

(We area looking at Aug 9 in the evening for this meeting at 45 Waltham Road)

Mary Roberts
Exec Assistant to the Head
Carroll School
25 Baker Bridge Road
Lincoln, MA 01773
781-314-9720
Fax 781-314-9756
mroberts@carrollschool.org



Carroll School

You are invited to an
Informational Meeting for our Wayland & Lincoln Neighbors

Hosted by:
Steve Wilkins, Head of School
Judi Seldin, Assistant Head of School

Tuesday August 9, 2016
7:00pm-8:00pm

45 Waltham Road
Wayland

Please RSVP-Mary Roberts, Executive Assistant to Steve Wilkins
781-314-9720 or mroberts@carrollschool.org



WAYLAND POLICE DEPARTMENT

WAYLAND, MASSACHUSETTS 01778



ROBERT IRVING
CHIEF OF POLICE

Monthly Update

RECEIVED

JUL 13 2016

June 2016

Board of Selectmen
Town of Wayland

On June 21st, police officers responded to a motor vehicle accident involving a vehicle and a 12 year old pedestrian. The victim and her friends had attempted to cross three lanes of traffic on Old Sudbury Road near the Concord Road intersection. The vehicle in one lane stopped to let them cross, however a vehicle in another lane did not see the children crossing the street and struck a twelve year old Wellesley girl. Police and fire personnel were on the scene in a matter of minutes and provided immediate first aid and injury stabilization to the victim. She was transported to children's hospital in Boston with serious but non-life threatening injuries. After a thorough investigation, the driver of the vehicle was not charged. Police encourage all pedestrians to use extreme caution when crossing streets and to use designated crosswalks wherever possible.

On June 19th, officers responded to the area of Cochituate State Park on a report of domestic dispute involving physical violence. On the way to the call an officer observed a vehicle leaving the scene with the alleged aggressor and her two children, ages 1 and 3. That vehicle was stopped by an officer while other officers met the complainant at Cochituate State park. Upon investigation it was determined that the operator, a 29 year old Peabody woman was intoxicated. Charges against the woman were O.U.I. Liquor, Domestic assault and Battery, Operating to Endanger and Child Endangerment while Operating Under the Influence.

During the month, the police department received another complaint of a Wayland resident being scammed on-line for thousands of dollars. The department has seen a rash of internet and phone scams of late. In response, detectives have created an informational card "Are You Wiring Money? STOP" and distributed them to local banks and locations where Western union or other money services vendors are located. Once money is wired, whether it is here in the United States or sent overseas, there is little chance of recovering the funds.

Lt. Pat Swanick attended the five day training in "Police Chief and Command Staff Managerial Skills" that was held in Martha's Vineyard. This course covered multiple topics intended for the executive and command personnel in a police department.

The background investigation and other pre-employment checks for one new recruit were completed in June. The department is in the final stages of securing a police training academy and making a formal offer for the position to the candidate.



Robert Irving
Chief of Police

Wayland Police Department Detective Division Report for June 2016

INVESTIGATIONS

Threats – Commonwealth Road
Narcotics Investigation
Larceny over \$250 – Campbell Road
Larceny over \$250 – Cochituate Road
Found Property – Bradford Street
Found Property – Cochituate Road
Commercial B&E – Old Connecticut Path
Computer Fraud/Larceny over \$250 – Keith Road

MEETINGS/TRAININGS

Firearms Qualification
National Symposium on Eyewitness Identification Reform

MISCELLANEOUS

Assist other agency – Environmental Police
Narcotic Destruction Prep
Alice Drill – Wayland Middle School
Council on Aging – Drug take back

Martha's Vineyard Law Enforcement Council

Patrick Swanick

*Has successfully completed a five day training in
Police Chief & Command Staff Managerial Skills*

*Which covered topics such as Transgender Issues for Police; Internal Investigations, Accreditation; Firearms Licensing; Assessment Centers;
Registry of Motor Vehicles Updates; Officer Involved Shootings; Missing & Exploited Children; Discipline; NESP/N Deconfliction
Procedures; Use of Force & Personnel Files; Handling Work Related Injury Claims, Eyewitness Identification, Public Records Law,
Psychological Issues facing Police Officers; and PERAC Retirement Law Updates*

Held on Martha's Vineyard Island

From

May 23-27, 2016

Training Coordinators

*John M. (Jack) Collins, Esq.
Police Legal Advisor*

*Chief Randhi P. Belain
Aquinnah Police Department*

Are you Wiring Money?
STOP!

You could be falling for a common scam

- Arrested Relative -You receive a call that a relative needs bail money.
- Sweepstakes - You receive a call notifying you that you won a contest and must send money to collect any winnings.
- IRS Imposters - You receive a call demanding immediate payment for back taxes.
- Tech Support -You receive a call that your computer needs repair and to send money for service.

Not Sure? Call the Wayland Police at 508-358-4721



Domestic Violence
Services Network, Inc.



DVSN's Fall 2016 Volunteer Advocate Training

September 13, 2016 through October 1, 2016

Domestic Violence Services Network, Inc. (DVSNI) is a community-based organization that works in collaboration with the Police Departments of its eleven member towns (Acton, Bedford, Boxborough, Carlisle, Concord, Lexington, Lincoln, Maynard, Stow, Sudbury, and Wayland), Hanscom AFB and Concord District Court to combat Domestic Violence.

DVSN Advocates provide direct service to domestic violence survivors.

**Our 3-week, 40-hour classroom training is held
at the Concord Police Department.**

**Classroom training sessions are scheduled for:
Tuesday and Thursday evenings from 6:30pm – 9:30pm
Saturdays from 9:00am – 3:30pm.**

***Another 12 to 14 hours of supervised field training will take place after
successful completion of the classroom segment.***

***Call (978) 318-3421 or email dvvap@concordma.gov
for more information and/or to request an application.***

Applications are due no later than September 6, 2016.

Collaboration • Connection • Community

Domestic Violence Services Network, Inc.
Volunteer Advocate Training – Fall 2016

September 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13 6:30 – 9:30 PM Advocate Training @ CPD	14	15 6:30 – 9:30 PM Advocate Training @ CPD	16	17 9:00 AM – 3:30 PM Advocate Training @ CPD
18	19	20 6:30 – 9:30 PM Advocate Training @ CPD	21	22 6:30 – 9:30 PM Advocate Training @ CPD	23	24 9:00 AM – 3:30 PM Advocate Training @ CPD
25	26	27 6:30 – 9:30 PM Advocate Training @ CPD	28	29 6:30 – 9:30 PM Advocate Training @ CPD	30	

October 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 9:00 AM – 3:30 PM Advocate Training @ CPD
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	23	29
30	31					

**For more information, and an application to apply for DVSN's Advocate training,
contact Jessica at (978) 318-3421 or zapsler@concordma.gov.**

**PLEASE NOTE: CPD in the calendar above indicates that the training is held at the
Concord Police Department's third floor meeting room.**



TOWN OF WAYLAND
MASSACHUSETTS
01778
CONSERVATION COMMISSION

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

July 18, 2016

Carrie & David Melvin
123 Draper Road
Wayland, MA 01778

Re: DETERMINATION OF APPLICABILITY [D-877] - WETLANDS PROTECTION ACT (WPA)
and Chapter 194 Permit – 123 Draper Road, Wayland

Dear Mr. and Mrs. Melvin:

Enclosed please find the original Wetlands and Water Resources Protection Bylaw Permit (Chapter 194) and a Determination of Applicability issued by the Wayland Conservation Commission regarding the approved swimming pool project at 123 Draper Road in Wayland. The Chapter 194 Permit allows the project subject to the conditions specified in the Permit. The Determination of Applicability issued pursuant to the WPA is shorter, deferring to the Chapter 194 Permit. No other work is permitted by this decision.

If you have any questions, please contact me at (508) 358-3669. Thank you.

Sincerely,

Brian J. Monahan
Conservation Administrator

Enclosure

- cc: Building Department w/enc.
- Town Clerk w/enc.
- DEP – NERO w/enc.
- Board of Selectmen
- Board of Health
- Planning Board
- Abutters
- File

RECEIVED

JUL 18 2016

**Board of Selectmen
Town of Wayland**

Minutes
Economic Development Committee
Town of Wayland MA
June 9, 2016

Present: Becky Stanizzi, Jim Grumbach, John Pugh, Jean Millburn, Frank Panaccio, and Seth Roman (via phone)

Guests: Cherry Carlson (BOS), Mary Antes (BOS), Doug Levine, and David Costello from National Development

Becky Stanizzi called the meeting to order at 8:12 a.m. in the Planning Office of the Town Building.

The minutes of the May 5th meeting were approved 6-0.

Town Center Discussion

David Costello, National Development – Town Center Update

- National Development is the 3rd party manager for Zurich Insurance which owns Town Center
- Zurich Insurance intends to be a long term holder of the property
- Zurich intends to spend its first year of ownership on enhancing Town Center’s “Curb Appeal”
- A new landscaper was hired, and landscaping will be improved; dead trees will be removed and new plantings will be installed; rusted tree grates will be painted black
- They are considering installing audio speakers to create ambient sound, similar to Legacy Place in Dedham and Market Street in Lynnfield
- There is a desire to bring more of a retail shopping experience to the center

Cherry Carlson (BOS)

- BOS sent a letter to KGI regarding holding events on Town Green
- Wayland would like access to the town green and would like to acquire a municipal parcel
- Zurich has hired CBRE Grossman to help lease Town Center
- Sewage capacity remains a key issue; Town Center appears to be capped at Title 5 capacity but not on actual flow
- Proper signage is also an issue; would like a bigger sign on Rt. 27
- The tax impact of Town Center (approximately \$900K) has provided a positive impact on the community
- Stop & Shop and the restaurants appear to do well; the smaller stores may be facing some difficulty

Other ideas:

- Food trucks in large back parking lot?
- Possible uses for green space outside of Sperry’s

- Possible location for a children's birthday party place; small movie theater; toy store, indoor gym
- Arts center like TCAN in Natick
- Possibility to rename Wayland Town Center
- Bike path timing and entry points could provide a positive impact

Other Topics

Hardware store: There is a new general manager for the store

Finnerty's update: Attempts at further discussions were unsuccessful

Wayland Automotive: Sean said that it does not appear that the gas station near Mel's wants to move

Wayland Business Association: WBA is working to increase membership. High school business teacher is working to generate summer jobs for students to build awareness of businesses in town.

Next meeting: Thurs July 14th.

Meeting adjourned at 9:29 am, 6-0 vote.

Respectfully submitted, Frank Panaccio

Joint Committee/Boards Housing Meeting —Wayland, MA Meeting #4

June 21, 2016

Minutes recorded by Rachel G. Bratt - **DRAFT**

Invited Participants (*attended meeting)

Town employees

- *Sarkis Sarkisian, Town Planner
- Nan Balmer, Town Administrator
- *Brian Boggia, Executive Director, Wayland Housing Authority
- *Katherine Provost, Wayland Housing Authority

Wayland Planning Board

- Kevin Murphy *Ira Montague
- *Daniel C. Hill
- *Andrew Reck, Vice Chair
- *Nicole Riley, Associate Member

Wayland Housing Authority

- *Kevin Goodwin, Chair *Susan Weinstein, ViceChair
- Russell Ashton *Mary Antes
- Jackie Ducharme

Municipal Affordable Housing Trust Board

- *Stephen A. Greenbaum, Vice Chair
- *Brian O'Herlihy, Treasurer
- Kevin Murphy *Jennifer Steel, representative from WHP
- *Susan Weinstein *Mary M. Antes, Chair

Wayland Housing Partnership

- Armine Roat Martin S. Nichols
- Kathleen Boundy *Rachel G. Bratt, Chair
- *Mary M. Antes *Christine DiBona
- Stephanie May *Patricia Mottla Harlan
- Betty Salzberg

Becky Stanizzi, Economic Development Committee

Rachel Bratt called the meeting to order at 8:10. The boards with a quorum did the same.

Planning board members joined the meeting at about 8:30. Molly Upton attended part of the meeting as an observer.

1. Participants introduced themselves.

2. Information on existing housing programs and resources in Wayland

Brian Boggia mentioned that he recently met with a group of seniors to discuss the existing housing programs and resources in Wayland. He distributed a table listing this information. He reported that several of those who had attended the meeting complained about the asset requirements being too high to qualify for the Town's affordable housing.

Next steps: Brian B. will post the information on the WHA's website.

3. Concerns from market-rate condo owners in 40B developments

At the meeting with seniors, Brian B. noted that several were very upset about the extent to which they are "carrying" the costs of running the development, since the below market rate owners pay less per unit than the market rate owners, but that they all get the same level of services. He reported that one person calculated that this amounted to about \$100/month. While the market rate owners indicated that they understood when they bought their unit that the development would include lower income owners, they did not fully understand the implications for them, on a financial level. They also feel that, overall, the Town is having to carry these owners, since they pay lower property taxes, but that they get the same level of services as those who pay more. Brian B. underscored that the problem is not unique to Wayland; it is statewide.

Rachel mentioned that she had recently met with the Undersecretary of Housing for Massachusetts, Chrystal Kornegay, about another issue and she raised the above concern. She and her staff advised that condo association members can write to her office and that she would refer the issue to legal counsel who, perhaps, would be able to meet with them.

Brian O'Herlihy questioned whether the ZBA could require developers of mixed income developments to provide more detailed information to market rate buyers.

Katherine noted that there is a shift to producing affordable rental units, rather than for-sale units, where this issue is not relevant.

Rachel also mentioned that the Housing Partnership had met with below market rate owners at 89 Oxbow (Nike site), who were upset about the increase in their taxes, which some feel that they cannot afford. Rachel pointed out that while the new high school and other Town improvements, the cost of which are reflected in higher taxes, will help to increase the value of our homes when we sell, the below market rate owners cannot look forward to a similar price appreciation of their homes, since they are restricted in terms of value.

Brian B. also reminded everyone that he is aware that some of the below market condo owners have violated the restrictions in their deeds in a number of ways, but that the Town does not have sufficient resources to take legal actions and to force compliance.

Next step: It was agreed that developing a Q & A information sheet would be helpful for existing and future condo owners in mixed income developments. Brian B. will work on this with assistance from Rachel.

4. Update on plans for “Whole Foods” site (Sarki)

Sarki reported on a meeting held on May 12 with the person representing the firm that owns the Whole Foods site. In short, he is not in favor of putting housing units above a supermarket and Chinese restaurant, for example, due to noise, odors, etc. He is, however, interested in affordable housing elsewhere along Route 20.

There are also wastewater discharge issues with changing any of the existing uses. The Town needs to get approval to discharge more water into the Sudbury River than is presently allowed, but this requires approval from the EPA and the state’s DEP. However, it seems that changes in the permitting process may mean that only the state would need to provide the permit. The rationale is that more outflow could be allowed because of the high quality of the water being discharged from the new treatment plant.

5. Update on Housing Production Plan

Most of the remainder of the meeting involved a discussion of a memo that Susan wrote, with edits from Rachel, concerning Town goals and strategies for meeting the state-mandated 10% affordable housing goal. Susan explained that this document is, in a sense, the most important part of the HPP, since it lays out what we hope to achieve regarding affordable housing and how we hope to achieve those goals. The bulk of the remainder of the document contains a lot of background, demographics, and housing production information. It will be written to conform with the state’s suggestions about the key sections required.

Sarki has received feedback from the state on a draft HPP document submitted several years ago indicating that we are very much on the right track – it is a solid document that just needs to be finalized. The state official also recommended that we talk more about the River’s Edge project.

Susan indicated that there were a number of policy decisions that needed resolution before the document could be finalized and submitted to DHCD. We discussed the memo and each of the items. A number of suggestions were made for revisions or to omit strategies that were either redundant or not necessary. Although we did not take votes, and not everyone agreed 100% with each item listed, there was broad support and consensus that the overall list of goals and strategies, with the recommended changes, was very much on target. **BIG THANKS TO SUSAN.** It looks like we will be able to finalize the report and submit it to the state without any expenditure of additional Town funds.

Next steps: Susan will incorporate the many suggestions into the Housing Production Plan. She anticipates that the report will be completed by July 13 and that it will be available for review, by anyone interested. The BOS has to submit the report before it is submitted.

6. MA Zoning Reform Legislation

In connection with the updates to the Housing Production Plan, Rachel noted that the Senate recently approved a zoning reform bill requiring cities and towns to create “by right” multifamily zones. In addition, Sarki mentioned that, under the new law, cities and towns would have the ability to decide whether, in the future, they want zoning changes to have to be approved by a 2/3 majority, as at the present time, or whether they want to go to a simple majority.

7. Policy discussion about desirability of using WAHTF for buying existing homes and writing down cost of units to make them affordable.

Issue was passed over. The WAHTF will discuss as they see fit.

8. Post-development cost certifications of the recent 40B projects in Town

Next step: Dan Hill had been authorized by the joint committee at our meeting in May to write to Nan asking the BOS to pay attention to this issue and to contact MassHousing requesting action on the two outstanding cost certifications. He did this, but he said that he had to follow up with letters to other entities, such as CHAPA. Apparently, Mass Housing has no trouble with the idea of the WHA taking over the monitoring of units that they have funded.

9. WHA taking over monitoring responsibilities

There was quite a bit of discussion about what Brian B. would need in order to take over the monitoring functions. He thought that, perhaps, an additional \$10,000-12,000 to cover more staff time might be sufficient. In addition, a later conversation pointed out that, in the absence of the Town having a housing planner, some additional funds provided to the WHA would help with paying for some needed tasks. In particular, it was noted that someone should be in charge of actually implementing the various strategies listed in the Housing Production Plan. This is a staff function but, at the present, there is no funding to cover this cost.

Next step: Mary will meet with Nan, Brian B. and Katherine to discuss the monitoring issues and how additional funds can be provided to cover WHA staff time for the tasks discussed above.

