PACKET

SEP 6

2016

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

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

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

BOARD OF SELECTMEN
Tuesday, September 6, 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.) Open Meeting and Enter into Executive Session (a) Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3), a Discussion of 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

(b) 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 August 3, 2016, Pertaining to the Following Subjects, because a Public Discussion of These Matters will have a Detrimental Effect on the Bargaining, Negotiating, or Litigating Position of the Town: Pursuant to Massachusetts General Laws Chapter 30A, Section 21a(3), a Discussion of Strategy with Respect to Pending Actions regarding 150 Main Street LLC v. Zoning Board of Appeals, Nelson v. Conservation Commission (two cases), Bernstein, et al v. Planning Board, et al, Boelter, et al v. Board of Selectmen, Moss, et al v. Lingleys and Town, West Beit Olam Corporation v. Board of Assessors, and Green v. Police Chief

7:00 pm 2.) Call to Order by Chair; Review Agenda for the Public
- Announcements

7:02 pm 3.) Public Comment

7:10 pm 4.) Update from IT Director Jorge Pazos

7:40 pm 5.) Review Special Town Meeting Articles

8:10 pm 6.) Review Evaluation Committee to Review Responses to Legal Request for Proposals

8:25 pm 7.) Vote to Approve Submission of Press Release Regarding Minuteman Special Election Ballot Question

BOARD OF SELECTMEN
Tuesday, September 6, 2016
Wayland Town Building
Selectmen's Meeting Room

Proposed Agenda Page Two

8:45 pm	8.)	Update on Town Administrator's Goals
9:05 pm	9.)	Town Administrator Evaluation: Discuss Process and Review and Approve Evaluation Form
9:15 pm	10.)	Review and Vote to Approve Minutes of August 3, 2016, and August 15, 2016, and Vote to Approve and Release Redacted Executive Session Minutes of August 3, 2015
9:25 pm	11.)	Review and Approve Consent Calendar (See Separate Sheet)
9:30 pm	12.)	Review Correspondence (See Separate Index Sheet)
9:40 pm	13.)	Report of the Town Administrator
9:50 pm	14.)	Selectmen's Reports and Concerns
10:00 pm	15.)	Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
10:05 pm	16.)	Adjourn

4. IT UPDATE

DATE: **SEPTEMBER 1, 2016**

TO: **BOARD OF SELECTMEN**

FROM: **JORGE PAZOS, IT DIRECTOR**

RE: **INFORMATION TECHNOLOGY DEPARTMENT UPDATE**

During the summer of 2016 the Information Technology Department has been working to address many of the items identified in the *Town IT Rapid Assessment* and *Storage and Automated Patch Management Assessment* reports completed by RSM in late 2015 and early 2016. Below is a brief overview and status of each item.

SAN Hardware

- Followed RSM general recommendations.
- Account for storage growth capacity at 4-5 times current storage levels.
- Provide performance for virtual desktop (VDI) environment.
- Provide for growth and expansion of VDI.
- Account for support over the life of the storage array (target of 5 years support).
- Implementation due date, per RSM report, August 2016.
- Storage implementation scheduled to be complete end of September 2016.

Help Desk (Service Management Tool)

- New Help Desk/Ticketing system, Spiceworks, has been implemented.
    - Cloud-based system, free to use
    - Web-based portal with AD integration (no separate passwords)
    - Ability to submit tickets via email (the preferred method for users)
    - Interactive system, providing constant feedback to techs and users
    - Smartphone app for mobile ticket management
    - Reporting capability available, reports are being developed
    - Knowledgebase included – build documentation for common issues/tasks
- School Department using the same system.
- Established help desk procedures – improves support, ease of management and accountability.
- Significant annual savings vs. existing (Schooldude) or new commercial system.
- Implementation due, per RSM report, June 2017.
- Implementation substantially complete mid-July for Town, late August for Schools.