10. Speaker/forum on Affirmative Fair Housing

Next step: Mary Antes will explore with other MetroWest towns, perhaps through the HOME consortium, the idea of holding a forum in the fall, with a guest speaker. The purpose is to become better informed about the new federal guidelines, which direct each city and town in the U.S. to reduce racial and economic barriers for accessing affordable housing.

11. Brief update on the three housing working groups that were formed as a result of the Jan. 2014 meeting:

- Visions group, chaired by Katherine Provost has completed a draft report. The major need is for rental housing with at least 2 bedrooms.
- Zoning group, chaired by Sarki., is supposed to meet at some point after the other two groups have submitted their reports. The issue is whether the Town needs to implement any zoning changes to accommodate the needed affordable housing.
- Monitoring group, chaired by Brian B. Brian distributed his group's report. The major issue here is the monitoring of our affordable units, to assure that long-term affordability is being maintained. Each development was built under a different set of guidelines and the funding agency assigns a monitoring agent. This issue is discussed above.

Next step: Sarki is aware that there may be a need for zoning changes. There will be a number of zoning articles presented at the fall Town Meeting. He characterized these as housekeeping and clean-up of various issues. A key issue to be addressed perhaps for the spring 2017 Town Meeting, is how to create a by-right multifamily zone in Town (in addition to River's Edge), which would be needed to comply with state zoning reform legislation, if it passes.

12. New business

Sarki mentioned that he had just received a site approval application from Steven Zieff, the developer of the Mahoney's site, which includes 60 units, 25% of which would be affordable under Chapter 40B. He indicated that it first has to go through MassHousing, since they will be the funder.

The meeting concluded at 9:45 pm.

No further meetings of the Joint Committee were scheduled.

**Wayland Free Public Library
Library Planning Committee
Minutes of Meeting on January 29, 2015
Raytheon Room, Wayland Public Library**

Present: Aida Gennis, Daryl Mark, Vicki LaFarge, Joanna Engelhardt, Jen Gorke, Rachel Sideman-Kurtz, Gretchen Dresens, Sarah Hubbell, Thomas White, Tom Fay, Jessica Yurkofsky, Judy Hoyer, Maureen Cavanaugh, Barbara Scolnick, Ann Knight, Sandy Raymond, Dana Cooper, Tera Kemp, Lynne Lipcon.

Call to Order at 7:10 p.m. by Aida Gennis, chair of the WFPL Board of Trustees

There was no public comment.

Welcome: Ms. Gennis welcomed the members of the newly appointed Library Planning Committee and asked each person to introduce him/herself. All members have received Letters of Appointment. Each member must present this document to the Town Clerk and be sworn in. Like all official town committees, we are subject to the open meeting laws. Our meeting dates, agenda and minutes must be posted on town website. All deliberations and decisions are to take place during meetings. Electronic communication is limited to disseminating information and for scheduling purposes.

Charge to the committee was reviewed: The Committee's charge is to:

- Review the Library's current program, services, and long-range plan
- Evaluate the Library's space needs and its current building on Concord Road
- Visit other libraries to investigate a range of physical layouts and service solutions
- Educate themselves about the Massachusetts Public Library Construction Program
- Familiarize themselves with building options and costs, and
- Make recommendations to the Board of Trustees about whether and how to go forward with a Massachusetts Public Library Construction grant application.

If the submission of a construction grant application is recommended, and the Trustees accept that recommendation, the Committee is further charged to:

- Secure the services of a certified Owner's Project Manager (either a current town employee or a consultant)
- Oversee the preliminary, schematic design process, including hiring the design team (*not the construction project team*)
- Work with the design team to determine a building site, execute engineering and geotechnical studies, and complete the schematic design
- Work with an independent cost estimator to prepare a preliminary cost estimate
- Help generate support for the recommended project in the Town
- Arrange for any necessary local permits or approvals
- Organize data in preparation for a grant application in FY2017

Administrative matters: A chair, vice-chair and secretary will need to be elected at next meeting. Frequency of meetings and dates to be determined. We should plan to devote time to discussing what we have read (see below) and determining who will visit which libraries.

Information about Massachusetts Board of Library Commissioners (MBLC) Library Construction Grant Program was given. Applications for next round of funding are due January, 2017. Letter of intent to apply is due October, 2016. It is estimated that a year is needed to do the work (diagrams, schematic design) to meet that 2016 deadline; therefore, this group needs to offer its recommendation in the form of a formal report by October 2015. Examples of similar documents, as well as other pertinent studies and plans {WFPL Long Range Plans, Library Building Program 2015}, are available on the WFPL website. A Needs Assessment for Programming and Planning Survey is in the works. We anticipate results will be available on WFPL website in May.

http://www.waylandlibrary.org/about_us/library_documents.htm Hard copy will also be available at the Reference Desk in the library.

Additional resource materials are available at the MBLC site

<http://mblc.state.ma.us/grants/construction/index.php>

There are about a dozen libraries that we ought to see. Small groups of 3 or 4 can arrange a tour and speak with staff where possible. MBLC Library Building Specialist Rosemary Waltos is available to this group to offer clarification about the overall construction grant process, etc.

Committee Output/ Report to Town- By October, 2015, we need to determine if the current library facility is adequate to meet today's library service and program needs or not. If it is deemed inadequate, the committee is further charged to go forward with a Massachusetts Public Library Construction grant application, which could fund 45% of library construction cost.

Letter of intent due October 2016

Grant application due January 2017

MBLC votes on grants by July 2017

If approved, construction could begin by January 2019

Questions were entertained:

Q: What makes for a winning application?

A: Ms. Gennis and Library Director Knight suggested asking Rosemary Waltos to speak to that.

Q: How will we know what town sites are available?

A: We will have to confer with town officials.

Q: What is a convincing argument for going after a grant now?

A: Libraries are built with a 20-year solution in mind. Our last addition was in 1988. Gov. Patrick has signed a bill for library funding for this upcoming round. There is no guarantee if or when another grant round will be funded.

Q: Ms. Knight asked Mr. White if he felt that there was ample time between October 2015 and October 2016 to accomplish tasks necessary to submit letter of intent with required documentation.

A: Yes.

Q: Has the possibility of expanding on the current site been considered?

A: Yes. Feasibility Study is on WFPL website.

Q: Are there limitations on how the 45% state grant can be used?

A: Yes. The state money can only be used for dedicated library space. If there is shared space (co-tenant), funds cannot apply to shared areas. Money can be used to clean up a site, but again only for that portion upon which dedicated library space sits.

Q: Could 2 people share a seat on this committee?

A: Ms. Gennis will check with the MBLC. She also noted that not everyone will be able to attend all meetings. Following up with the chair, reading minutes, etc. will be helpful.

Q: Ms. Gennis asked Mr. Fay to facilitate next meeting and Ms. LaFarge to assist.

A: Both agreed to do so.

Ms. Gennis asked that anyone who might be interested in a leadership position on this committee please be in touch with her.

Other comments:

It was noted that the library is surrounded by the historic district, but is not in it.

While the library uses the upper parking lot, it is not library property, but town owned.

The Location for a library matters.

Many expressed a desire to see increased programming for teens and for small conference spaces.

The current library is dear to the hearts of many town residents. What happens to this building matters.

Mr. Fay suggested making 1st phase information available to town. It is important that the town knows about the existence of this committee and its purpose. He suggests publishing a Town Crier article.

Mr. White summarized the task ahead. Look at pros and cons of 3 options: no change, renovation of existing building, new site

NEXT MEETING:

Thursday, Feb. 26th at 7:00 p.m. in Raytheon Room of Library.

Assignments:

Familiarize yourself with library materials on WFPL website or at Reference Desk. Be prepared to share general impressions at next meeting and help generate a list of questions to ask when making library visits.

Ms. Gennis will see that members receive a timeline of deadline dates.

Meeting adjourned at 8:15 p.m.

Respectfully submitted by Lynne Lipcon.

**Wayland Free Public Library
Library Planning Committee
Minutes of Meeting on February 26, 2015
Raytheon Room, Wayland Public Library**

Present: Lynne Cavanaugh, Maureen Cavanaugh, Cristine Cipriani, Gretchen Dresens, Tom Fay, Aida Gennis, Jen Gorke, Anne Heller, Sarah Hubbell, Ann Knight, Vicki LaFarge, Lynne Lipcon Daryl Mark, Sandy Raymond, Betty Salzburg, Barbara Scolnick, Rachel Sideman-Kurtz, Thom White, Jessica Yurkofsky

Call to Order at 7:10 p.m. by Aida Gennis, chair of the WFPL Board of Trustees

There was no public comment.

Ms. Gennis opened the meeting, noting that she would turn over the proceedings after the elections of officers. She restated the charge of the Committee for the first phase of the project which is the following:

- review the Library's current program, services, and long-range plan;
- evaluate the Library's space needs and its current building on Concord Road;
- visit other libraries to investigate a range of physical layouts and service solutions;
- educate themselves about the Massachusetts Public Library Construction Program;
- familiarize themselves with building options and costs, and
- make recommendations in the form of a written document to the Board of Trustees about whether and how to go forward with a Massachusetts Public Library Construction grant application by October 1, 2015.

Ms. Gennis reminded members that they must be sworn in by the Town Clerk and complete the Acknowledgement of Receipt form of the Summary of the Conflict-of-Interest Law. The Committee is also subject to the Commonwealth of Massachusetts open meeting laws which require that all deliberations and decisions take place during meetings and that electronic communication is limited to disseminating information and for scheduling purposes. She also mentioned that the Committee will require a simple majority (12) to convene and vote.

Minutes of Previous Meeting

The minutes for the meeting of January 29, 2015, were approved unanimously.

Election of Officers

A slate of officers was presented for the Committee's consideration. Candidates were: Tom Fay, Chair; Vicki LaFarge, Vice Chair; and Betty Salzberg, Secretary. All were elected unanimously.

Exploratory Library Visits

Ms. Gennis described the Committee's next significant task, which will be to visit a variety of library facilities in Massachusetts. The Committee will be divided into five groups of 4 members who will travel together to three library facilities: one will be a newly constructed building; one will be a renovated building; and one will be a library in a neighboring town. She distributed a list with the

groups designated, a list of potential library visitation sites, and a checklist which the groups will use during their visits. Two libraries, the South Hadley Library and the Holyoke Library, were not assigned because of the distance but she asked members to consider visiting on their own or as a separate group. A large group visit will be planned for the Westwood Library. All visits should be completed by the April meeting.

Members of the Committee broke into subgroups to discuss the logistics of arranging the visits and to review the checklist to see if there are items that should be added for consideration.

When the Committee reconvened as a whole, Vice Chair Vicki LaFarge asked individual groups to report on their suggestions which follow:

- Individual library reports should include town demographic data and library circulation statistics.
- The checklist should be formatted as a spreadsheet.
- Doodle would be a good way to schedule the visits.
- Look for flexibility in the facility design.
- Determine what towns envisioned in the planning stages and what they actually got.
- What has worked well, fell short, and wasn't even considered in the design of the facility?
- How was the issue of "the library of the future" addressed?
- In the grant process, what worked and what didn't.
- Are the libraries unique to their communities?
- What kind of community support was needed for the project and how was it developed?
- What kinds of services and/or spaces are missing in the Wayland Library?
- What was the impact of the new facility on the library usage? In the community?
- How has the print collection changed over time?
- Sound and noise levels in the building.
- Integration of new technology.

Ms. LaFarge suggested that some categories be added to the checklist to capture these suggestions, i.e., External Factors, Library of the Future, Aspirational/Actual.

Discussion of Library-related Documents

Chair Tom Fay asked members for comments and/or questions about the library planning documents that have been made available for review. In the discussion that followed, comments focused on the research that had been conducted by the Library to determine the importance of services and building amenities to patrons and the effect that the Massachusetts Board of Library Commissioners (MBLC) construction grant guidelines has on planning and design.

Town-wide Needs Assessment

Ms. Gennis mentioned that there will be a needs assessment survey sent to every household in Wayland in the latter part of March. Wayland residents will be asked what they would like to see in their library in terms of the collection, services, study and meeting spaces, among other things. Results will help inform the Planning Committee's deliberations. A copy of the cover letter was distributed to the members, and a copy of the final survey instrument will be emailed in the next week or two. Ms. Gennis asked that Committee members encourage friends to complete the paper survey or do so on line.

Page 3

Next Meeting

Thursday, March 19, at 7:00 p.m. in the Raytheon Room of the Library. MBLC Library Building Specialist Rosemary Waltos will be joining the group to offer clarification about the overall construction grant process and answer any questions the Committee might have.

Assignments

Continue to read the library planning documents and try to visit one or two assigned libraries by the March meeting.

Meeting adjourned at 8:45 p.m.

Respectfully submitted by Anne Heller.

Documents distributed:

Agenda for Meeting 2/26/15

Subcommittee Assignments

Proposed Library Visit Location and Contact Information

Library Visit Checklist

Town-wide Needs Assessment Survey Cover Letter

**Wayland Free Public Library
Library Planning Committee
Minutes of Meeting on March 19, 2015
Raytheon Room, Wayland Public Library**

Present: Lynne Cavanaugh, Christine Cipriani, Gretchen Dresens, Tom Fay, Aida Gennis, Anne Heller, Sarah Hubbell, Ann Knight, Vicki LaFarge, Lynne Lipcon Daryl Mark, Sandy Raymond, Betty Salzberg, Barbara Scolnick, Rachel Sideman-Kurtz, Thom White, Jessica Yurkofsky

Call to Order at 7:10 p.m. by Tom Fay, chair of the LPC.

There was no public comment.

Invited Speaker Presentation

Ms. Gennis introduced the invited speaker, Rosemary Waltos, Library Building Specialist with the Massachusetts Board of Library Commissioners (MBLC) who spoke about the Massachusetts Public Library Construction Program (MPLCP).

Ms. Waltos began her presentation by noting that she both guides library groups through the process of grant application and also co-administers the MPLCP.

In the past 25 years MPLCP has awarded grants to more than 200 cities and towns throughout the Commonwealth for construction of new library buildings, addition/renovations, and the preliminary planning activities essential to building projects. Ms. Waltos noted that the grant program is only concerned with "whole building" projects---renovation or construction of a whole building, not specialized projects such as enhancing collections.

Regulations for building projects can be found on the MBLC website, mblc.state.ma.us. Eligibility requirements include being a city or town qualifying for state aid to public libraries, having a library long-range plan, and having a local financial commitment.

State law requires a designer selection process which starts with hiring an OPM or Owner's Project Manager for any building project estimated to cost \$1.5 million or more. The OPM must be hired before the project designer (an architect). The project design must include an architectural design study, analysis of options and alternatives and site investigation and selection. At least two sites must be considered. Sites cannot be changed after grant approval. Site investigation, including those of existing buildings, must include hazardous materials surveys.

Ms. Waltos then outlined the time line for grant application. A new round of grants will be announced in Spring 2016. Around September, 2016 letters of intent are due. At this point MBLC will review the qualifications of applicants. Then there will be application workshops in October 2016 and applications will be due in January, 2017. The first grants and the waiting list will be announced in July 2017.

Before grants can be made, towns must have two approvals (from Town Meeting). The first approval is for a design, including floor plans. The second approval is for applying for and accepting grant money if awarded a grant. There is a deadline of around May or June 2017 for these approvals, but earlier is better. Approval is a show of support from the town, a necessary component.

Later, after a grant has been awarded, the town must approve funding for the remainder of the costs.

Question Period

The committee was invited to question Ms. Waltos.

Mr. Fay asked about what to look for during library visits. Aside from the questionnaire forms and review sheets provided by MBLC, Ms. Waltos suggested asking librarians what went wrong and what was good.

Mr. Fay then asked if there would be payment for remediation of sites. Ms. Waltos said yes, that was one reason the soil surveys were so important. This step should not be skipped.

Ms. Waltos said that the architectural study should be done before the letter of intent, best before Spring 2016. The OPM helps with any issues during the architectural study. Thus the two first approvals (site design and approval to apply for a grant) might ideally be secured in Spring 2016 although the MPLCP does give applicants until May 2017 to secure these approvals.

Ms. Scolnick asked what was meant by a waiting list. Ms. Waltos said this did not mean that someone on the primary grant list had to drop out---the state allots money in increments and libraries on the waiting list have to wait longer. Some library projects are not approved and do not get on the waiting list. Waiting list projects normally get funded eventually.

Ms. Sideman-Kurtz asked what would keep a library project from being approved. Ms. Waltos said the two main criteria were compelling need and great design. If both are missing, the project might not be approved.

Ms. L. Cavanaugh asked why some libraries drop out of the process. Ms. Waltos suggested possibly a site change (not allowed), inability to get funding from the town, or inability to acquire the site.

Ms. LaFarge asked what was "compelling need". Ms. Waltos said examples were population growth resulting in the current library being too small, lack of ADA compatibility, or change in demographics, perhaps resulting from new immigrants' needs.

Ms. Salzberg asked how often new funding rounds took place. Recently this has happened about every five years, with a 2005 round resulting in 2008 grants and the last round starting in 2010. It depends on the money available from the state. MBLC now has \$150 million which may fund two rounds.

Ms. Gennis asked about parking---is that a need? And does the MBLC pay for parking lots? Ms. Waltos responded that one space for each 400 square feet is normal in suburbs, but in urban environments where people can walk to the library, fewer spaces may be needed. MBLC will pay to prepare the foundation for a parking lot but does not pay for pavement.

Ms. LaFarge asked about the design. Ms. Waltos said functionality was more important than aesthetics. LEED (energy efficiency) certification will result in a small extra payment after the project is done (2% to 3.5% depending on which level of LEED is obtained). The grant application must state that LEED is being pursued.

Mr. Fay asked what does the grant pay for? Ms. Waltos responded with a list of what the grant does NOT pay for: furniture, wood end panels, paving, computers, automated sorting machines, phones, video and audio (Redbox rentals), landscaping. Other than this, the grant usually pays for about half the cost.

Mr. Fay asked what percentage of grants go to renovation of existing buildings versus construction of new buildings. Ms. Waltos said that in the past there was more renovation but recently there has been more new buildings.

Review of the Open Meeting Law Requirement.

Mr. Fay asked whether everyone had picked up their Open Meeting Law information and read it and reminded everyone to complete the online Conflict of Interest Ethics Quiz. Materials were given to us when we registered with the town clerk to become a member of this committee. The online Conflict of Interest test must be taken every two years. The Open Meeting Law instruction only needs to be reviewed once.

Minutes of Previous Meeting

The minutes for the meeting of February 26, 2015 were approved unanimously.

Exploratory Library Visits: Westwood

About half of the committee visited the newly-built Westwood library on March 16, 2015 and one subcommittee visited the Weston library this morning (March 19). Comments on the Westwood visit were solicited.

Ms. Knight noted that there were a lot of teenagers coming to the library, perhaps because it was located near the middle and high schools. The library design had not planned well for the noise or the space for this population. The librarian noted that the children's library was on the first floor and the teen library was on the second floor so the noise was everywhere. Also, there was not enough room for the teens.

Ms. Raymond remarked that the public space was well labeled and the staff rooms were connected nicely like a warren. The reference desk was in an obvious place.

Ms. Mark noted that the children's space was flexible and had shelving on wheels. In contrast, the adult shelving was fixed.

Ms. Salzberg noted that the events room could be used after hours without opening the library. A person had been hired to close it up after evening meetings. There was also a coat area and a small kitchen. Ms. Heller remarked that the Westwood selectmen used the events room for their meetings because it could accommodate a large audience.

Mr. White thought the space was too large and thus sterile. He said it could be about 40% smaller.

Ms. Lipcon noted that there was no computer lab and not enough small nooks. She also commented on the noise.

Mr. White and Ms. L. Cavanaugh commented on the large signs which you could see from the front door.

The librarian at Westwood had commented that not enough people went upstairs to the main book collections. They tended to order books online and pick them up downstairs.

Ms. Hubbell thought the Weston library was more inviting than the Westwood one.

Ms. Cipriani thought Westwood was too big and there was not enough working space. Ms. L. Cavanaugh agreed and said that more tables and chairs were needed and more private study rooms or carrells.

A remark was made by Ms. Knight that the Westwood visit took place late in the evening when not many users were present, so this may have influenced impressions. And that she has visited during the day with Wayland library staff and seen the building quite busy.

Ms. Gennis suggested asking librarians we visit to describe the differences in the uses and the spaces between their newly built or expanded library and what it was like before to help evaluate why they made the changes they made and how they are now received by their patrons.

Mr. Fay asked that people from other subcommittees not be invited to subcommittee library visits. The open meeting law, (which requires two business days notice if a quorum --about 11 of us-- attends an event) might be violated.

Town-Wide Survey

A copy of the town-wide survey was handed out. It will be mailed to all households in Wayland and one person from each household is asked to fill it out. There is also an online version. Please ask people you know to do the online version if they can as it is easier to process than the paper one.

Several suggestions were made for publicizing the existence of the survey. Posters will be displayed around town.

Ms. Salzberg asked to make it clear that the current library building would not be demolished in any case. Ms. Gennis said that it is her belief that this will not happen. She believes that if not used as a library it will still be used as a gathering place for the community.

COA Senior Center/Community Center

There is an article about a proposed COA/Community Center in the town warrant this year. A long discussion over several years about combining this with a library at a location in the new Town Center called the "Municipal Parcel" led to the conclusion that such a combination would be very difficult to achieve due to space limitations in the parcel caused by state conservation laws, parking, set back requirements, etc. The existing building which was originally meant to be a day care center may be renovated for COA use. It has about 10,000 square feet.

Next Meetings

The next meetings will be held at 7 pm in the Raytheon Room of the Wayland Library on: April 30, May 28, June 25, July 30 and August 27, 2015.

Meeting adjourned at 9:00 p.m.

Respectfully submitted by Betty Salzberg.

Documents distributed:

Wayland Free Public Library Needs Assessment for Programming and Planning

**Wayland Free Public Library
Library Planning Committee
Minutes of Meeting on April 30, 2015
Raytheon Room, Wayland Public Library**

Present: Maureen Cavanaugh, Christine Cipriani, Gretchen Dresens, Tom Fay, Aida Gennis, Jen Gorke, Anne Heller, Judith Hoyer, Sarah Hubbell, Ann Knight, Vicki LaFarge, Daryl Mark, Sandy Raymond, Betty Salzberg, Barbara Scolnick, Bill Steinberg, Rachel Sideman-Kurtz, Thom White, Jessica Yurkofsky

Call to Order at 7:05 p.m. by Tom Fay, chair of the LPC.

Public Comment

Ms. Heller reminded us about the Friends' Book and Bake Sale this weekend. The Wayland Garden Club is also selling plants on Saturday.

Minutes of Previous Meeting

The minutes of the March 19, 2015 meeting were approved unanimously.

Tour of the Wayland Free Public Library: Basement

Ms. Knight gave the meeting a tour of the library. It began with the Children's room, which is in the basement.

The Children's room has short stacks with displays of books on top. There is no separate children's story room as in many libraries we visited. There is a play space only. Ms. Raymond commented that the play space usually smelled of urine in spite of frequent cleanings. Ms. Knight remarked that the design of the play space encouraged children to run on the stacked stairs. She would have preferred a different design that would encourage reading and listening. There is no space for parents and children to sit together and read. You could remove some of the stacks, but they are already weeding books from the stacks constantly.

There is no office space for the Children's librarian. There is a small technical processing space behind the Children's library desk for the Children's section. A family restroom is accessible inside, but most people do not know it is there. The only storage space in the library is three closets, two very small. These are accessible from the Children's room.

There is a staff room with a sink, couch and refrigerator.

The Friends sort books on a small table in a corridor. The fire department has noted that it is not safe since passage may be blocked by too many people in too small a space. But there is no other place for it. The custodian takes boxes of Friends' sorted books to the Railway Shed owned by the town (but not part of the library) near the parking area. Parking around the shed is on town land but also not part of official library parking.

In this basement level, there is also the Director's room and the IT maintenance room, which is very crowded. Deliveries come into the IT room. In this basement level, there is also the Business Office, and the IT maintenance/receiving/technical processing room, which is very crowded. Deliveries come into this room. Ms. Knight said that in her opinion, Wayland has the worst space for technical processing of all libraries in the Minuteman network.

There are no separate quiet rooms in the library except the Raytheon room in the basement. Ms. Knight said it was used constantly.

All public restrooms are on the basement level. These include the family restroom, a women's single restroom and a men's restroom.

The basement also contains an electrical room (hardware and wires; no room for people) and a furnace room. A fan cools the electrical room, which contains the computer server.

Tour of the Wayland Free Public Library: Upper Floors

The tour of the upper floors began with the beautiful historical rotunda, which everyone loves.

Then we looked at the cramped room behind the circulation desk, where ten to twelve crates of books are delivered every day. This is the only staff working place upstairs. It is the circulation head's office.

There is also a small staff restroom off the room behind the circulation desk. Since it is the only restroom on this level, occasionally if there is an emergency, for example with someone who would have difficulty getting downstairs quickly, it has been used by a member of the public.

The stacks on the main floor were reorganized last year.

There is a new teen section on the main floor, not separated from the adult stacks. Ms. Raymond said two or three teens might use it at a time. Teens will refuse to visit the Children's section in the basement.

There is a small public computer area.

Although there are no separate small meeting rooms or quiet study rooms, people sometimes work upstairs on the mezzanine level in an open nook at the southern end, where there are a few small tables and chairs.

There is an area where people can pick up materials they have ordered. There is a self-checkout table.

Discussion of off-site visits to libraries with recent additions or recently constructed

The subgroups split up to discuss the recent off-site visits. Mr. Fay and Ms. Gennis suggested that groups look at what they saw on visits in terms of space and utility and not just "I'd like that". That is, impressions should be analyzed for what it would do for us, not just: if we don't have it we should get it.

After about a half hour, all groups returned to the Raytheon room. Group captains gave reports and others commented as well.

Ms. Raymond said that what the directors of the libraries thought was right or wrong was important. She noted that most directors wanted more study spaces.

Mr. Fay suggested that location was key. Who uses the library? Is there public transportation? Ms. Raymond pointed out that we cannot expect to get "wander-ins" in Wayland like you might have in a more urban setting.

Ms. Knight liked the concept of flexible design, where you are able to move things around. Also, private study rooms and community space is important. People of all ages should be able to socialize and learn. The appearance of the building is important. People want to come to a beautiful building which is light and open and friendly. A way to use some space after hours is important. Bringing the "outside in" either by having outside areas or just being able to look outside to something pleasing is important. Layout should enable the library staff to act as a team.

Ms. Sideman-Kurtz's group appreciated good sight lines, adequate storage space, video recording safety systems and coziness. Ms. Hubbell noted that bigger was not always better; the small Bolton library, for example, used space very efficiently. The Dudley and the South Hadley libraries could run with a very small staff (three people). Ms. Heller commented that cameras helped keep the staff small at Dudley.

Ms. Yurkofsky said having flexible study rooms was important. Another way Dudley was able to operate with a smaller staff was by having some glass walls on offices so staff could observe activities while working. Lighting should be simple. Circulation processing has to be well-designed. Stairs should not be ugly or take up too much or the wrong space. Teen "bar" seating (like in Cambridge) is more effective and welcoming than large tables. Gallery space for pictures was a very good idea.

Getting feedback from the community on design is important. Ms. Heller noted that one library did a survey of users a year after the library opened.

Ms. Mark's group liked as much use of natural light as possible. Adequate parking was also stressed. In two libraries staircases carried too much noise and were not beautiful. Large Children's rooms with separated program space were important. The information about raising money and getting town approval in Bolton was valuable. Teen rooms are important. Most librarians are unhappy about teen spaces that are not separated from the main library.

Mr. Steinberg noted that South Hadley had lighting that changed with ambient light. This was also true in Walpole. Mr. White commented that the Westwood lighting was too complicated.

Continuation of discussion of Wayland documents

A short discussion of the documents on the library website (Library building program, long-range plan, 2005 Feasibility study, MBLC questionnaire) ensued.

Ms. Scolnick asked how long Wayland had been contemplating renovations or new buildings. This has been a long haul here but also at most other libraries. Weston took 25 years. There is divisiveness in the town now, but there was also divisiveness in the town when the studies began, but possibly of a different nature.

The recent space study just done may already be out of date because we may not be getting growth in all collections dues to the internet. How useful is the space study? Mr. White asked if the size of rooms is

determined by the population size. He remarked that starting with assuming 30,000 square feet is necessary may be incorrect.

Ms. Knight said that the size was calculated based on the current collection and assuming a small amount of growth. Ms. Gennis remarked that in some towns the final project was adjusted using town feedback. Some had to reduce original size estimates because of the location. Abutters often wanted smaller buildings. Ms. Gennis said size estimates in Wayland so far were based on national standards and staff interviews.

Ms. Lafarge asked how important green buildings were. Ms. Gennis said trustees assumed that we would try to be as energy efficient as possible.

Ms. Scolnick asked about naming abilities such as naming a room after an important donor.

Public Land Study Group

The public land study group will have its first meeting tomorrow morning (May 1, 2015). The group consists of Mr. Fay, Ms. Gennis, Ms. Salzberg, Ms. Gorke, Mr. Steinberg, and Mr. White. The aim of the group is to discuss land in town where you could build a new building, or renovate the current library, and what are the limitations on the new building or a renovated building.

Further Research Study Group

The further research study group consists of Ms. Cipriani, Mr. White, Ms. Scolnick and Ms Yurkofsky.

Ms. Larfarge said that one concern is how many computers the library will need. In 2034, what do futurist thinkers expect the library will be? The American Library Association (ALA) assumes that future libraries will need more space for people.

Ms. Gennis said that we must look more broadly at other states and countries and read more. She encouraged all of us to do original research ourselves. She asked what is Google doing? How are libraries being envisioned there?

Update on town survey

Ms. Gennis reported that there were 875 returns of the town survey. About 3/5 were paper and 2/5 were online. We will get a full report in June. Ms. Knight said that this is just the gathering information stage. Ms. Gennis said one paper form was mailed to each household in Wayland. Even if they did not fill out the form, this helps people understand that a library building study is currently taking place.

Tight Schedule for state funding

Some members of the committee went to a meeting on state funding. They were reminded that the schedule for participation in the next round of state funding for library construction is very tight. We are on track to go forward for the January 2017 submission of applications. We are ahead of some other communities, but there is a lot which must be done before then, as explained by Ms. Waltos at our last meeting.

Next Meetings

The next meetings will be held at 7 pm in the Raytheon Room of the Wayland Library on:
May 28, June 25, July 30 and August 27, 2015.

Respectfully submitted by Betty Salzberg.

**Wayland Free Public Library
Library Planning Committee
Minutes of Meeting on May 28, 2015
Raytheon Room, Wayland Public Library**

Present: Christine Cipriani, Tom Fay, Aida Gennis, Anne Heller, Judy Hoyer, Sarah Hubbell, Ann Knight, Vicki LaFarge, Daryl Mark, Barbara Scolnick, Rachel Sideman-Kurtz, Bill Steinberg, Thom White, Jessica Yurkofsky

Call to Order at 7:05 p.m. by Tom Fay, chair of the Library Planning Committee

Public comment

Tom Fay reported that the Library Planning Committee meeting scheduled for May 27 did not have a quorum so the assembled members met unofficially to review the recently completed visits to area libraries. A summary of the discussion will be presented to the Committee at the next meeting. He thanked Vicki LaFarge for facilitating the meeting.

Minutes of Previous Meeting

The minutes for the meeting of April 30, 2015, were approved unanimously.

Reports of Further Research Study Groups

Tom Fay asked members of the subcommittee charged with conducting additional research about library trends to report on their findings.

Thom White researched Architectural Design Concepts and presented six approaches to 21st century libraries by highlighting newly constructed facilities in Halifax, Nova Scotia; Pico, California; Birmingham, United Kingdom; Seinijoki, Finland; Bourg-la-Reine, France; and Raleigh, North Carolina. Key features follow:

- Halifax public library: big architectural grand gesture in the structure- resembles stacked glass boxes, yet feel of a community “living room,” a connection with the outside through windows and lighting, flexible space use, and state-of-the-art noise abatement ceilings, noted that one space would have several uses;
- Pico public library: a simple structure with a community center orientation, there is no reference/circulation desk – this function is done electronically, librarians circulate and assist patrons, exterior courtyard used for farmers’ markets and other community activities
- Birmingham public library: an urban renewal effort here, a Victorian-era building with a modern addition with an abstract facade with a pattern reminiscent of Victorian lace, cafes on every floor, counter against the windows for reading, staircase which links the children’s area to the main library yet separates them, gathering spaces are inside the library;
- Seinijoke public library: expansion to accommodate children and teen collection and programming, there is a drop in the floor inside, graphics are used to show teen reading spaces, moveable bookcases, pods in the floor for reading;
- Bourg-la-Reine, France's public library: central exterior courtyard, reading areas face to the center courtyard and windows line the courtyard, open floor plan with areas for meeting and reading, attention to acoustics and sound abatement, connections with the outside, creation of a sense of spaciousness with angular geometries;
- James B. Hunt Library, University of North Carolina: tech think tank, lots of collaborative spaces, complete automation of the book request/delivery system, books stored underground, no

browsing of books on bookshelves possible, individual and group study rooms connected by space, media rooms, this is a research library, goal for it to have 50-100 year use and duration.

- All these libraries were built in the last 3 years, all have acoustic tile to dampen sound.

Christine Cipriani researched children's rooms in libraries. She found two dominant topics: maker spaces and, to a lesser extent, digital media. Scandinavia was found to be cutting edge in children's rooms. At a library in Aarhus, Denmark, much of the children's material is interactive or physical; for example, an electronic floor map exists that allows kids to play educational games with their feet. The discussion on digital media centers on the question of how much technology should be available in children's rooms. The bigger issue involves the creation of a maker space, or a collaborative building or craft space, for children and teens. Typically, these spaces are equipped with technology of varying degrees of complexity (i.e., 3D printers, computers with design software programs, sewing machines, etc.) with the goal of encouraging collaboration, creativity, and comfort with science, math, and technology. The space can also be used for traditional arts, crafts, and other club activities or classes with a physical or "messy" aspect.

Jessica Yurkofsky discussed general library service trends. She highlighted expanded lending programs that include non-book items such as games, seeds, etc. Noted that in Arrowhead, WI bins are shared between libraries which hold kits for activities (e.g. sewing, music). Another example given of libraries meeting the needs of patrons was having a space for people who are taking online courses to gather and discuss. She noted some other innovations: a children's resale shop inside a library, a tech petting zoo, even abandoning the Dewey Decimal System. She noted that makerspaces for adults are also becoming more popular and that libraries are attempting to meet the needs of patrons through the creation of specialized spaces (quiet zones, collaborative rooms) and to build flexible space into the facility plan to accommodate changing usage patterns.

Barbara Scolnick discussed the future of libraries in our society. She drew on research conducted by the American Library Association and used the Wellesley Public Library as an example of a library that illustrates a responsiveness to community needs and to library trends. She said that successful libraries reflect the composition of their communities in the physical layout of the building as well as in the collection, services, and programs offered, some examples: as having directional signs, large meeting rooms that can be divided into smaller spaces, dedicated study room for an activity/age group that can be used by others too- such as a high school study space open to all patrons until the high school day is over and students come, allowing anonymity within. The Center for the Future of Libraries is a recently developed resource at the American Library Association.

Mr. Fay thanked the presenters for their hard work and asked other committee members to comment on the presentation: the library is the living room for the town, the architecture of the library can be a powerful means for the town to connect with the community by being a place that the public wants to be in, what is 'community' and what does the town want to create.