Firewalls

- Followed RSM recommendations, purchased Palo Alto NGFW.
- Firewalls have been purchased and delivered.
- Scope of work has been developed.
- Final firewall implementation to be complete in September.`

Patch Management

- Following RSM recommendations, will be purchasing Heat LANREV product.
- Procurement to be completed in September.
- Patch management system will be a yearly expense.
- Final patch management procedure will develop over the next school year.
- Interim patch management policy has been implemented.
- Implementation due, per RSM report, March 2017.
- Final implementation estimated to be completed on schedule.

Additional Needs/Considerations

- Datacenter upgrades to server infrastructure may need to be completed ahead of RSM schedule.
- Network switching upgrades necessary, 33% of existing switches will be going end-of-support within 3 years and are no longer eligible for same day support.

5. STM ARTICLES

ARTICLE LIST FOR NOVEMBER 15, 2016 SPECIAL TOWN MEETING

Article	November 2016 Article Name	Sponsor	Assignee Selectmen	Assignee FinCom	Position Selectmen	Position FinCom
A	Current Year Transfers	Town Clerk				
B	Pay Previous Fiscal Year Unpaid Bills	Town Clerk				
C	Amend Chapter 36, Section 18 of Town Code, Attendance and Participation of Nonresident Town Officials	Board of Selectmen				
D	Petition the State Legislature to Remove all Police Personnel from the Provisions of Civil Service without affecting the Civil Service Rights of Incumbents	Board of Selectmen				
E	Authorize Land Acquisitions for Natural Diversity (LAND) Grant Program Funding to Purchase Conservation Restriction on Mainstone Farm	Community Preservation Committee and Conservation Commission				
F	Landscaping in Parking Areas Zoning Bylaw	Planning Board				
G	Home Occupation	Planning Board				
H	Conservation Cluster Developments	Planning Board				

5. STM ARTICLES

ARTICLE LIST FOR NOVEMBER 15, 2016 SPECIAL TOWN MEETING

Article	November 2016 Article Name	Sponsor	Assignee Selectmen	Assignee FinCom	Position Selectmen	Position FinCom
I	Assisted/Independent Living and Nursing Home	Planning Board				
J	Street Acceptance	Planning Board				
K	Town Wide Recreation Facilities Strategic Plan	Recreation Commission				
L	207/195 Main Street and Middle School Field Feasibility Study	Recreation Commission				
M	Appropriate Funds to Purchase 107 Old Sudbury Road for Water Resources Protection	Board of Public Works				
N	Appropriate Funds to Purchase 9 Glezen Lane for Water Resources Protection	Board of Public Works				
O	Municipal Field Irrigation Waiver Bylaw Change	Board of Public Works				
P	Amend FY2017 Capital Budget to Eliminate Funding for Stonebridge Water Access Road and Water Main	Petitioners				

ARTICLE FOR SPECIAL TOWN MEETING

SPONSOR: Town Clerk DATE RECEIVED: September 1, 2016

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

TELEPHONE/Evening _____

BOARD VOTE: _____ _____

TITLE: Current Year Transfers

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

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

COMMENTS:

PROS:

CONS:

SIGNATURE OF CHAIR _____ DATE 9/1/16

Town clerk

ARTICLE FOR SPECIAL TOWN MEETING

SPONSOR: Town Clerk DATE RECEIVED: September 1, 2016

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

TELEPHONE/Evening _____

BOARD VOTE: _____ _____

TITLE: Pay Previous Fiscal Year Unpaid Bills

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

TEXT: To determine whether the Town will vote to:

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

COMMENTS:

PROS:

CONS:

SIGNATURE OF CHAIR Town Clerk DATE 9/1/16

ARTICLE FOR SPECIAL TOWN MEETING

SPONSOR:	Board of Selectmen	DATE RECEIVED:	August 30, 2016
CONTACT PERSON:	Nan Balmer	TELEPHONE/Day:	(508) 358-3620
		TELEPHONE/Evening	
BOARD VOTE:	5-0	DATE OF VOTE:	August 15, 2016

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

COST: _____ NO COST: X 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 [signature] DATE 8·30·16

ARTICLE FOR SPECIAL TOWN MEETING

SPONSOR:	Board of Selectmen	DATE RECEIVED:	August 30, 2016
CONTACT PERSON:	Nan Balmer	TELEPHONE/Day:	(508) 358-3620
		TELEPHONE/Evening	
BOARD VOTE:	5-0	DATE OF VOTE:	August 15, 2016

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: X COST ESTIMATE AVAILABLE ON: _____

TEXT: 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 [signature] DATE 8-30-16

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

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, Burlington, and
Framingham, are in
l Sudbury which

Commonwealth of Massachusetts Civil Service Law Chapter 31. This article seeks to rem
personnel in the category of: 1) new hires, and 2) those being promoted, from the provisio
Existing Police personnel remaining in their current status would not be affected by this pe

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

Civil Service was enacted in Massachusetts in 1884 with the primary purpose of protectin
disciplinary processes from patronage and political interference. State and municipal empl
and promoted under the civil service merit system in accordance with Massachusetts Gene
31 and the Personnel Administration Rules of Personnel Administration Rules (PAR's). C
appointments are generally made by appointing authorities who select applicants who hav
competitive examination or have completed a registration process. The civil service syste
be guided by "Basic Merit Principles" such as merit hiring and promotion and protection f
capricious actions.

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

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

- 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.

Civil Service – Fact Sheet

Civil Service has been referred by to by Massachusetts Police Chiefs and Massachusetts government officials as a process that is cumbersome, time-consuming, expensive and not able to meet today's needs of Massachusetts cities and towns. The Civil Service system is slow, ineffective and inefficient.

Background:

- Of the 351 cities and towns in Massachusetts, less than half employ Civil Service as a means of hiring police officers, making promotions, and resolving disciplinary disputes. The number of Massachusetts communities using Civil Service id dwindling.

- 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 by Referendum Town Election on March 1, 1971. The margin of approval was 57%.

- No other Wayland positions, including those in the Fire Department, are subject to the Civil Service process.

- Governor Baker's Municipal Modernization package contained the following section: ***Civil Service Exemptions (241)*** *– This section permits municipalities to exempt positions from civil service rules by vote of the governing body or executive, rather than through special legislation as is currently required to obtain an exemption from c. 31.* Unfortunately the section was not included in the legislation.

Withdrawal from Civil Service

- ✓ If Wayland opted to withdraw from Civil Service, there are 2 options:
    - By an article approved at Town Meeting petitioning the legislature for withdrawal.

    - By vote at the annual Town election.

How does Civil Service Work?

- Civil Service establishes "lists" for both new hires and internal promotions. Let's focus on a new hire list.

- Candidates take a test to be a Police Officer. There are no requirements to take the test other than a GED and proof of identification.

- Candidates are scored and placed on the "list" based upon on their test results. Work experience and educational achievement do not play a factor in scoring.

- Preferences are given for military service, regardless of performance on the test. Serving in the military does not guarantee to produce an effective, qualified Police Officer.

- When a "list " is called by Wayland, candidates must come into the Police Station and sign the "list" indicating their desire to work in Wayland. Candidates for interview can only be selected from those individuals who signed the "list".

- Civil Service mandates that ONLY the top 3 candidates who signed a "list" are eligible for hiring. 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. It has proved to be ineffective in Wayland.

- 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.

Civil Service has provided Wayland with many good Police Officers through the years, but Civil Service now comes with a growing list of problems.

- The Civil Service Department of the Commonwealth's Human Resources Division has undergone severe budget cuts in recent years. Staff has been reduced. Administrative functions have been decentralized. Current response time Civil Service staff is very slow and unacceptable.

- Candidates' placement on a "list" does not take into account their background. Candidates could have criminal histories and still be placed on a "list" by Civil Service. This is a situation did occur Wayland.

- Lists are very inconsistent and vary greatly from test to test. Calling for a "list" does not guarantee qualified candidates.

- The slow, cumbersome Civil Service process can result in costly overtime.