Report of the Public Land Study Group

Tom Fay explained that a subcommittee had been formed to examine potential buildable lots owned by the Town of Wayland. Bill Steinberg (other members include: Jen Gorke, Betty Salzberg, and Thom White) mentioned that the committee members met with the town planner, the town surveyor, the public buildings director, and the conservation administrator and examined eight municipally owned sites in addition to the current library site at 5 Concord Road: Alpine Field, Orchard Road, Claypit Hill School, Paine Estate, 5 Concord Road, Wayland Town Center, DPW at the Middle School, Loker Recreation Area, Wayland High School. Together, they determined that three were viable (the former DPW site,

the current library site, and a new site in the town center development) because of infrastructure in existence or easily installed and a central location in town or located in a dense population area.

Timetable and Work for Committee Going Forward

Aida Gennis, chair of the Board of Library Trustees, mentioned that the Committee's recommendation and report is due September 1, 2015. She suggested that more than one monthly meeting might be required to meet that target date. Mr. Fay said that he would send out a poll regarding additional meeting dates.

Aida reported that the results of the town-wide needs assessment will be presented by the UMass Donahue Institute at the June 17 trustees meeting at 8:00 a.m. and invited members to attend if interested.

Ms. Cipriani suggested that it would be helpful for the committee to visit the sites that the subcommittee is recommending as potential sites. Mr. Fay agreed and said that he would arrange it.

Next Meeting

Thursday, June 25, at 7:00 p.m. in the Raytheon Room of the Library.

Meeting adjourned at 9:08 p.m.

Respectfully submitted by Anne Heller.

Documents distributed:

Agenda for Meeting 5/28/15

Facility Data on Libraries in the Metro Boston Area for Communities 10,000-25,000 Population

Statistics on Libraries Visited and Neighboring Libraries

Town of Wayland Street Map with Property Addresses

**Wayland Free Public Library
Library Planning Committee
Minutes of Meeting on June 17, 2015
Community Room, Wayland Public Safety Building**

Present: Lynne Cavanaugh, Christine Cipriani, Gretchen Dresens, Tom Fay, Jen Gorke, Vicki LaFarge, Lynne Lipcon, Daryl Mark, Sandy Raymond, Barbara Scolnick, Thom White
Ex Officio: Ann Knight

Call to Order at 7:12 p.m. by Tom Fay, Chair of the Library Planning Committee
A quorum was present.

Tom Fay mentioned with reference to a potential choice between renovating the current library building or relocating the library in a new building that a zoning variance might be necessary for an addition, although tying into the waste water treatment at Town Center might be possible in order to free up land on the site by eliminating the septic field, based on his recent conversation with a member of the town's Wastewater Commission. Thom White suggested that buying a strip of adjacent land would also help satisfy other requirements with regard to impervious surfaces and parking.

Minutes of Previous Meeting were accepted unanimously.

Tom Fay reported that in the morning the staff of the UMass Donahue Institute had presented to the Trustees the library survey they conducted and distributed copies of "Highlights of a Survey of Wayland Households," June 17, 1015, and the "Technical Report of Survey Results," prepared May 14, 2015, to the Committee. He said the survey was important for the charge of the Library planning committee:

1. To recommend whether or not the Trustees proceed to investigate a new building or a renovation;
2. And if the recommendation is to proceed, then to recommend sites for a new building in addition to the current one.

Tom referred to some items in the survey. The response rate of 16.4% (875) of all Wayland households (5,320) was considered a good rate. Frequent library users, daily, weekly, monthly, were 78%; infrequent users, every other month or less, were 22% (2% never used the library), but 40% of them frequently used other libraries. 52% of all respondents regularly used libraries in other towns, and comments are in the report. Females and residents 65 and older were overrepresented. The survey clearly indicated that an improvement in the physical plant was favored: 73% were likely or very likely to support renovation, 50% were likely or very likely to support a new building; some comments are in the report. Highlights of satisfaction with aspects of the library did not include the number who "didn't know."

The discussion by Committee members also noted: the support for children's services; Wayland population growth is in the very young and older segments; people like what they know; computer use and interest were greater among younger people; interest in community programs the library offers.

Tom briefly reviewed the visits to other potential sites that Committee members made.

Town Center: A lot off Andrew Road behind the Ace Hardware store now under construction (not the former daycare building near rte. 20). Town does not own the land, and ownership would likely not be possible for this round of state subsidies for library buildings. It is the most complicated because of unknowns.

Old DPW on Rte 27 near Middle School: Town owns the land. Middle School has direct access, and High School students can bus or walk. Another town department could share the space.

Current building: Location is central but building is old. Parking is a problem.

Vicki LaFarge reviewed the highlights the Committee members discussed during a debrief on their visits to other libraries. The libraries that were most engaging and noteworthy were those that were considered welcoming, comfortable, functional and flexible.

1. Functionality was a key element: for example, lighting, open plans that allowed sight lines for staff, private rooms for individual and group study, effective signage, large meeting rooms that could be subdivided, meeting rooms that could be accessed separate from library opening times.
2. Flexibility was another key element: for example, ability to subdivide meeting rooms; meeting rooms that could serve multiple audiences; shelving that fit more than one size of material.
4. The specific community and the needs of its population may determine library specifics: for example, a large number of stations with dedicated computers may be less needed in communities where most families have personal computers. Good Wi-Fi access and plugs for personal devices may be more important.
5. Location influences usage: for example, libraries near schools reported after-school usage by students.
6. Impression of the library and how well it worked sometimes was influenced by the time of day of the visit.
7. Bigger was not necessarily better; several of the smaller libraries struck the group as very functional and effective.
8. Creativity and whimsy seemed an especially good way to engage various populations: for example, animal chairs and other decorative motifs in children's room, diner booths in teen rooms.
9. Goals for the library and the role it will serve in the community should influence design: for example, if a goal is to promote innovation, the library may include maker spaces.
10. Approvals by some towns for improved library buildings took more than one effort.
11. As the Committee continues its work, it may be useful for the entire group to revisit some libraries, such as Bolton, Cambridge, South Hadley.

The next Committee meeting will decide what to recommend to the Trustees: whether to apply for the state grant from the MA Library Building Commission and if so, which sites to consider. The Committee report to the Trustees will be divided among Committee members and will clearly explain the recommendation.

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,
Barbara Scolnick
Acting Secretary

**Wayland Free Public Library
Library Planning Committee
Minutes of Meeting on June 18, 2015
Safety Building**

Present: Christine Cipriani, Tom Fay, Aida Gennis, Anne Heller, Sarah Hubbell, Ann Knight, Vicki LaFarge, Rachel Sideman-Kurtz, Bill Steinberg, Thom White, Maureen Cavanaugh, Jen Gorke, Lynne Lipcon.

Call to Order at 7:06 p.m. by Tom Fay, chair, who noted the meeting was being videotaped by WayCAM. There was **no public comment**.

Minutes from previous meeting (24 hours ago) were not available.

The public land study group (Mr. Fay, Ms. Salzberg, Ms. Gorke, Mr. Steinberg, and Mr. White) reported having looked at all town owned properties from Alpine Field to High School, to Greenways, etc. and concluded that the three most suitable options are new town center, current library site at 5 Concord Road, and the old DPW site on Rt. 27. Ms. Gorke noted that the current site has great historic importance; the town center site offers possibility of new vision and would provide an anchor for the center, but is challenging in that the town does not currently own much land there; DPW is easiest building site (no zoning issues) and has advantage of being close to schools.

Mr. White reported that the group met with five town department heads and was encouraged to “think big and look at a comprehensive plan.” Town center would be most transformative and could concentrate several town functions in one place. He agreed that DPW site was simplest. Mr. White believes that 5 Concord Rd. has the potential for a 12,000 sq. ft. addition. Mr. White believes this would require a variance, 1000-gallon hook up to town wastewater system and likely reconfiguration of the automobile access to property. As an architect, he sees possibilities that he will elaborate on at a future meeting. Mr. Fay also noted that he explored the option of moving the current library building to a new site and found that it was prohibitively expensive and would require closing traffic in the center of town for three weeks!

Mr. Steinberg explored Claypit Hill School, the high school and Orchard Lane—all highly problematic for a library project. While DPW is easiest site, it was of least interest. Either of the other two sites would be part of a walkable town center. Town center may have the most long-term benefits. If the library moves from current location, Mr. Sarkisian (Planning Dept.) would be concerned about that building’s future use. Ms. Knight clarified that the town center site is not what was called the “municipal pad.” The site referred to is north of the hardware store. Ms. Sideman-Kurtz asked if the original pad was ruled out. Mr. Fay responded that the available space would not likely support both the COA - CC and the library. The town could seek additional space. If land were secured behind the hardware store, a change in zoning would be needed to allow for more than the original maximum of 40,000 sq. ft. for municipal use. Ms. Gorke noted that there are a lot of major issues associated with the town center. It would be challenging to resolve these issues within the time frame of the MBLC library grant application.

Mr. Fay polled the group for their comfort level with the three sites. Each site was seen to have pros and cons. Ms. Cipriani noted that a town center library would add to walkability of Wayland, a quality that, over time, could help make the town more desirable. Concerns were voiced that a renovation at 5 Concord could feel “stuffed in.” New rail trail and new sidewalks make 5 Concord walkable. DPW site offers a

chance to work with students in a broader way. Town Center “traffic” would benefit both businesses and the library. Mr. Steinberg suggested that all WPLPC members visit the Cambridge and Bolton libraries—two very different libraries that successfully integrated historic and new buildings.

Ms. Gennis thanked the land study group for their extensive research. She reminded the WPLPC that if the recommendation to the trustees is to move forward with a grant application, we would be required to look at the current site and at least one other. Mr. Fay wished to publicly thank Alf Berry (Town Surveyor), Sarkis Sarkisian (Planning Dept.), Brian Monahan (Conservation), Ben Keefe (Facilities), Jay Abelli (Building Dept./Zoning), and Julia Junghanns (Health Dept.) for all their help.

Discussion of recommendation to Library Trustees Noting all the meetings, reading of documents, and visits to many libraries, Mr. Fay asked if there was any additional information that the committee needed in order to make a recommendation to the Library Trustees about whether to go forward with a Massachusetts Public Library Construction grant application. Mr. Steinberg asked for a recap of the timeline grant application process. Mr. Fay referred all to the timeline document that was distributed at an earlier meeting. There was some discussion about the advisability of going to town meeting this fall vs. next spring. It was noted that it is up to the Trustees to determine the approach to the Town.

Ms. Gorke moved that the WPLPC recommend to the Trustees of the Wayland Public Library that they go forward with a Massachusetts Public Library Construction grant application. Mr. Steinberg seconded the motion which carried unanimously.

Discussion of the required report to the Library Trustees Ms. Gennis stressed the importance of making a case for the recommendation and gave an overview of the required elements of the report:

- Why the WPLPC came about

- How the committee was established

- Statement of the charge to the committee

- Baseline report of the current status of the existing library at 5 Concord Rd

- Method used to gather information and why was the method chosen

- Analysis of discoveries (both here in town and other libraries: facts and evaluation)

- Formal statement of recommendation whether or not to apply for a Massachusetts Public Library Construction grant

It was suggested that it would be useful to include Ms. LaFarge’s summary by themes and to use specific data about the current site.

Mr. Fay asked for volunteers to work on the writing of the report. Ms. Cipriani volunteered to be editor in chief. The following also volunteered to help draft the report: Mr. White, Ms. LaFarge, Ms. Gorke, and Ms. Sideman-Kurtz. Two additional names of committee members not present were suggested. Mr. Fay will ask for their help. Mr. Fay charged the writers with completing a draft by the July 30th meeting. He reminded them that the open meeting law applied to their upcoming work. The group was thanked and encouraged to be in touch with Mr. Fay or Ms. Gennis if/as questions arise.

Mr. Fay will poll the committee for a suitable date for an additional July meeting.

Hearing no further business, Mr. Fay adjourned the meeting at 8:15 p.m.

Respectfully submitted by Lynne Lipcon.

**Wayland Free Public Library
Library Planning Committee
Minutes of Meeting on July 27, 2015
Raytheon Room, Wayland Public Library**

Present: Lynne Cavanaugh, Maureen Cavanaugh, Christine Cipriani, Gretchen Dresens, Tom Fay, Aida Gennis, Jen Gorke, Sarah Hubbell, Ann Knight, Daryl Mark, Sandy Raymond, Betty Salzberg, Barbara Scolnick, Rachel Sideman-Kurtz, Thom White, Jessica Yurkofsky

Call to Order at 7:10 p.m. by Tom Fay, chair of the Library Planning Committee

Public comment There was no public comment.

Minutes of Previous Meeting

Jen Gorke moved to approve the minutes of June 17, 2015. Maureen Cavanaugh seconded. The minutes for the meeting of June 17, 2015, were approved unanimously.

Daryl Mark moved to approve the minutes of June 18, 2015. Sarah Hubbell seconded. The minutes for the meeting of June 18, 2015 were approved unanimously.

Suggestions for Expansion of Current Library Building

Thomas White gave a presentation of two suggestions for the expansion of the current library building. Option one added 12,280 square feet by adding sections to the north and east and placing a third floor over the 1988 addition and adding a first floor entrance between the current building and the current parking lot. Option two adds 18,000 square feet by razing the 1988 addition and placing a three-story structure in its place and also adding the same new first floor entrance. The current library has 14,025 square feet.

In both cases, waterproofing installation to prevent flooding, as happened in 2010, would have to be done. This could be done by removing the floor in pieces and placing waterproofing below the floor and a barrier to the east, where the wetlands are located.

One suggestion for mitigating the parking and vehicle access problems is to install an entrance or egress road parallel to the railroad (to become a rail trail), and moving the entrance to the parking lot 60 feet to the north. Possibly the entrance road could be one-way and the opening on route 126 (Concord Road) could be an exit only. The parking lot could be made pervious which might make up for the greater footprint of the expanded building.

The septic system and leaching field take up space which might be lessened by either using an innovative alternative system which takes up less space or by connecting to the town wastewater plant.

In both options, the new entrance would be closer to the parking lot and make access easier. In both options, the beautiful architecture of the old building would be visible. In both options, regulatory processes would have to be followed with zoning and conservation. Some special permits or variances might be required.

These two options are just to give an idea of what might be done. If the trustees decide to expand the current library building, an architectural firm would be hired and the design they choose may look somewhat or much different from either option Mr. White presented.

Ms. Scolnick asked if there would be a separate service entrance for deliveries. Mr White said that could be arranged.

Ms. Mark remarked that the parking requirements for buildings would be different for the town and for the MBLC. Ms. Knight said that typically the MBLC defers to the towns. Ms. Gennis began a discussion of using the parking near the Depot, across the street from the library. Ms. Knight said that this was municipal property, not library property, and could not now be reserved for the library.

Parking would be an easier problem if the town center or the old DPW site were chosen for a new building.

Pros and Cons of the three sites.

Christine Cipriani took notes on a discussion of the pros and cons of the three sites led by Mr. Fay. Mr. Fay invited each person to contribute. First, the current library site was discussed. Then the site near the middle school (the old DPW) was discussed, then a site at the new Town Center. Most of the points were seconded by more than one person.

PRO (current library site):

- Historic Building retained
- Keep Building Library-occupied
- Centrally Located

Option 2 —big box at back—would allow flexibility in use over time

- Although more expensive per square foot to expand an old building, you can't build a new building with the character of the old one
- Near the rail trail
- Easier to present to the community
- Familiarity to the community

CON (current library site):

- Site Constraints
- Near wetlands, parking, access, wastewater
- Could use old building for a different public use
- Historic character prevents reimagining in some ways
- More expensive per square foot of expansion than new building
- Would like to use old library as art center instead of library
- Not near schools
- Could sell the building?
- No temporary location to use during construction

It was also remarked that any other municipal use of the building would have the same problems of access, wastewater, parking, conservation, zoning variances. Mr. White thought that the building could not be used commercially.

Mr. Fay remarked that most of the "cons" are really "hurdles" and not reasons not to expand the building.

Pro (DPW site):

No zoning constraint, no size constraint, no design constraint, near middle school, high school, and two elementary schools.

Middle school students have a hard time getting to current library

Closer to population center

Access easier

More walkers

Safest site for driving; no danger from traffic and less of it

Would challenge staff—good thing—to provide programming for middle-school, but getting kids at middle school interested in library use is wonderful

Cheaper per square foot

Con (DPW site)

Could be boring-looking

Hard to get there from the North part of town

Other town uses in question, in particular a playing field, also place for snow melting

May need additional staff for enriched programming for "tweens"

Danger that other populations may perceive library as a "place for kids"

What to do with the current library would be a problem

Needs more landscaping

Pro (Town Center)

Near town green, rail trail, support businesses there

Attract new users, near new COA, get inter-generational interaction

Traffic and parking better than at current library

Library would help make the new Town Center a real "town center" and would make it less sterile

Most exciting because would be "transformational" for the town

Con (Town Center)

Need Purchase and Sale agreement for any privately-owned land in hand at time of grant application ("a deal breaker" at this time)

Site (in back of the new hardware store) seems cramped.

A new building there would probably have to conform to the rest of the "Faux New England" architecture

Still would need to find a new use for the old library

Using the plot north of the hardware store would have to reopen the town center master plan.

Three stories would require a variance and not enough land was suggested to make two stories have enough square feet.

In a library, most things want to be on the first floor, it can be difficult to arrange three stories of space. For example being in a study room on a third floor, where there is not much activity on that floor - no stacks and people nearby - can get creepy.
Middle school (DPW site) could have fewer stories.

Ms. Scolnick asked if timing to get Purchase and Sale is too tight, and when is the next round of grants? Ms. Knight said we never know when another grant round can happen and perhaps it can happen in 7-10 years but it is dependent on a bond bill being passed by the state legislature and that is always uncertain. Mr. Fay noted that there has been discussion concerning the current owners of the Town Center development, Twenty Wayland, attempts to sell the commercial portions. A new owner may look very favorably on a library at that location, we just do not know now.

Ms. L. Cavanaugh wanted to revive the idea of combining the community center and library. If the community center is already established elsewhere, how does that change the concept of the library? The current status of the community center on the "municipal pad" at the Town Center is unclear. In particular, it is unknown if the town owns the "municipal pad."

Draft Report of the 2015 Wayland Library Planning Committee

The draft report was passed out and Christine Cipriani gave a very quick summary as the hour was getting late. A group of members had worked on this report and it will be sent by email to all members. It will be discussed at the next meeting, Thursday, July 30. The final report will be sent to the Library Trustees. The Trustees will decide whether to go ahead with a building grant application, in which case an article may appear in the Fall 2015 Special Town meeting.

Next Meeting

Thursday, July 30 at 7:00 p.m. in the Raytheon Room of the Library.

Meeting adjourned at 9:05 p.m.

Respectfully submitted by Betty Salzberg.

Documents distributed:

Agenda for Meeting 7/27/15

Draft report of the 2015 Wayland Library Planning Committee

Minutes of June 17, 2015

Minutes of June 18, 2015

**Wayland Free Public Library
Library Planning Committee
Minutes of Meeting on July 30, 2015
Raytheon Room, Wayland Public Library**

Present: Christine Cipriani, Gretchen Dresens, Tom Fay, Aida Gennis, Judy Hoyer, Sarah Hubbell, Ann Knight, Vicki LaFarge, Lynne Lipcon, Sandy Raymond, Betty Salzberg, Thom White.

Call to Order at 7:15 p.m. by Tom Fay, chair of the Library Planning Committee.

Public comment

There was no public comment.

Minutes of Previous Meeting

Minutes of July 27, 2015 were not ready for approval.

Detailed Review and Discussion of the First Draft of the Committee's Report to the Library Trustees

The draft report, which had been distributed at the previous meeting (July 27), was studied page by page and all were invited to comment. The group writing the report will revise it in accordance to some of the comments. The revised draft will be put on the Library website for a week in August and will also be circulated to the Committee for comments at our next meeting conforming to the open meeting law.

A formal vote on the final draft will take place at the meeting on August 27. Mr. Fay will poll the members to assure that there will be a quorum at the August 27 meeting.

The Trustees will meet probably in the second week of September and will discuss the Report. The Trustees will use the Report to help them decide whether or not to apply for a state construction grant.

Next Meeting

Thursday, August 27, at 7:00 p.m. in the Raytheon Room of the Library.

Meeting adjourned at 9:10 p.m.

Respectfully submitted by Betty Salzberg.

Documents distributed: none

**Wayland Free Public Library
Library Planning Committee
Minutes of Meeting on August 27, 2015
Raytheon Room, Wayland Public Library**

Present: Lynne Cavanaugh (after 8:25pm), Christine Cipriani, Tom Fay, Aida Gennis, Jen Gorke, Anne Heller, Judith Hoyer, Ann Knight, Vicki LaFarge, Lynne Lipcon, Sandy Raymond, Betty Salzberg, Rachel Sideman-Kurtz, Thom White.

Call to Order at 7:16 p.m. by Tom Fay, chair of the Library Planning Committee

Public comment There was no public comment.

Minutes of Previous Meeting

The minutes for the meetings of July 27, 2015 and July 30, 2015 were approved unanimously.

Email from Barbara Scolnick to the Committee

Ms. Barbara Scolnick, a committee member who was not able to attend this meeting, sent an email to the entire committee offering comments on the substance of the final draft report which she hoped to be considered during the meeting. Mr. Fay provided a copy of the email for all to review, though committee members had already been sent the email, and stated that the email presented a violation of the Open Meeting Law and offered to send the Attorney General a letter, if determined necessary, reporting and explaining the circumstances. A discussion ensued about the Open Meeting Law with members asking for clarification of it. It was noted that this was most likely an unintentional violation. Ms. Knight thought that sending such a letter would be advisable. Mr. Fay asked for a vote authorizing him to report this event, if necessary. Ms. LaFarge moved that Mr. Fay send a letter, if necessary, and Ms. Heller seconded. The vote was unanimous.

Review of the Current Form of the Library Report

The committee went through the Report of the 2015 Wayland Planning Committee currently on the Library webpage. Several suggestions were made for minor changes and to correct typos.

For example, Ms. Heller passed out a suggested change in the paragraph about one of the sites ("Site A") on the Town Center. She felt that the work of the Council on Aging/Community Center advisory committee regarding that site should be acknowledged in that paragraph.

Another point engendering discussion was to ensure that the language concerning each site is objective and parallel. A reworked introductory paragraph for the DPW site was proposed.

The renovation suggestions for the building at 5 Concord Road (on page 23) were moved to an appendix.

Judith Hoyer Reads the Poem "Books"

Ms. Hoyer, herself a poet, read the poem "Books" by Billy Collins while Ms. Cipriani entered the discussed updates onto the copy of the Report on her computer.

Committee's Role if Trustees Pursue a State Application

Ms. Gennis explained the next steps in the process. The Trustees of the Library will meet August 28, 2015 but will not obtain copies of the most recently revised report. If this report is approved (probably at the following meeting after the Trustees have time to read the report), information will be provided to all the relevant town committees and the public. Ms. Gennis expects that the Trustee's warrant article for the Fall 2015 town meeting will be finalized tomorrow. The drafted article will ask for money for the planning and design phases for a library construction or expansion. An Owners Project Manager must be hired for either an expansion or new build. The Owner's Project Manager would help hire an architect and would help the architect throughout the project. The architect would study Library and Town documents, such as the Committee's Report, and would conduct interviews in town and then make concept designs for at least two sites. After a site is selected to be studied further, a site investigation and geotechnical studies will be done, and then comes a schematic design, and finally an Independent Cost Estimator will be hired to provide a cost estimate. More may be required as the State has not yet published the guidelines to be followed.

The Trustees will need the Committee's help in getting the word out about this process. In particular, persons willing to speak to committees and boards and at the town meeting will be needed. Letters to the Editor in local papers would be helpful.

Ms Gennis hopes that two public meetings will be held at the Library. One will present the findings of this Committee. The other will be an open house to visit and tour the current library.

Ms. Cavanaugh suggested that anticipated questions from the public and their answers be formulated. She also thought that, in particular, communication with the COA/CC committee should take place. Ms. Gennis said that communication was already in progress.

Mr. Fay suggested splitting the Committee in two: one to continue to work with the Trustees and another to work with the public. There was some discussion of this idea and it was dropped.

Mr. Fay asked all present if they were willing to remain members of the Committee until after the end of the Fall Town Meeting. All present indicated willingness.

Acceptance of the Edited Final Report

Ms. Cipriani presented the edited version of the Committee's report, including suggestions made at this meeting. Ms. Gorke moved accepting the new version. Mr. White seconded. The acceptance was unanimous. Mr. Fay will request that Ann Knight remove the current draft version from the website and replace it with the edited version.

Next Meeting

No further meetings have yet been scheduled.

Meeting adjourned at 9:33 p.m.

Respectfully submitted by Betty Salzberg

Documents distributed:

Agenda for Meeting 8/27/15

Revised Draft report of the 2015 Wayland Library Planning Committee (as currently entered on the library website)

Minutes of July 27, 2015

Minutes of July 30, 2015

Ms. Heller's Suggested Text for Town Center Site A from page 20 of the Revised Report

From: Barbara Scolnick
To: Wayland Library Planning Committee
Date: August 25, 2015
Re: Draft Report

The report of the Library Planning Committee details the many ways in which the current library building is inadequate for 2015 and beyond. The option for continued use, however, seems to be presented with emotional preferences in the report.

p. 21: Site 3: Existing Library Site (5 Concord Road)

Renovating and expanding the current library is the most physically complex option, presenting multiple challenges and great opportunities. Dedicated in 1900, the library is an architecturally significant building with a long history, and is beloved by Wayland residents. Challenges arise on two fronts: the library's property limits, and the building itself. Ways to overcome these challenges are outlined in the conclusion below.

The conclusion in the LPC report for the pros and cons of the current building gives the impression that the LPC approved the two suggestions by committee member Thom White for a strategy to resolve some site issues and that all other issues could be met by one of his suggested outlines for renovation and addition. Although the outlines promise "vastly improved library functionality," such improvements can only be assumed because the building is so limited currently.

p. 22: Conclusion:

Any renovation of the existing library must resolve the issues of parking, vehicle access, septic capacity, wetlands accommodation, and architectural appeal. This can be done with a revised site strategy and one of two renovation options.

The LPC did not vote to adopt these suggested strategies, and so it should not appear to be promoting them by including them as definite and in such detail in the body of the report. If the LPC votes to include the two options in the report, they should be as a separate report in an appendix as ideas by Thom White and not as solutions advocated by the LPC.

As it stands, the Conclusion discounts the disadvantage of the current Library site also cited previously:

p.22: "Historic preservation would place limits on any new design, both now and in the future."

The three options for sites that the LPC report includes give as a disadvantage the challenge to find another use for the current Library building. The report does not include my suggestion in the minutes of the July 27 meeting to use the building as an arts center. Such a center could include gallery and performance space, art studios and workshops. Maintaining the building for in a creative way would require some of the changes for the site that Thom White gave for the Library; but repurposing would give Wayland what might be called an innovation center.

The 1900 building has its character because the architectural style was considered appropriate for a public library, an aesthetic that has created a monument in itself. An improved library in Wayland to meet current uses and needs as well as in the future deserves a building designed specifically to meet the requirements of efficiency and aesthetics in its operation as a suitable library.

**Wayland Free Public Library
Library Planning Committee
Minutes of Meeting on September 21, 2015
Raytheon Room, Wayland Public Library**

Present: Lynne Cavanaugh, Maureen Cavanaugh, Christine Cipriani, Gretchen Dresens, Tom Fay, Aida Gennis, Neil Gordon, Anne Heller, Judith Hoyer, Sarah Hubbell, Ann Knight, Vicki LaFarge, Lynne Lipcon, Daryl Mark, Sandy Raymond, Betty Salzberg, Barbara Scolnick, Rachel Sideman-Kurtz, Thom White.

Call to Order at 7:09 p.m. by Tom Fay, chair of the Library Planning Committee

Public comment

Neil Gordon was introduced as a newly appointed member of the Committee. He spoke a little about his background as the CEO of the Discovery Museum in Acton. Previously, he was at the Children's Museum in Boston.

Minutes of Previous Meeting

The minutes for the meeting August 27, 2015 were approved unanimously.

Update from Library Trustees regarding acceptance of the WLPC report

Ms. Gennis thanked the committee for the report, which was accepted at the last Library Trustees meeting.

Fall Town Meeting Warrant Article

Ms. Gennis passed out copies of the town meeting warrant article, for library planning and design funds, prepared by the Trustees. The first paragraph of this document is the statement of the article, as it will appear in the warrant. The rest of the document (five pages) is an explanation to aid the Finance Committee to prepare comments to be published with the article in the warrant.

Mr. Fay asked the Committee to vote on the article only, the first paragraph of the document handed out. The vote was unanimous in support of the article.

Ms. Gennis and Ms. Knight then left the meeting to present the article to the Wayland Finance Committee which was meeting concurrently. They later returned reporting a favorable reception there.

Discussion of Communicating with and Educating Residents Regarding the Warrant Article

Mr. Fay reminded the Committee that most people in town are unaware of the article and in fact, many do not know that there will be a fall town meeting. There has already been an article in the Crier, but Mr. Fay noted that was not enough. People must be contacted face-to-face and by email. Mr. Fay asked for suggestions from the Committee.

The following suggestions were offered by members of the Committee:

Using the Library Website for information posting.

Using humor and eye-catching graphics in messages, one example is a video: "Librarian Rhapsody" made in Australia, which illustrates some of the points we would like to make.

Posting information in the library.

Sending information to the Wayland Enews, school organizations, the Council on Aging and just talking to neighbors.

Using our personal email contacts to communicate with people.

Setting up a table at the transfer station, and maybe signs on private property.

Ms. Salzberg has already written an article about the Report in the Wayland Voters Network and there has also been a short summary there of all the proposed warrant articles, including the Library warrant article.

Mr. Fay mentioned four events which would help offer information to the public:

Oct. 17 A Pop-Up Park at the Town Center sponsored by the COA/CC

Oct. 22, a Trustees meeting in the evening for Q & A for the public

Oct. 24, an Open House at the Library

Nov. 5, an evening Open House at the Library and Q & A time.

Other suggestions for information to the public:

Develop a FAQ.

Place a banner at the library. It is not clear whether a banner can say, "Vote For" or can only state: "Go to Town Meeting." This needs to be verified.

Information be made available at the next book sale.

Putting information in the Library Newsletter.

Use of Facebook.

It was suggested that the merchants at Town Center might be interested in knowing about the Warrant Article, especially since one of the possible suggested sites is at the Town Center and a library would contribute to having more activity there.

A number of people noted that it was important that people understand that if the article does not pass, there is no chance of getting state funding at this time—if it does not get approved now, it will not happen. If we do not get the funding, our tax money, which is already allocated to the state library construction grant program, will go to fund library improvements in other towns.

It was noted that a new library building has been on the capital improvement budget since 2005. It is expected that the most frequent question people will ask is "how much will our tax bills go up? We have to emphasize that it won't go up much for this warrant article, if at all, because it is only a study. Maybe we should have figures ready about how much each resident would pay each year if we do build and we do get the grant. It was pointed out that a new library or library expansion will be a lot cheaper than the high school.

Also, the emphasis should be on how good a new library could be. What could we offer?

It was noted that we must emphasize that one important possibility is preservation, renovation and expansion of the current building.

A new subgroup

Ms. Heller proposed a subgroup of 3 to 4 people from the Planning Committee to work with the Trustees to come up with an action plan. Ms. Salzberg wanted assurances that the composition of the subgroup would not violate the open meeting law re: quorums concerning either the Trustees or the LPC. This was assured.

This subgroup would come up with a list of tasks, an FAQ, a suggested email message (which people could modify when they send to friends), some letters to the editor suggestions and so forth. Volunteers for this subgroup were Ms. Dresens, Mr. White, Ms. LaFarge and Ms. Hubbell.

First suggestions for FAQ

1. Why now?
2. What is the cost of this study?
3. What is the cost of building?
4. Can we wait until after the COA/CC is funded/built?
5. What's wrong with the library now?
6. What will happen to the current building if a different site is chosen?
7. How long has this been studied?
8. How can I get involved?
9. Where is the Town Center site?
10. What does the \$150,000 pay for?
11. Is this the same/ to be combined with/ the COA/CC?
12. Where can I get more information?
13. Who is supporting this study?
14. Where will the \$150,000 come from?
15. Have other towns applied for grants?
16. How does our library compare to libraries in towns with similar populations?
17. Libraries may not exist in the future so why do this?

Some Groups to Contact

Committee members named some groups they belonged to or were close to that could be contacted. These included, the Wayland Children & Parent Association (WCPA – a preschool and young child parent group), the Wayland Dads, the Neighbor Brigade, the Historical Society, Wayland-Weston Crew, the WTDC (Wayland Town Democratic Committee), and Arts Wayland. It was suggested that people on the Committee email members of these organizations that they know separately and not use the organization list serves.

Next Meeting

The next meeting will be on Wednesday October 7 at 7pm.

Meeting adjourned at 8:55 p.m.

Respectfully submitted by Betty Salzberg

Documents distributed:

Agenda for Meeting 9/21/2015

Minutes of 8/27/2015

Town Meeting Warrant Article for Library Planning and Design Funds

Wayland Free Public Library Talking Points

**Wayland Free Public Library
Library Planning Committee
Minutes of Meeting on November 5, 2015
Raytheon Room, Wayland Public Library**

Present: Christine Cipriani, Tom Fay, Aida Gennis, Neil Gordon, Anne Heller, Judith Hoyer, Sarah Hubbell, Ann Knight, Lynne Lipcon, Daryl Mark, Tim Marsters, Sandy Raymond and Thom White

Call to Order at 6:05 p.m. by Tom Fay, chair of the Library Planning Committee

Public comment There was no public comment.

Minutes of Previous Meeting

The minutes for the meeting of October 7, 2015 were approved unanimously.

Update from Library Trustees regarding status of proposed TM Warrant Article

Ms. Gennis reported on the letters, articles and photographs pertaining to the Wayland Free Public Library and Article 6 that have been in the Town Crier.

Ms. Gennis attended the Moderator's Forum and the Selectman's Meeting (November 2) to respond to questions about Article 6 and its scope.

Ms. Gennis has been informed that a resident may submit a sub-motion to Article 6 to allow attendees at Town Meeting to express their interest that the library should stay at its present site. She understands that the motion would be non-binding.

Betty Salzberg, Suzanne Woodruff, Thaddeus Thompson and Lynne Cavanaugh will speak in support of Article 6 at the November 9th Town Meeting. The trustees are ready to speak in response to questions. A presentation is being made tonight, during this meeting, to the Board of Public Works.

Ms. Gennis reported that research is being done into probate and real estate documents to explore whether or not there are legal restrictions on the use of the land, which is the site of the present library.

Discussion of Fall 2015 Town Meeting Warrant Article concerning library, including report of LPC TM subgroup, and including discussion of communication with and education of residents regarding the library warrant article

Presentation of slides that will be shown in support of Article 6 at the Town Meeting on November 9.

General discussion by committee members of questions and comments from residents about Article 6 and future plans for the present library should a new library on a different site be proposed for a state building grant application once the study is completed.

Ms. Heller reported that all goals have been accomplished in terms of the publicity spreadsheet.

Mr. Fay reminded the committee to ask people to come to Town Meeting on November 9.

Mr. Fay congratulated those who have been working to publicize Article 6.

Ms. Knight complimented the committee members who worked on the report to the Library Trustees.

Mr. Fay encouraged the committee to emphasize the terms “preservation and renovation” when discussing the building at 5 Concord Rd. since an expansion would allow for the renovation of the current building and the preservation of the 1900 building. Ms. Gennis added a reminder that the state grant will only grant funds to pay for renovation if it is part of an expansion project.