- Promotional tests frequently produce limited candidate pools. Promotional "lists" do not take into consideration actual job performance.

<u>What can be done to improve the process?</u>

- ✓ The Town has the ability to withdraw from Civil Service.

- ✓ Wayland could test, rank and interviews candidates independent of Civil Service.

- ✓ Candidate pools should improve dramatically. (It is worth noting that the Wayland Fire Department is non-Civil Service and participates in testing in a regional district. Because the regional testing process used for fire candidates it is targeted more specifically towards the needs of Wayland, that testing process has historically identified candidates who are a better fit for the town, as contrasted with the more generalized Civil Service exam that is used state-wide).

- ✓ 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.

<u>What about current Officers?</u>

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.

The current collective bargaining agreement already provides for a non-Civil Service arbitration process for settling grievances and disciplinary issues. From a historical prospective, only 1 disciplinary issue was brought forward using the Civil Service process in the past 10 years.

What about new Officers?

New Officers would be hired as any other Town and School employee. Their terms and conditions of employment would be dependent on the collective bargaining agreement, the By-laws and relevant policies and procedures.

Wayland Police Officers' Union

38 Cochituate Road
Wayland, MA 01778

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

January 11, 2015

Re: Union's Opposition to Removal of Civil Service
To whom it may concern:

On behalf of the Wayland Massachusetts Police Officers' Association, affiliated with the New England Police Benevolent Association (NEPBA #176), please accept this letter as the Union's formal objection to the removal of civil service.

Chapter 31 of the Massachusetts General Laws states that the Civil Service is based on the Basic Merit Principle, defined in the law as the "selecting and advancing of employees on the basis of their relative ability, knowledge and skills, including an open consideration of qualified applicants for initial appointing." This is a noble principle that has provided and continues to provide enormous benefits to the Town of Wayland.

Civil service laws are designed to serve two main functions: First, they establish a set of exams that test the merit of both new hires and promotional candidates. Second, they protect public employees from arbitrary dismissal, discipline, and provide layoff seniority for public employees. Hiring and promoting through civil service rules and regulations ensures that the Town hires only the top qualified candidates and avoids political favoritism. Candidates are not simply ranked based on test scores but they are also awarded additional points based on specific statutory preferences to ensure further fairness and opportunity to applicants seeking to join the field of public law enforcement.

Although the state Human Resources Division (HRD), which oversees the administration of both state and local civil service testing and hiring, has not given a test for non-public safety personnel in years, such is not the case for public safety personnel. Promotional exams within public safety are given on a regular basis and have continued to serve as an effective process for the hiring, promoting and retention of quality law enforcement employees.

Civil service laws were originally enacted to encourage public Employers to hire and promote candidates based upon a system of merit, rather than political favoritism. It is the Union's position that the Town should continue to hire individuals based on these merit principals as originally intended in chapter 31. Utilizing chapter 31 has shown to be successful in the past for the Town with no evidence to establish otherwise. The Union is opposed to the removal of civil service and insists that the civil service rules and regulations continue to positively and effectively assist the Town in their ultimate goal of only hiring, promoting and retaining the very best candidates.

Respectfully Submitted,
On Behalf of Local #176,

Jennifer Ordway
NEPBA #176 Union President

"Strength Through Unity"

WAYLAND POLICE DEPARTMENT

WAYLAND, MASSACHUSETTS 01778

ROBERT IRVING
CHIEF OF POLICE

Memorandum

1/21/2016

RECEIVED
JAN 21 2016
Board of Selectmen
Town of Wayland

To: Wayland Board of Selectmen

From: Robert Irving, Chief of Police

Subject: Withdrawal from Civil Service

At the April Town Meeting, residents will be asked to decide on the future of Civil Service in Wayland. Wayland is not the only community to face this decision. Town after town in Massachusetts have left the Civil Service system. 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, are in the process of leaving Civil Service. Today, Wayland is bordered by Weston, Lincoln, and Sudbury which have non-Civil Service Police Departments. Towns are opting out of Civil Service because the system has proven to be ineffective and obsolete. Today, Civil Service in Massachusetts is no longer up to the important task of assisting cities and towns to recruit and hire the most talented candidates to staff their Police Departments.