Mr. Fay stated that if Article 6 passes, the next step will be to form three subgroups with the following mandates:

1. Hire and work with professionals on design and exploration
2. Fund raising (for items not covered by a 45% state grant for construction or expansion and renovation)
3. Communication [with the public]

The formation of these subgroups will be the topic of the next WPLPC meeting.

Next Meeting

There will be a meeting at 7:00 pm on Monday, November 30, 2015

Meeting adjourned at 6:55 p.m.

Respectfully submitted by Judith Hoyer and Daryl Mark

Documents distributed:

Agenda for November 5, 2015 Meeting

Minutes of October 7, 2015

**Wayland Free Public Library
Library Planning Committee
Minutes of Meeting on December 10, 2015
Wayland Public Safety Building**

Present: Lynne Cavanaugh, Christine Cipriani, Gretchen Dresens, Tom Fay, Aida Gennis, Anne Heller, Ann Knight, Vicki LaFarge, Lynne Lipcon, Daryl Mark, Tim Marsters, Sandy Raymond, Betty Salzberg, Barbara Scolnick, Thomas White, Jessica Yurkofsky.

Call to Order at 7:05 p.m. by Tom Fay, chair of the Library Planning Committee

Public comment There was no public comment.

Minutes of Previous Meeting

The minutes for the meeting of November 5, 2015 were approved unanimously.

Update from Library Trustees regarding recent TM Warrant Article and Favorable Vote

Mr. Fay thanked everyone for their work preparing for the Town Meeting Article.

Role of Wayland's Permanent Municipal Building Committee

The next steps in applying for the state grant will be done by the Permanent Municipal Building Committee of Wayland (PMBC). The role of the PMBC is to oversee and direct the design of selected Town building projects by providing technical, project management and cost and schedule expertise.

The PMBC will be increased by two members for the library project. One is Suzanne Woodruff, representing the Library Trustees, and the second is Thomas White, representing our committee. In addition, Aida Gennis, Trustee chair, and Ann Knight, library director, will act as ex-officio members. The selectmen must appoint Ms. Woodruff and Mr. White to the PMBC for the library project.

The PMBC will be issuing an RFQ (Request For Qualifications) for the Owner's Project Manager (OPM) as the first step. They will then get packets from candidates and decide how to proceed. Possibly some interviews of candidates will take place. The OPM will then help hire the architectural firm as the next step. The PMBC, in general, will provide the technical expertise during the planning and design phase, and into the possible construction phase, which also includes the procurement process and approving the bills. The town administrator, Nan Balmer, and the public buildings director, Ben Keefe, will make sure the steps comply with Town and State regulations.

Long Range Planning Discussion

While our committee's work during the grant application process has changed because of the participation of the PMBC, we will be contributing by providing vision about the objectives of the library. This information is needed by the architectural firm for planning, but not until after the sites have been chosen. The Trustees need to develop a new Long Range Plan and suggest that it be for a three year period, usually they are for 5 years. Ms. Knight has indicated that she would like to retire in 2016 and a three year LRP will give a new director guidance and yet allow her/him to work on another

LRP before too long with her/his vision incorporated too. It is suggested that the Library Planning Committee would serve as the Long Range Plan Committee.

It was suggested that some repeat visits might be made to some other libraries to interview directors again about their opinions. It was also suggested that members visit the libraries investigated for our report that they hadn't previously seen.

When project manager candidates are interviewed, members asked to be included in the interviews. It was stated that a good project manager, with good people skills, is an important component of the process.

Next Meeting

There will be a meeting in January. The long range planning subcommittee might be chosen then.

Meeting adjourned at 8:30 p.m.

Respectfully submitted by Betty Salzberg.

Documents distributed:

none

**Wayland Free Public Library
Library Planning Committee
Minutes of Meeting on February 9, 2016
Wayland School Committee Hearing Room, Town Building**

Present: Lynne Cavanaugh, Maureen Cavanaugh, Christine Cipriani, Gretchen Dresens, Tom Fay, Aida Gennis, Jen Gorke, Ann Knight, Sandy Raymond, Betty Salzberg, Thomas White.

Call to Order at 6:23 p.m. by Tom Fay, chair of the Library Planning Committee

Public comment There was no public comment.

Guest

Suzanne Woodruff, Library Trustee representative on the Permanent Municipal Building Committee, attended as a guest.

Minutes of Previous Meeting

There were some minor corrections to the minutes of December 10, 2015: "Architectural Firms" was incorrectly capitalized. The word "some" was removed before "vision". It was noted that the Long Range Planning Committee was not a subcommittee of the Library Planning Committee; the whole Library Planning Committee will take over that function as part of the LPC charge is encompassed in the LRP work. The minutes for the meeting of December 10, 2015 were approved unanimously as corrected.

Update from Trustees regarding the grant application process.

Ms. Gennis reported on the progress of the Permanent Municipal Building Committee (PMBC) in the grant application process. Eleven proposals for the position of Owners Project Manager (OPM) were submitted and these were narrowed down to three. These three were interviewed and ranked by the PMBC. The PMBC interviewed the three, not the Library Planning Committee.

Also, candidate choice is formally the responsibility of the Selectmen. The Selectmen have the list of finalists with the recommendations and rankings made by the PMBC. The Selectmen will review this material at their meeting tonight and may make their own selections, but are likely to follow the recommendations of the PMBC. The Selectmen will then negotiate with the applicants, in order of ranking and so choose an OPM.

The next step after that is for the OPM to formulate a RFP (Request for Proposals) or RFQ (Request for Qualifications) in order to hire an architect. A similar process will take place, where architects will submit proposals, these will be reviewed, ranked, candidates interviewed, and a prioritized list is made. This list will be sent to the Selectmen and the Selectmen will negotiate with candidates.

Long Range Planning Discussion

Ms. Knight introduced consultant Chuck Flaherty, who will be preparing the next Long Range Plan (LRP) for the library. Mr. Flaherty has recently retired from 40 years as a library director, first in Brookline and then in Framingham. He started the LRP process tonight at this meeting and then will hold two meetings with the public and one with the Wayland Library staff and perhaps more. After these meetings, Mr. Flaherty will write a draft of a three-year plan for the library.

It was noted that Ms. Knight will be retiring this year and the new library director will be overseeing the grant proposal process while adjusting to the duties of library director. The three-year plan Mr. Flaherty will write should aid the new director, who will then help formulate the subsequent long-range plan after this initial three-year LRP.

Mr. Flaherty followed a recommended outline for formulating a LRP called "SOAR" which stands for "Strengths, Opportunities, Aspirations and Results". As Mr. Flaherty prompted committee members for input, Ms. Knight summarized comments, which were displayed on a screen. A similar process will take place at the future public meetings (March 21, an evening meeting, and March 26, a morning meeting) and the meeting with the staff (April 4).

Next Meeting

The next meeting will be on Wednesday, April 27 at 7pm at a location to be announced.

Meeting adjourned at 9:03 p.m.

Respectfully submitted by Betty Salzberg

Documents distributed:

Agenda

December 10, 2015 minutes

**Wayland Free Public Library
Library Planning Committee
Minutes of Meeting on March 21, 2016
Raytheon Room, Wayland Public Library**

Present: Lynne Cavanaugh, Christine Cipriani, Tom Fay, Aida Gennis, Neil Gordon, Jen Gorke, Anne Heller, Sarah Hubbell, Ann Knight, Lynne Lipcon, Daryl Mark, Tim Marsters, Betty Salzberg, Barbara Scolnick, Rachel Sideman-Kurtz, Thomas White.

Call to Order at 6:23 p.m. by Tom Fay, chair of the Library Planning Committee

Public comment There was no public comment.

Minutes of Previous Meeting

The minutes of the meeting of February 9, 2016 were approved

Update regarding the grant application process.

Mr. White gave a summary of progress so far in the grant application process. An Owner's Project Manager has been hired. He is John Sayre-Scibona of Design Technique, Inc. An RFQ (request for qualifications) was sent out to architectural firms with the help of Mr. Sayre-Scibona.

On March 2, 2016 there was a meeting at the Library for architects and designers interested in our Planning and Design Study. Subsequent to this meeting, proposals were received by nine architectural firms. Several members of the Permanent Municipal Building Committee were delegated to review and rank the proposals (Suzanne Woodruff, Thomas White, Aida Gennis [ex officio], Ann Knight [ex officio] and a permanent member (to be named) of the PMBC.) All nine firms presented very good and impressive proposals. The four top ranked firms will be interviewed by several members of the PMBC on Wednesday March 23. These interviews are not public.

Long Range Planning Discussions

There will be two Public Long Range Planning Discussions, one directly following this meeting, at 7 p.m. and a second one on Saturday, March 26, at 10 a.m. The new Long Range Plan resulting from this process should aid the architectural firm in making proposed designs incorporating suggestions for the future of the library.

Future Steps—Upcoming Town Meeting Articles

Ms. Gennis explained some of the future steps leading to the grant application. There are three articles submitted for the April 2016 Town Meeting, which starts on Thursday April 7.

Article 17 authorizes the transfer of 207, 195 and 193 Main Street (the former DPW headquarters) to the Library Trustees, Recreation Commission, and School Committee. Article 18 authorizes the transfer of 202 Old Connecticut Path (an undeveloped part of Greenways, part of the former Paine Estate, under Selectmen's control) to the Library Trustees. These two articles are important for the State grant application process. The Library Trustees will not request a transfer of any part of these parcels if they

are not selected for a grant application as a site for a new library building, and the Library Trustees would have no say in further use or transfer of these addresses.

Article 19 concerns connecting the current building at 5 Concord Road to the town-owned wastewater (sewage) treatment plant. This is needed to have available land upon which the library at 5 Concord Road can be expanded. If the library connects to the wastewater plant, the current aging septic system can be excavated and that land could then be used to enlarge the footprint of the library. Even if the library is not expanded, it is anticipated a new septic will soon be required as the current one is 29 years old.

In addition to the Town Meeting articles, meetings will be held with town boards and committees to inquire about permits and concerns of these boards. Even if an application is submitted to the State and a grant awarded, and the Town ends up funding the balance, there is a concern that the project could fail if permitting by local boards for a given design is not achieved. Should the project fail at that point in the future, any state grant monies spent to that date (typically 20% of the grant) would be required to be returned to the State.

Next Meeting

The next meeting will be on Wednesday, April 27, at 7 p.m. at a location to be announced.

Meeting adjourned at 6:50 p.m.

Respectfully submitted by Betty Salzberg.

Documents distributed:

Agenda

February 9, 2016 minutes

**Wayland Free Public Library
Library Planning Committee
Minutes of Meeting on April 27, 2016
Wayland Public Safety Building**

Present: Christine Cipriani, Gretchen Dresens, Tom Fay, Chuck Flaherty, Aida Gennis, Neil Gordon, Jen Gorke, Ann Knight, Vicki LaFarge, Lynne Lipcon, Daryl Mark, Betty Salzberg, Barbara Scolnick.

Call to Order at 7 p.m. by Tom Fay, chair of the Library Planning Committee

Public comment There was no public comment.

Minutes of Previous Meeting

The minutes of the meeting of March 21, 2016 were approved

Update regarding recent Town Meeting Votes.

Ms. Gennis thanked everyone for their work enabling the passage of the three library-related articles at the Annual Town Meeting. Ms. Knight and Mr. Fay remarked that Ms. Gennis had done the lion's share of the work. Ms. Gennis had attended town committee meetings night after night. All three articles passed by wide margins and with no opposition.

Two of the articles authorized town committees to transfer land to the library and to two other town boards as well. The articles did not actually transfer this land. Later, if a site is chosen for the grant proposal, the library may request the transfer of the land from the town committees currently having jurisdiction over the land. One parcel is 195-207 Main Street, an area near or at the old DPW building. Another site is land that is a part of Greenways, the former Paine Estate, at 202 Old Connecticut Path, now under the jurisdiction of the Selectmen.

The third article provided money to buy wastewater capacity for the current library building, which could be connected to the town wastewater plant at the Town Center. This connection will allow the septic system to be excavated and may allow that land, which is now being used for a septic system, to be built upon, if needed to expand the library at its current location.

Ms. Gennis plans to visit town committees again to request information that can be passed on to Tappe Architects, the architectural firm recently hired for the Planning and Design Study

Long Range Planning Update

Mr. Flaherty, the library's consultant for the new Long Range Plan, gave a presentation outlining progress. There were four meetings held to discuss long range planning. One was with the Library Planning Committee, two with the general public, and one with the library staff.

Mr. Flaherty presented findings so far. These were in four categories: Space and Facilities, Staff, Community Engagement and Programming, and Collections. An outline was distributed. These findings will lead to an action plan. The Long Range plan is required to qualify the Town for State Library grants, that includes the state library construction grant program and, therefore, is a necessary component of a grant application.

Mr. Flaherty will meet with Ms. Knight, staff, and Library Trustees in coming weeks. If anyone has further suggestions, they should communicate with Mr. Fay or Ms. Knight, who will pass on suggestions to Mr. Flaherty.

Update on Library Planning and Design Study

Ms. Gennis outlined progress in the Planning and Design Study. This study is under the jurisdiction of the Permanent Municipal Building Committee (PMBC). Ours is the first project that the PMBC has been able to monitor from the beginning. The PMBC members have experience in construction, architecture and finance.

LPC member, Mr. Thom White, and Ms. Knight, are temporary members of the PMBC for the duration of this project. Ms. Knight is replacing Ms. Woodruff. Ms. Gennis continues as an ex-officio member.

Since our last meeting, the architectural firm Tappé has been hired. Several LPC members have expressed an interest and have volunteered to attend PMBC meetings pertaining to the Planning and Design Study. When the architect has small group visioning sessions these members have expressed their willingness to attend if available. The next small group visioning session will be on May 10, 2016.

Planning Exercise

A Planning exercise took place. A list used for another library's plan of about twenty attributes such as "availability of parking" and "drainage and soil conditions" and "access to outdoor space" was distributed and all present were asked to rank these attributes for importance on a scale of one to five. The idea was to be able to concentrate highly ranked attributes when studying the proposed sites in town.

Next Meeting

There may be a meeting to get public input on a potential library design on Tuesday, May 17, at 7 p.m. at a location to be announced.

Meeting adjourned at 9:10 p.m.

Respectfully submitted by Betty Salzberg.

Documents distributed:

Agenda
March 21, 2016 minutes
Long Term Planning Draft Outline
Sample planning attributes list

**Wayland Free Public Library
Library Planning Committee
Minutes of Meeting on May 17, 2016
Raytheon Room, Wayland Public Library**

Present: Lynne Cavanaugh, Christine Cipriani, Tom Fay, Aida Gennis, Neil Gordon, Jen Gorke, Anne Heller, Ann Knight, Lynne Lipcon, Tim Marsters, Sandy Raymond, Betty Salzberg, Barbara Scolnick, Thom White.

Move to Children's Room

The members moved into the Children's library room while the Raytheon Room was being prepared for the public visioning session.

Call to Order at 6:20 p.m. by Tom Fay, chair of the Library Planning Committee

Public comment There was no public comment.

Minutes of Previous Meeting

The minutes of the meeting of April 27, 2016 were approved unanimously.

Update on Long Range Planning

Ms. Knight gave an update on the Long Range Planning Process. The first draft of the Long Range Planning document should be ready in June and will be placed on the library website for comments. The final draft is not due until November so this should give plenty of time for revisions.

Planning and Design Study Update

Ms. Gennis presented the overview of progress on the planning and design study in preparation for the grant proposal.

Many town boards and committees were asked to supply information and reports that may be relevant to the architects and their team for the study. The Recreation Commission and the School Board sent in information immediately. This is important as they are interested in the same parcels the library is studying for possible new sites for a library building.

There are some open questions about the dump on the Main Street (middle school/DPW) site which was closed in the 1960's. The location of the former dump may restrict locations for a potential new building there.

Legal documents concerning the current library building are being sought. We need to find out what legal restrictions there are on use of the building, in case a different site is chosen for the new library.

There are several public meetings to be held to obtain community input. The first is directly after this meeting and is a visioning session moderated by the architectural firm Tappé. A similar visioning session will be held June 8 and there will also be a teen session held at the High School soon, and possibly again in the fall.

There is also a survey open to the public online as of yesterday and around one hundred responses have already been submitted.

Exercise on Ranking Criteria

A small committee consisting of Ms. Cipriani, Ms. Gorke, Mr. White, Mr. Gordon suggested a shorter list of eight criteria to be ranked. The members present were asked to rank the criteria (for example, "cost", "community buy-in" and "ease of access") from one to eight. Mr. Fay presented the top three results from the previous exercise, which consisted of a longer list, completed at the last meeting.

Move to Raytheon Room for Visioning

The meeting moved back into the Raytheon room for the public visioning session at 7pm.

Meeting adjourned at 8:30 p.m. when the visioning session concluded.

Respectfully submitted by Betty Salzberg.

Documents distributed:

Agenda

New planning attributes list and tallying sheets

**Wayland Free Public Library
Library Planning Committee
Minutes of Meeting on June 28, 2016
Raytheon Room, Wayland Public Library**

Present: Maureen Cavanaugh, Christine Cipriani, Tom Fay, Aida Gennis, Neil Gordon, Jen Gorke, Anne Heller, Ann Knight, Vicki LaFarge, Lynne Lipcon, Daryl Mark, Tim Marsters, Sandy Raymond, Betty Salzberg, Barbara Scolnick, Rachel Sideman-Kurtz, Thom White.

Call to Order at 7:10 p.m. by Tom Fay, chair of the Library Planning Committee.

Public comment: There was a discussion of when to have the next meeting. It has to be before the next PMBC meeting on July 13. A quorum of the Library Planning Committee must be present. The date of July 7 was chosen.

Minutes of Previous Meeting

The minutes of the meeting of May 17, 2016 were approved unanimously.

Update on Tappé Design Study.

Mr. Chris Blessen of Tappé gave an update on the work accomplished to date on the research of the three proposed locations and the next steps.