Civil Service was enacted in 1884 with the primary purpose of protecting the hiring and the disciplinary processes from patronage and political interference. Today, we have comprehensive policies and procedures in place to provide these protections. Collective bargaining agreements protect Police Officers from arbitrary dismissal, discipline and unfair labor practices.

When recruiting new Police Officers, the minimal entrance standard for Civil Service is a high school education or GED and a Massachusetts' driver's license. By withdrawing from Civil Service Wayland can improve upon the standards for prospective candidates and create greater flexibility within the hiring process. The Town can set minimum eligibility standards not currently allowable by Civil Service. The Town and the Department can determine the hiring preferences they deem most important. These may include college degrees, residency, military experience, language proficiency, prior academy training and others.

The length of time required to replace an Officer will be greatly improved. In reviewing the past six Police Officers hired by the Department through the Civil Service system, we find that the average length of time from the day an opening occurred to the day the opening was filled by a newly trained officer was thirteen months. This lengthy time frame causes shift shortages, officer holdovers, and overtime hours.

In recruiting under Civil Service, the department is only allowed to consider three potential candidates when filling a vacancy. Limited choices have led to situations where there were no acceptable candidates, resulting in the hiring process starting over.

In an absurd instance Wayland requested and received a Civil Service list in which the number one candidate on the list had been arrested in Wayland for domestic violence charges. When passed over for the position, this candidate appealed the department's decision to the Civil Service Commission. The Commission's decision was to place this candidate at the number one position on the next two lists requested by Wayland. The outcome was a period of 26 months before a replacement officer was hired, trained and filling shifts.

Without Civil Service restrictions; towns can diversify their workforce, recruit educated candidates from colleges to take their exam, 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 qualified Police Officer can be greatly reduced.

While the primary reason for withdrawing from Civil Service is to improve our ability to recruit and hire the best potential candidates, 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 do not provide them the opportunity. The high failure rate on promotional exams state-wide greatly reduces the ability to apply appropriate promotional criteria when selecting a candidate for a supervisory position. Factors such as 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 are often not given consideration because of the limited number of successful candidates who passed the promotional exams. In addition, the cost of taking the exam and the purchase of books and course materials to prepare for a promotional exam is a burden on many Officers. This provides a disincentive for them to participate in the promotional process.

The department has worked very hard over the years to hire and promote the right people for police positions so important to the residents of Wayland. Our

successes have been made in spite of Civil Service, not because of it. Withdrawal from this antiquated system will bring the Town and the Police Department to a point where we can best serve the community by appointing the best qualified and brightest applicants for police positions. If Town Meeting approves the withdrawal from Civil Service, current officers will retain their "Civil Service Status".

It is time for our town to take control of our hiring process for Police Officers and not rely on the state to send three candidates who may not represent what the town expects for its police force. It is time for the Wayland Police Department to join other Police Departments across the Commonwealth and leave the antiquated Civil Service system behind us.

ARTICLE FOR FALL 2016 SPECIAL TOWN MEETING – NOVEMBER 15, 2016

SPONSOR: Community Preservation Comm. and Conservation Comm.

VOTES: Comm. Pres. Comm. 6-0-0 (August 18, 2016) Conservation Commission 5-0-0 (August 4, 2016)

CONTACT PERSON: Gretchen Schuler, Sherre Greenbaum

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

TITLE: Authorize Land Acquisitions for Natural Diversity (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) 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 Administrator, with the approval of the Board of Selectmen, to accept grant funds and execute contracts, and any amendment thereto, in order to carry out the terms, purposes, and conditions of EEA DCS LAND Grant Program.

PROS: This article is necessary to comply with regulations of the Department of Conservation Services' Local Acquisitions for Natural Diversity (LAND) Grant program. The Town through its Conservation Commission has applied for a $400,000 LAND grant toward the purchase price of a conservation restriction (CR) on 208+ acres of farmland at Mainstone Farm. As part of the grant application Town Meeting must authorize the submittal and receipt of monies should the town be awarded funds. The authorization also must state the full purchase price. Thus: a) reiterates the vote of Annual Town Meeting 2016 in which the town allocated $12 million toward the purchase of a CR Mainstone Farm ; b) authorizes the Board of Selectmen to spend those already allocated funds and states the total purchase price of $15,000,000 of which Sudbury Valley Trustees will raise $3,000,000; c) authorizes the Conservation Commission on behalf of the Town to apply for the grant and d) authorizes the Town Administrator, with approval of the Board of Selectmen, to accept funds to reimburse the Community Preservation Fund.

Applications for the grant were due July 13, 2016. DCS has indicated that awards are likely to be announced in late November or early December 2016. The grant is to be used to reimburse part of the cost of the CR; thus the funds would not be received from the State until after the CR transaction has been completed. If the town is awarded grant monies those funds would be deposited back into the Uncommitted Balance of the Community Preservation Fund and would be available for use to fund future projects.

CONS: There are no known arguments against this article.

SIGNATURE OF CHAIR Gerald J Schuler, CPC DATE 8/29/16

SIGNATURE OF CHAIR Pierre Greenbaum DATE 8/29/16

Town Counsel Approval _____ DATE

RECEIVED
AUG 31 2016
Board of Selectmen
Town of Wayland

ARTICLE FOR SPECIAL TOWN MEETING
Article 1.

SPONSOR: Planning Board DATE RECEIVED:

CONTACT PERSON: Sarkis Sarkisian Town Planner TELEPHONE/Day: 508-358-3778

TELEPHONE/Evening:

BOARD VOTE: 5-0 DATE OF VOTE: August 22, 2016

TITLE: Landscaping in parking areas Zoning Bylaw

COST: ____ NO COST: x COST ESTIMATE AVAILABLE ON:

TEXT:
To determine whether the Town will vote to amend Chapter 198 of the code of the Town of Wayland, the Town's Zoning Bylaw, by making the following revisions:

Replace section 506.8.1 to read as follows:

506.8. Landscaping in parking areas.

506.8.1.

A continuous landscape strip of a minimum width of 10 feet shall be provided along the perimeter of a parking lot which is accessory to a non-residential use on a lot that is in or adjacent to a residential district. This strip shall be adequately landscaped and maintained with natural and living materials so as to form an effective year round screen from adjacent properties in said residential districts. The Special Permit Granting Authority or the Site Plan Approval Authority may also require a tight fence.

Existing language below

506.8. Landscaping in parking areas.

506.8.1. Parking lots immediately adjacent to a residence district shall be adequately screened year-round from view from said residence district by trees, hedges or a tight fence.

RECEIVED
AUG 31 2016
Board of Selectmen
Town of Wayland

ARTICLE FOR SPECIAL TOWN MEETING
Article 2.

SPONSOR: Planning Board DATE RECEIVED: _____

CONTACT PERSON: Sarkis Sarkisian Town Planner TELEPHONE/Day: 508-358-3778

TELEPHONE/Evening: _____

BOARD VOTE: 5-0 DATE OF VOTE: August 22, 2016

TITLE: Home Occupation

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

TEXT:

To determine whether the Town will vote to amend Chapter 198 of the code of the Town of Wayland, the Town's Zoning Bylaw, by making the following revisions:

(1) In Section 198-04, strike the definition of "HOME OCCUPATION, CUSTOMARY (CUSTOMARY HOME OCCUPATION)" and replace it with the following:

See, Sections 901.1.1 and 901.1.2

(2) Strike Section 901.1.2.4 and replace it with the following new paragraph:

The Customary Home Occupation shall not generate more than ten additional vehicle trips per day, as is predicted by the Institute of Transportation Engineers (ITE) trip generation manual or other competent evidence.