Tappé obtained some information from public meetings and surveys on how people use the library. Very useful information came from meetings with teens as well. Tappé has also been gathering information about the three proposed sites for a new library building or expanded and renovated library.

Mr. Blessen said the library planning committee would get a package of information to help complete the matrix to evaluate the three sites. He then reviewed information obtained so far.

The three sites are referred to as (1) "Library + Nature"--202 Old Connecticut Path, which is currently open space without any construction on it, (2) "Library + Education"--207-195 Main Street, the former DPW site, adjacent to the middle school and (3) "Library + History"--the current library at 5 Concord Road.

At 5 Concord Road, constraints include, among other things, adjacent wetlands, setbacks from the parcel boundaries, its location entirely in an aquifer protection zone, septic/ sewer service, prior flooding, land for increased parking.

At 207-195 Main Street, the parcel is in an aquifer protection zone and there is also an old burn landfill and a proposal to co-locate a turf field. The turf field the Recreation Department would prefer is very large, accommodating a full football field or else two soccer fields. We hope there is some room for negotiation for a smaller field and parking for it. The site drains into a wetland on the other side of Main Street and the swale to the north of the access road must either be

maintained as is or another good method for drainage must be substituted. Tappé suggested building on the south side of the access road in any event (where the current DPW building is) and not in the area of the old burn landfill, which straddles the access road. The current DPW building is slated to be torn down this year, in any case.

The 202 Old Connecticut Path site is also in an aquifer protection zone, has no driveway access and no on site utilities: electricity, water, gas, sewer/septic, telecom/wifi/fiber service. These would have to be installed. Also, the site must be investigated for archeological significance. But Mr. Blessen noted that it was a very attractive setting with expansion possibilities for future growth and parking, if needed. It also could be part of a campus-like setting that the WRAP envisions.

Mr. Blessen continued to give illustrations of possible layouts at each site, in a very general manner. As 'proof of concept', Tappé must show that programmatic constraints can be satisfied. For example, one idea for the 5 Concord Road site is to place a new Children's room above the current lower parking lot, with parking remaining under the new room. People parking there would either enter the building by using a stairway looking into the rotunda or a new elevator suggested to be to the east of the building. The other sites are more flexible as there is no old building to be built around and they have greater amounts of land available for use.

The Matrix

After receiving a packet with information about the parcels, but before the next meeting on July 7, the members of the Library Planning Committee will be asked to fill out a "matrix" consisting of weighted factors/considerations for each of the three sites. Several people noted that many of the ratings would be predetermined as they are "facts on the ground". For example, several properties refer to utilities. The Old Connecticut Path site does not have them and the other sites do. So there is no judgment required for filling out the matrix for these properties. However, Mr. Blessen said that the exercise required that these be considered as well and Tappé could not just fill in those values ahead of time.

Long Range Planning Process

The discussion on the Long Range Plan was tabled.

Adjourn

The meeting adjourned at 9:05 p.m.

Respectfully submitted by Betty Salzberg.

Documents distributed:

Agenda

Matrix

Minutes of May 17, 2016

**Municipal Affordable Housing Trust Fund (MAHTF)
Meeting Minutes – June 1, 2016**

Attendance: Mary Antes; Jacqueline Ducharme; Stephen Greenbaum; Brian O’Herlihy; and Susan Weinstein (arrived at 7:45 PM).

Absent: Kevin Murphy and Jennifer Steel

Others in attendance: Elizabeth Rust, Community Housing Coordinator - Regional Housing Services Office.

Open Meeting: M. Antes called the meeting to order at 7:30 P.M. at the Wayland Town Building. B. O’Herlihy kept the minutes of the meeting.

Public Comment: None.

Previous Minutes: May 4, 2016.

Materials Distributed: MAHTF financial statements (unaudited) as of May 31, 2016.

Notes:

- 1) Elizabeth Rust heads up the Regional Housing Services Office (RHSO) which provides support to Acton, Bedford, Burlington, Concord, Lexington, Sudbury and Weston in connection with affordable housing activities in those communities. M. Antes reminded the Trustees that Wayland had an opportunity to join this group in prior years and that E. Rust would be speaking with the Town Administrator regarding opportunities for the Town and RHSO to work together in furthering the Town’s affordable housing goals and objectives.

As a follow up to E. Rust’s meeting with the Trustees on November 4, 2015, the discussion at this meeting focused on various approaches the Trustees might consider in acquiring or facilitating the acquisition of qualifying affordable housing units through various “buy down” options. The three approaches used by other communities include (i) the Trust acquiring a property at a market price and selling it to a qualified affordable buyer at a lower qualifying affordable price; (ii) arranging for a qualified affordable buyer to acquire a particular home identified by the Trust at a market price, in part with funds from the Trust, that permits the out of pocket cost of the affordable buyer to not exceed a qualified affordable price; and (iii) providing grants to qualifying affordable home buyers who ultimately locate and purchase the homes without any assistance from the Trust. E. Rust described her experience with each of these approaches and discussed some of the pros and cons of each approach. Acquisition of properties by the Trust for rental to qualified affordable tenants was also discussed. The Trustees agreed to follow up with E. Rust once she had meet with the Town Administrator and they had determined what role, if any, RHSO might play with the Town.

- 2) The Trustees discussed alternatives for using the Trust’s funds to create additional units of affordable housing. Buy down of the purchase prices of single family homes, acquisition of single family homes for rental at qualifying rents, and development of affordable units on Town owned land were some of the options discussed. Leveraging the Trust’s limited resources seemed to be important to a number of the Trustees. No conclusions were reached and future discussions are needed, including with the other

housing related boards and committees, in order to gain consensus on the appropriate use of the Trust's funds.

- 3) S. Weinstein provided an update on the review, completion and submission of the Town's housing production plan and noted that a draft version of the plan had been filed with the Massachusetts Department of Housing and Community Development ("DHCD") to see if it meets DHCD's minimum requirements. S. Weinstein also noted that the cost of hiring a housing consultant to review the draft plan might qualify for funding from the Community Preservation Fund's administrative allocation of funds if the Town's budget can't pay for such a consultant.
- 4) The Trustees reviewed the draft minutes for the meeting held on May 4, 2016. B. O'Herlihy moved approval of the minutes. S. Greenbaum seconded. Motion approved 5-0.
- 5) J. Ducharme noted that, due to certain work and personal commitments, she had decided not to seek reappointment as a Trustee when her current term expires on June 30, 2016. The other Trustees thanked her for her service.
- 6) B. O'Herlihy provided report of Treasurer which included a review of the MAHTF financial statements (unaudited) as of May 31, 2016.
- 7) M. Antes noted that the MAHTF will be posted for the upcoming meeting on June 21, 2016 with the other Town housing committees and asked B. O'Herlihy to be prepared to provide financial update. No specific topics for discussion were identified by the Trustees.
- 8) M. Antes noted that the review of the housing summary document, which was to be led by J. Steele, would be placed on a future agenda.
- 9) The Trustees discussed the tentative agenda and set the next meeting for Wednesday, July 6, 2016 at 7:30 P.M. at the Wayland Town Building.

Adjourn: S. Weinstein moved to adjourn the meeting at approximately 9:21 P.M. S. Greenbaum seconded. Motion approved 5-0.

Respectfully submitted,

Brian T. O'Herlihy

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

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

	Current Month	Prior Month	Variance
ASSETS			
Cash and cash equivalents	\$ 574,476.83	\$ 574,379.28	\$ 97.55
Investments ¹	402,324.02	401,815.94	508.08
Due from Town of Wayland	38,374.29	0.00	38,374.29
Inclusionary housing payments receivable	12,791.43	12,791.43	0.00
Total assets	<u>\$ 1,027,966.57</u>	<u>\$ 988,986.65</u>	<u>\$ 38,979.92</u>
LIABILITIES AND FUND BALANCES			
Liabilities	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ -</u>
Total liabilities	<u>0.00</u>	<u>0.00</u>	<u>-</u>
FUND BALANCE			
Nonspendable	0.00	0.00	-
Restricted	1,027,966.57	988,986.65	38,979.92
Committed	0.00	0.00	-
Assigned	0.00	0.00	-
Unassigned	0.00	0.00	-
Total fund balance	<u>1,027,966.57</u>	<u>988,986.65</u>	<u>38,979.92</u>
Total liabilities and fund balance	<u>\$ 1,027,966.57</u>	<u>\$ 988,986.65</u>	<u>\$ 38,979.92</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 May 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	3,500.80	\$ 3,500.80	\$ 2,895.17	\$ 605.63
Inclusionary housing payments	0.00	268,620.03	268,620.03	230,245.74	38,374.29
Total revenues	0.00	272,120.83	272,120.83	233,140.91	38,979.92
EXPENDITURES					
Professional fees	(0.00)	(2,500.00)	(2,500.00)	(2,500.00)	-
Bank fees	(0.00)	(20.00)	(20.00)	(20.00)	-
Total expenditures	(0.00)	(2,520.00)	(2,520.00)	(2,520.00)	-
Excess of revenues over expenditures	0.00	269,600.83	269,600.83	230,620.91	38,979.92
OTHER FINANCING SOURCES (USES)					
Transfers in - Town of Wayland	0.00	95,694.00	95,694.00	95,694.00	-
Total other financing sources (uses)	0.00	95,694.00	95,694.00	95,694.00	-
NET CHANGE IN FUND BALANCE	0.00	365,294.83	365,294.83	326,314.91	38,979.92
FUND BALANCE, AT JULY 1, 2015	0.00	662,671.74	662,671.74	662,671.74	-
FUND BALANCE, AT MAY 31, 2016	\$ 0.00	\$ 1,027,966.57	\$ 1,027,966.57	\$ 988,986.65	\$ 38,979.92

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

**STATEMENT OF CASH FLOWS
(Unaudited)**

For the Period July 1, 2015 to May 31, 2016

CASH FLOWS FROM OPERATING ACTIVITIES:	
Change in fund balances	\$ 365,294.83
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Unrealized investment income - certificate of deposits	(2,324.02)
Change in:	
Due from Town of Wayland	(38,374.29)
Inclusionary housing payments receivable	38,374.29
Net cash provided by operating activities	<u>362,970.81</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	(37,029.19)
CASH AND CASH EQUIVALENTS, AT JULY 1, 2015	<u>611,506.02</u>
CASH AND CASH EQUIVALENTS, AT MAY 31, 2016	<u>\$ 574,476.83</u>

**Municipal Affordable Housing Trust Fund (MAHTF)
Meeting Minutes – June 21, 2016**

Attendance: Mary Antes; Stephen Greenbaum; Brian O’Herlihy; Jennifer Steel; and Susan Weinstein.

Absent: Kevin Murphy

Others in attendance: Various members of the Planning Board, Housing Authority and Housing Partnership and Sarkis Sarkisian, Town Planner, Brian Boggia, Executive Director, and Katherine Provost, both of the Wayland Housing Authority.

Open Meeting: M. Antes called the meeting of the MAHTF to order at 8:10 P.M. at the Wayland Town Building (initially in Planning Board office – moved to Senior Center at approximately 8:30 PM). B. O’Herlihy kept the minutes of the meeting for the MAHTF only – a copy of the draft minutes of the joint housing meeting were kept by Rachel Bratt.

Public Comment: None.

Previous Minutes: None.

Materials Distributed: Agenda for the fourth joint housing meeting; table of affordable housing options in Wayland - provided by B. Boggia; summary of Chapter 40B homeowners’ concerns expressed at a recent Town summit – provided by the B. Boggia; summary of certain provisions of the draft housing production plan - provided by S. Weinstein; summary of zoning reform bill sponsored by Rep. Kulik and Sen. Wolf; and summary of the monitoring group’s report dated 3/31/15 - provided by B. Boggia.

Notes:

- 1) See attached for minutes of the joint housing meeting on June 21, 2016 which was attended by various members from the Planning Board, Housing Authority, Housing Partnership and MAHTF, along with Sarkis Sarkisian, Brian Boggia and Katherine Provost.

Adjourn: S. Weinstein moved to adjourn the meeting at approximately 9:45 P.M. S. Greenbaum seconded. Motion approved 5-0.

Respectfully submitted,

Brian T. O’Herlihy

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Meeting Minutes
June 13, 2016 7:00 pm

Members Present:

M. Peabody (MP); P. Schneider (PS); M. Jones (MJ); D. Cohen (DC)

MP called the meeting to order at 7:00 pm.

Public Comment

None

Election of Chair

Members discussed appointing a new Chair. It was determined that DC would serve as Chair for the coming year. MJ agreed to serve as Chair for the following year.

J. Senchyshyn (JS) joined the meeting at 7:05 pm.

JS noted that J. Green would seek reappointment to the Board.

MJ moved to designate Deb Cohen as Chair of the Personnel Board effective immediately. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

JS noted that Chief Houghton would be joining the Personnel Board meeting following his agenda item with the BOS. In order to accommodate the Chief’s other meeting JS suggested taking agenda items out of order.

Vacation Carryover – Police and Fire

JS noted that Police and Fire are on alternate vacation years from all other employees. Their carryover requests were requests were received through the respective Chiefs

Fire – The vacation year for Fire is 7/1 through 6/30 of the following year. The Fire contract provides for both carryover beyond the regular workweek as well as compensation for the equivalent of 1 workweek. A workweek is equivalent to 2 day and 2 night shifts. Both items require Personnel Board approval. Members inquired if the requests were unusually high. This year’s requests have both carryover and payments. JS stated the requests are not dissimilar from previous years.

MJ moved to approve the carryover and payment request for firefighters as identified in Chief Houghton’s memo of 5/2/16. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

Police - The vacation year for Police is 6/1 through 5/31 of the following year. The Police contract provides only 10 days of vacation carryover. There is no contractual provision for additional carryover. He noted that in absence of contract language items normally default to the By-laws. The By-laws recognize the non-public safety vacation year, and provide for 5

additional carry over days with Board approval. JS noted that Officer Sloan's carryover request was higher than it should be, but noted that her anniversary date occurred in May which boosted her accrual just before the end of the year. Members discussed the excess carryover. The Board would like the carryover matter resolved with the union. The Board does not plan to exceed the carryover identified in the By-laws for future requests.

MJ moved to approve the carryover and payment request for police officers as identified in Chief Irving's memo of 5/29/16, provided that the approval sets no precedent or past practice for future requests. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

Review of the 5/23/16 Minutes

The minutes were amended as follows:

... Fire Union to ~~Discuss~~ **Discuss** regarding Specialist ...

PS moved to approve the minutes of 5/23/16 as amended. MJ seconded the motion. Three members having voted in the affirmative, the motion passed. MP abstained as she did not attend the meeting.

Summer Meetings

Members discussed the summer meeting schedule. JS noted that the By-laws did not require a specific meeting schedule. The Board determined that it would schedule its next meeting for July 18th, but would likely not meet in August.

Review of Personnel Policies

JS began reviewing the edits to non-union policies from the previous meeting.

N1-1.0 General Policy Statement – JS stated he used the verbiage provided by DC and created a policy statement. The Board made several minor edits.

MJ moved to approve Policy N1-1.0 General Policy Statement as amended. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

N1-1.1 Terms and Conditions of Employment – The Board reviewed their previous edits and made additional changes to the language. JS stated that he would bring a corrected policy back to the Board for further review.

Fire Chief Houghton joined the meeting, and the Board decided to stop the policy review until later in the meeting and enter Executive Session.

Executive Session

DC moved the Personnel Board enter executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(3) to Discuss Strategy with respect to Collective Bargaining with Fire Union regarding Specialist Job Descriptions; AFSCME 2 Negotiations regarding the Installation of Security Cameras at the DPW Facility; Collective Bargaining Negotiations with AFSCME 2

regarding a Potential Position Elimination; a Police arbitration; to Review and a Potential Vote to Approve Executive Session Minutes of 3/21/16 and 4/26/16; and pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(2) to Discuss Strategy with respect to contract negotiations with the Police Chief as an open discussion might have a detrimental effect on the Town's bargaining position.

MJ seconded the motion.

DC took a roll call vote:

Member Schneider	Aye
Member Jones	Aye
Vice Chair Peabody	Aye
Chair Cohen	Aye

The Board having voted 4-0 to move into Executive Session, the motion carried. DC announced that the Board would be going into Executive Session for approximately 30 minutes for the stated purposes. The Board would be returning to Open Session.

The Board entered Executive Session at approximately 8:00 pm.

The Board returned to Open Session at approximately 8:35 pm.

Continued Review of Personnel Policies

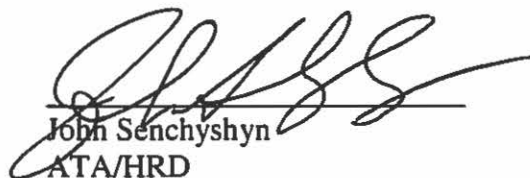
The Board resumed its review of non-union policies from earlier in the meeting.

N1-2.1 Position Classification and Pay Rates – The Board reviewed their previous edits and made additional changes to the language. JS stated that he would bring a corrected policy back to the Board for further review.

N1-3.0 Performance Reviews – The Board reviewed their previous edits and made several additional minor edits.

MJ moved to approve Policy N1-3.0 Performance Reviews as amended. MP seconded the motion. Four members having voted in the affirmative, the motion passed.

MJ moved to adjourn at 8:50 pm. PS seconded the motion. Four members having voted in the affirmative, the motion passed.