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AUG 31 2016
Board of Selectmen
Town of Wayland

ARTICLE FOR ANNUAL TOWN MEETING
Article 3.

SPONSOR: Planning Board DATE RECEIVED:

CONTACT PERSON: Sarkis Sarkisian Town Planner TELEPHONE/Day: 508-358-3778

TELEPHONE/Evening:

BOARD VOTE: 5-0 DATE OF VOTE: August 22,2016

TITLE: Conservation Cluster Developments

COST: ____ NO COST: ____ COST ESTIMATE AVAILABLE ON: ____

TEXT:

To determine whether the Town will vote to amend Chapter 198 of the code of the Town of Wayland, the Town's Zoning Bylaw, by making the following revisions:

By deleting the text shown below as ~~strikethrough~~ and adding the underlined text; or as otherwise indicated, text that is not being changed is shown for informational purposes only.

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ZONING BYLAW AMENDMENT / CONSERVATION CLUSTER DEVELOPMENTS

1803.1
After notice and public hearing in accordance with law, which public hearing shall be held within 65 days after the filing of the application with the Planning Board, the Planning Board may, after due consideration of the reports and recommendations of the Conservation Commission, Historical Commission and the Board of Health, grant such a special permit, provided that:

Field Code Changed

1803.1.1.
It finds that the proposed plan is in harmony with the purposes and intent of this Zoning Bylaw and this article.

Field Code Changed

1803.1.2.
The area of the tract of land is not less than 5 acres.
[Amended 5-5-2005 ATM by Art. 27]

Field Code Changed

1803.1.3.

Field Code Changed

The total number of ~~lots on which there is to be a single dwelling unit~~dwelling units on the tract of land, including any affordable units required by Section 2204, does not exceed the larger of the following:
[Amended 5-5-2005 ATM by Art. 29]

~~1803.1.3.1.~~
(a) ~~T~~the number of building lots that could be created in the tract shown on such plan without a special permit hereunder), plus one lot for each 10 of such building lots that could otherwise be created; or

~~1803.1.3.2.~~
(b) ~~T~~the number of building lots obtained by dividing 90% of the total area of the tract, exclusive of land identified as a protected resource area under the Wayland Wetlands and Water Resources Protection Bylaw (excluding buffer zones)~~situated within the floodplain or designated as wetlands by the Conservation Commission~~, by the minimum lot size permitted in the district within which the tract is located, plus one lot for each 10 lots so arrived at from such division.

1803.1.3.1
For purposes of demonstrating the number of lots under subsection 1803.1.3(a) above, an applicant under this Bylaw shall submit a dimensioned lotting plan signed and stamped by a registered professional engineer or land surveyor which shows the maximum number of lots which can be created on a conventional subdivision plan meeting all dimensional and other requirements of the Zoning Bylaw and being in compliance with the Subdivision Rules and Regulations~~(without any waivers therefrom)~~, which submittal shall include a list of requested waivers necessary to implement the subdivision plan, which the Planning Board shall review and determine whether to grant.

1803.1.3.~~3~~2.
Within the Residence Districts, the Planning Board ~~shall~~ may ~~permit~~ allow by special permit structures to be constructed containing more than one dwelling unit, but not more than four dwelling units per structure. The total number of dwelling units ~~for attached buildings~~ shall not exceed the total that is allowed under § 198-~~1805~~1803.1.~~1~~3.

1803.1.3.~~4~~3.
Notwithstanding any provision of this Zoning Bylaw to the contrary, the Planning Board may permit by Special Permit attached and detached dwelling units to be erected on single lot(s).
[Added 10-3-2012 STM by Art. 6]

1803.1.4.
Each of the building lots shown on the plan ~~has~~ shall have adequate frontage, but no less than 50 feet, on a public or private way.

1803.1.5.

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Each of the building lots ~~shown on the plan is~~shall be of a size and shape ~~as shall~~ to provide a building site that shall be in harmony with the natural terrain and other features of the tract, but no such lot shall have an area of less than 20,000 square feet as shown on the plan.