John Senchyshyn
ATA/HRD

Documents From Personnel Board Meeting

Regular Session

June 13, 2016

Document:

Policies:

General Policy Statement

Terms and Conditions of Employment

Position Classification and Pay Rates

Performance Reviews

2016-05-23 Draft Minutes

Police and Fire Vacation Carryover Requests



MBTA Advisory Board
177 Tremont Street, Boston, MA 02111
Tel: (617) 426-6054 Fax: (617) 451-2054

July 14, 2016

TO: Chief Elected Officials
FR: Paul Regan, Executive Director, MBTA Advisory Board
Marc Draisen, Executive Director, Metropolitan Area Planning Council
RE: **Municipal Elections to the Boston Region Metropolitan Planning Organization**

IMPORTANT DATES:

- **Nomination Papers Due – Friday, September 30, 2016, at 5:00 PM, to MAPC;**
- **Election – MAPC Fall Council Meeting Wednesday October 26, 2016 at the Quincy Marriott, 1000 Marriott Drive, Quincy, MA 02169**

We are pleased to forward a copy of the election procedures for the elected municipal seats on the Boston Region Metropolitan Planning Organization (MPO). The MPO is responsible for planning and programming financial resources for a multi-modal transportation system for the 101 municipalities in the Boston region. (An overview of MPO member responsibilities is included as Attachment C of the Official Notice of Elections.)

There are four seats on the MPO up for election. The MPO seat currently held by the Town of Framingham representing the Metro West Regional Collaborative (MetroWest) sub-region, the seat currently held by the Town of Bedford representing the Minuteman Advisory Group on Interlocal Coordination (MAGIC) sub-region, the seat currently held by the City of Somerville representing the Inner Core sub-region, and the seat currently held by the Town of Braintree representing the South Shore Coalition (SSC) sub-region, are up for election this year.

Any municipality located in the four above mentioned sub-regions may seek nominations to run for those respective open sub-regional seats.

The MPO has 22 voting members, which currently include:

State members

- Massachusetts Department of Transportation (MassDOT) with three seats appointed by the Secretary of Transportation, at least one of which is from its Highway Division;
- Massachusetts Bay Transportation Authority (MBTA);
- Massachusetts Port Authority (Massport)

Regional members

Metropolitan Area Planning Council (MAPC);
MBTA Advisory Board;
Regional Transportation Advisory Council (RTAC)

Current municipal members

City of Boston with two seats

Twelve (12) elected municipalities, one seat each from the eight MAPC sub-regions.

Inner Core Committee: Somerville

Three Rivers Inter-local Council: Norwood

South West Area Planning Committee: Medway

MetroWest Regional Collaborative: Framingham

North Suburban Planning Council: Woburn

North Shore Task Force: Beverly

Minuteman Advisory Group on Inter-local Coordination: Bedford

South Shore Coalition: Braintree

Two (2) cities filling at-large seats: Newton and Everett

Two (2) towns filling at-large seats: Arlington and Lexington

All elected municipal seats (including the sub-regional seats) are elected by all of the 101 municipalities in the Boston Region MPO area. Each of the 101 municipalities may vote for one (1) municipality for each of the two (2) open sub-regional seats.

The election will be held at MAPC's Fall Council Meeting on October 26th, at the Quincy Marriott, 1000 Marriott Drive, Quincy, MA 02169. The usual process of mailing ballots and accepting absentee ballots will apply, as described in the procedures.

In order to qualify to be on the ballot, each chief elected official who wishes to be a candidate must secure the signatures of five chief elected officials in the region, including their own. **Chief elected officials may only sign nomination papers for one municipality per open sub-regional seat. Nominations are due to MAPC by 5:00 PM on Friday, September 30, 2016 and must be filed in person or by mail at the MAPC, 60 Temple Place, 6th Floor, Boston, MA 02111. Faxes or emails will not be accepted.**

A copy of the official notice and procedures for nomination and election to the MPO are attached. We appreciate your interest in this important matter and look forward to your participation. If you have questions, please call Eric Bourassa (617) 933-0740 or Paul Regan at (617) 426-6054.

Attachments

Official Notice, including Attachments A - C
Nomination Papers
Statement of Candidacy

Official Notice

2016 Boston Region MPO Municipal Election Procedures

At the MAPC Fall Council Meeting on Wednesday October 26, 2016 at the Quincy Marriott, 1000 Marriott Drive, Quincy, MA 02169, elections will be held for four (4) of the twelve (12) elected municipal seats on the Boston Region Metropolitan Planning Organization (MPO).

At that time one municipality from each of the four sub-regional seats up for election, will be elected to the MPO by the chief elected officials of the 101 municipalities which constitute the Boston metropolitan region. Pursuant to the MPO Memorandum of Understanding, approved on July 7, 2011, MAPC and the MBTA Advisory Board (Advisory Board) administer the election of the municipal representatives to the MPO.

MPO Seats Up For Election in 2016:

- One (1) municipality from the Minuteman Advisory Group on Interlocal Coordination (MAGIC) sub-region.
- One (1) municipality from the Metro West Regional Collaborative (MetroWest) sub-region.
- One (1) municipality from the South Shore Coalition (SSC) sub-region.
- One (1) municipality from the Inner Core sub-region.

Terms of election on the MPO are for three years.

Nomination Process

Nominees for the elected municipal seats shall be the chief elected official of the municipality. In cities this is the Mayor or, if the city does not have the office of Mayor, then the Chairman of the Council, with the exception of Plan E cities (Cambridge) in which case it shall be the City Manager. In towns, the chief elected official is the Chairman of the Board of Selectmen. The MPO will accept the Chairman's nomination of a candidate whether or not the full Board of Selectman has voted it.

A nominee for an open municipal seat must receive five nominations made by any chief elected official from the Boston region, regardless of which sub-region they are from. A chief elected official may nominate his or her municipality and that nomination shall count as one of the five nominations needed to place a municipality on the ballot. Each chief elected official may only sign nomination papers for one municipality per open seat.

Nominations papers are due on Friday, September 30, 2016 to MAPC by 5:00 PM and must be filed in person or by mail at MAPC, 60 Temple Place, 6th Floor, Boston, MA 02111, Attn: MPO Elections. Faxes or emails will not be accepted. Nomination papers shall include a statement of candidacy (250 word limit) of the community, also due at this time.

Voting Process

Each of the 101 municipalities may vote for one (1) municipality for each of the four (4) open seats.

Ballot

A ballot will be prepared by MAPC and the Advisory Board based on the certification of nomination papers. The ballot shall contain a list of the nominated municipalities. Candidate communities shall appear on the ballot in an order drawn by lot by designated officers of MAPC and the Advisory Board. The subregion of each of the communities shall be identified on the ballot. A candidates' booklet shall

be issued that shall contain the statement of candidacy of the communities. The list of communities shall appear in the booklet in the same order that they appear on the ballot. In a second mailing, MAPC and the Advisory Board will include an absentee ballot and instructions for how municipalities can cast their vote.

Opportunities for Discussion with Representatives of the Candidate Communities

The Metropolitan Area Planning Council and the MBTA Advisory Board shall provide appropriate opportunity for the electorate to meet representatives of candidate communities. In 2016, this may be accomplished by holding a Candidates Forum at the State Transportation Building in mid-October (date and time TBD).

Election

The election will be held at MAPC's Fall Council Meeting on October 26th at the Quincy Marriott, 1000 Marriott Drive, Quincy, MA 02169. On that day, the designated officers of MAPC and the Advisory Board shall supervise the election to the municipal seats. Ballots shall be cast by the chief elected official of the municipality (as defined by the rules for nominees), or that person's designee. Designees shall present a letter signed by the chief elected official to the designated officers of MAPC and of the Advisory Board 30 minutes prior to the convening of the election on election day. This letter will appoint the designee and confirm his or her authority to cast the municipality's ballot. Such a designation shall be delivered in person or by mail. Designees may represent only one municipality in the election. The designation may require the designee to vote for specific individuals or may vest discretion in the designee.

If the chief elected official is unable to attend the election and does not designate another individual to attend, an absentee ballot may be filed. Such an absentee ballot must be filed by 5 PM the day before the election with the Metropolitan Area Planning Council, 60 Temple Place, Boston, MA 02111. No faxes will be accepted. This ballot is valid for any election (e.g. run off election in case of a tie) held on the day of the MPO election for which the candidates selected on the ballot are still eligible to receive votes.

The MPO seat is held by the municipality. The chief elected official (or their official designee) shall represent the municipality throughout the municipality's term of office.

The designated officers of MAPC and of the Advisory Board shall certify the results of the election to the chairman of the MPO by 12 noon on the Friday following the election.

MAPC Sub-regions

SUBREGION	COMMUNITIES
North Shore Task Force	Beverly, Danvers, Essex, Gloucester, Hamilton, Ipswich, Manchester-by-the-Sea, Marblehead, Middleton, Nahant, Peabody, Rockport, Salem, Swampscott, Topsfield, Wenham
North Suburban Planning Council	Burlington, Lynnfield, North Reading, Reading, Stoneham, Wakefield, Wilmington, Winchester, Woburn
Minuteman Advisory Group Interlocal Coordination (MAGIC)	Acton, Bedford, Bolton, Boxborough, Carlisle, Concord, Hudson, Lexington, Littleton, Lincoln, Maynard, Stow, Sudbury
MetroWest Regional Collaborative	Ashland, Framingham, Holliston, Marlborough, Natick, Southborough, Wayland, Wellesley, Weston
South West Advisory Planning Committee (SWAP)	Bellingham, Dover, Franklin, Hopkinton, Medway, Milford, Millis, Norfolk, Sherborn, Wrentham
Three Rivers (TRIC)	Canton, Dedham, Dover, Foxborough, Medfield, Milton, Needham, Norwood, Randolph, Sharon, Stoughton, Walpole, Westwood
South Shore Coalition	Braintree, Cohasset, Duxbury, Hanover, Hingham, Holbrook, Hull, Marshfield, Norwell, Pembroke, Rockland, Scituate, Weymouth
Inner Core	Arlington, Belmont, Boston, Brookline, Cambridge, Chelsea, Everett, Lynn, Malden, Medford, Melrose, Milton, Newton, Quincy, Revere, Saugus, Somerville, Waltham, Watertown, Winthrop

Metropolitan Area Planning Council 101 Cities and Towns

Cities

Beverly	Lynn	Revere
Boston	Malden	Salem
Braintree	Marlborough	Somerville
Cambridge	Medford	Waltham
Chelsea	Melrose	Watertown*
Everett	Newton	Weymouth
Franklin*	Peabody	Woburn
Gloucester	Quincy	

**MAPC Legal Counsel has rendered an opinion that Franklin and Watertown are defined as cities for the purpose of the MPO Election.*

Towns

Acton	Hopkinton	Randolph
Arlington	Hudson	Reading
Ashland	Hull	Rockland
Bedford	Ipswich	Rockport
Bellingham	Lexington	Saugus
Belmont	Lincoln	Scituate
Bolton	Littleton	Sharon
Boxborough	Lynnfield	Sherborn
Brookline	Manchester	Southborough
Burlington	Marblehead	Stoneham
Canton	Marshfield	Stoughton
Carlisle	Maynard	Stow
Cohasset	Medfield	Sudbury
Concord	Medway	Swampscott
Danvers	Middleton	Topsfield
Dedham	Milford	Wakefield
Dover	Millis	Walpole
Duxbury	Milton	Wayland
Essex	Nahant	Wellesley
Foxborough	Natick	Wenham
Framingham	Needham	Weston
Hamilton	Norfolk	Westwood
Hanover	North Reading	Wilmington
Hingham	Norwell	Winchester
Holbrook	Norwood	Winthrop
Holliston	Pembroke	Wrentham

Overview of MPO Member Responsibilities

Background:

The Metropolitan Planning Organization is established as a required part of the transportation planning process under federal law. It is responsible for planning and programming financial resources for a multi-modal transportation system for the Boston region. The MPO was established in 1973.

The Boston MPO Memorandum of Understanding (MOU) that details the governing structure and process of the MPO can be viewed at www.bostonmpo.org/mou

Specific Responsibilities:

The MPO must prepare and approve several plans and programs on an annual basis. These include:

- The Unified Planning Work Program (UPWP), which programs funds for transportation planning programs in the region;
- The Transportation Improvement Program (TIP), which programs federal, state, and local funding for surface transportation projects (highway and transit).

The MPO also prepares and approves several other plans and programs as necessary. These include:

- The Regional Transportation Plan (RTP), which provides a 25-year plan for the Region's transportation needs and priorities and;
- The conformity of all surface transportation plans and programs with applicable federal laws (including air quality, and the Americans with Disabilities Act).

MPO Meetings:

Meetings are held as needed to accomplish the MPO's business. There are approximately two MPO meetings a month and all but four are held in Boston, during the day, at the state transportation building. Four MPO meetings will be held (one per quarter) outside of Boston. MPO meetings typically begin at 10 AM on the first and third Thursday of the month, and last approximately three hours. The MPO has the authority to establish necessary committees to accomplish its responsibilities. Recent experience suggests that the municipal members of the MPO or their designees attend at least two meetings per month to accomplish the work of the MPO.

2016 MPO Election Nomination Papers

Nominated Community	Name of Chief Elected Official	Signature
Open MPO Seat Community is Running For (only check one)	<input type="checkbox"/> MAGIC Seat	<input type="checkbox"/> Inner Core Seat
	<input type="checkbox"/> MetroWest Seat	<input type="checkbox"/> South Shore Seat

Endorsers

Nominating Community	Name of Chief Elected Official	Signature

Individual endorsements may be attached as a separate letter but must specify the municipality and the official being nominated and must be signed by the chief elected official of the endorsing community.

**Please return in person or by mail
 By 5 PM on Friday, September 30, 2016 to:
 Metropolitan Area Planning Council
 60 Temple Place
 Boston, MA 02111**

Phone inquiries to
 Eric Bourassa, MAPC (617) 933 -0740
 Paul Regan, MBTA Advisory Board (617) 426-6054

2016 MPO Statement of Candidacy

(250 Word Limit)

Municipality: _____

Chief Elected Official: _____

(Suggestions include a brief statement of qualifications; comments on the importance of transportation to the region; and expectations for the Boston Metropolitan Planning Organization)



19

Received

JUL 18 2016

Superintendent's Office

The Commonwealth of Massachusetts
William Francis Galvin, Secretary of the Commonwealth
Public Records Division

Shawn A. Williams
Supervisor of Records

July 08, 2016
SPR16/459

Ms. Linda L. Segal
9 Aqueduct Road
Wayland, MA 01778-4605

Dear Ms. Segal:

I have received your letter appealing the response of the Town of Wayland - Public Schools to your request for records.

I have directed a member of my staff, Attorney Lori Sullivan, to review this matter. Upon completion of the review, I will advise you in writing of the disposition of this case. If in the interim you receive a satisfactory response to your request, please notify this office immediately.

Any further correspondence concerning this specific appeal should refer to the SPR case number listed under the date of this letter.

Very truly yours,

A handwritten signature in black ink that reads "Shawn Williams".

Shawn A. Williams
Supervisor of Records

cc: Dr. Paul Stein



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20

JUL 20 2016

Board of Selectmen
Town of Wayland

The Commonwealth of Massachusetts
William Francis Galvin, Secretary of the Commonwealth
Public Records Division

Shawn A. Williams
Supervisor of Records

July 14, 2016
SPR16/459

Mr. Paul Stein, Ed.D.
Superintendent of Schools
Town of Wayland Public Schools
41 Cochituate Road
P.O. Box 408
Wayland, MA 01778

Dear Dr. Stein:

I have received the petition of Linda L. Segal appealing the response of the Town of Wayland – Public Schools (Schools) to a request for public records. G. L. c. 66 § 10(b); see also 950 C.M.R. 32.08(2). Specifically, Ms. Segal requested copies of invoices for legal expenses charged to the Schools in the FY15 and FY16 Town budgets from May 1, 2015 related to a particular incident.

Previous administrative appeal

In a previous appeal determination, I ordered the Schools to provide Ms. Segal with a response, with specificity, to explain how the attorney-client privilege applies to withhold the legal services invoices in their entirety. See SPR16/314 Determination of the Supervisor of Records (May 24, 2016).

The Public Records Law

The Public Records Law strongly favors disclosure by creating a presumption that all governmental records are public records. G. L. c. 66, § 10(c); 950 C.M.R. 32.08(4). “Public records” is broadly defined to include all documentary materials or data, regardless of physical form or characteristics, made or received by any officer or employee of any town of the Commonwealth, unless falling within a statutory exemption. G. L. c. 4, § 7(26).

It is the burden of the records custodian to demonstrate the application of an exemption in order to withhold a requested record. G. L. c. 66, § 10(c); see also District Attorney for the Norfolk Dist. v. Flatley, 419 Mass. 507, 511 (1995) (custodian has the burden of establishing the applicability of an exemption).

Dr. Paul Stein
Page 2
July 14, 2016

SPR16/459

A records custodian claiming the common law attorney-client privilege is required to delineate (index) what documents are privileged or exempt. Suffolk Constr. Co. v. Div. of Capital Asset Mgmt., 449 Mass. at 450 n.9; see also Hull Municipal Lighting Plant v. Massachusetts Municipal Wholesale Electric Co., 414 Mass. 609 (1993).

Basis of this appeal

On June 2, 2016, you provided Ms. Segal with a response regarding the Schools and Town's attorney-client privilege claim to withhold the legal invoices in their entirety. You state that the detail contained in the invoices relates to communications seeking legal advice from Attorney Lanza from School officials, and that the privilege as to these communications has not been waived; therefore, you withheld the entirety of the invoices pursuant to the privilege.

Ms. Segal appealed your June 2 response, explaining that she seeks only "portions of attorney invoices stating the *general title of the matter*, the *dates of the legal services performed*, and the *hours, rate and money charged for the services*, including out-of-pocket expenses." (*Emphasis added*). The Schools have failed to show how this portion of the responsive record would contain privileged communication information that is exempt from disclosure pursuant to the common law attorney-client privilege.

Order

I find the Schools and Town have failed to rebut the presumption that the responsive portions of the legal invoices are public records. Accordingly, the Schools and Town are hereby ordered to provide Ms. Segal with the responsive portions of the requested legal invoices. A copy of any cover letter accompanying such response must be provided to this office. It is preferable to send an electronic copy of this response to this office at pre@sec.state.ma.us.

Very truly yours,



Shawn A. Williams
Supervisor of Records

cc: Ms. Linda Segal
Mr. Mark Lanza, Esq.
Ms. Nan Balmer, Town Administrator