1803.1.6.

The front, side and rear yards of each lot shall be shown on the plan by dashed lines indicating the area within which a building may be built. ~~, provided that~~ Aall dwellings ~~and~~, accessory buildings, driveways and roadways shall be set back at least ~~15~~ 50 feet from the perimeter of the tract, except that the Planning Board may reduce this set back to not less than 25 feet if it furthers the interests of this by-law, and 15 feet from any open land, except for that portion of a driveway or roadway that intersects a public or private way for access to the development.

1803.1.7.

For Conservation Cluster Developments consisting of at least a majority of single-family detached dwellings~~.~~, ~~At~~ at least 35% of the land area of the tract, exclusive of land set aside for road and drainage areas, shall be ~~open~~ designated as Open ~~land~~Land~~, and the open land shall include all land not dedicated to roads or building lots~~. For Conservation Cluster Developments consisting of at least a majority of ~~attached~~ single-family attached dwellings, at least 50% of the land area of the tract, exclusive of land set aside for road and drainage areas, shall be designated as ~~open~~ Open land, ~~and the open land shall include all land not dedicated to roads or building lots. For the purpose of this article, "open land" is defined as a parcel or parcels of land, or an area of water, or a combination of land and water, not including roads or ways, whether public or private,~~The Open Land shall be reserved ~~to be used~~ for open space, conservation, agriculture, ~~outdoor~~ passive recreation, park purposes or some combination of the foregoing.

[Amended 5-5-2005 ATM by Art. 29]

1803.~~1.8.~~2.

Conveyance of the ~~open~~ Open ~~land~~Land.

1803.~~1.8.1~~2.1

The Open ~~land~~ Land shall be conveyed either:

~~1803.1.8.1.1.~~

(a) To the Town or its Conservation Commission, but only if the Town or Conservation Commission agrees to accept title to the Open Land~~, which shall accept it for park or open space use~~;

~~1803.1.8.1.2.~~

(b) To the Sudbury Valley Trustees, Inc., and its successors or to another nonprofit conservation organization approved by the Planning Board, the principal purpose of which is the conservation of open space; or

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~~1803.1.8.1.3.~~

(c) To a corporation, trust or association owned, or to be owned, by the owners of lots or residential units within the tract, provided that if such a corporation, trust or association holds title, ownership thereof shall pass with conveyance of the lots or residential units.

1803. ~~1.8.~~2.2.

If ~~ownership is in~~title to the Open Land is held by an entity other than the Town, ~~there shall be sufficient rights in the Town to provide that such land shall be kept in an open or natural state, and~~ provisions shall be made satisfactory to the Planning Board ~~so~~ that the Town, through its Conservation Commission, Planning Board, or other board, can enforce ~~any other~~ restrictions or easements imposed upon the ~~open~~ Open ~~land~~ Land by the Planning Board as conditions of its special permit ~~grant~~.

1803.~~1.9~~2.3.

Subject to the approval of the Board of Health, as otherwise required by law, the Planning Board may permit the ~~open~~ Open ~~land~~ Land to be used for subsurface waste disposal where the Planning Board finds that such use will not be detrimental to the character or quality of the ~~open~~ Open ~~land~~Land.

1803.~~1.10~~3.

If the ~~land shown on the plan includes land~~tract of land proposed for the Conservation Cluster development is located in two residence zones or two or more zoning districts, ~~all of the land shall~~the entire tract, for all purposes of this ~~article~~Bylaw, be considered as lying entirely within the zone or zoning district having the largest area and frontage requirements, except that if 75% or more of the total area shown on the plan as building lots lies within one residence zone or zoning district, all of the land shall be considered as lying within that zone or zoning district.

1803.1.11, respectively.

1803.~~1.11~~4.

No lot shown on the plan for which a permit is granted under this article may be further subdivided, and a notation to this effect shall be shown on the approved, recorded plan. [Amended 5-5-2005 ATM by Art. 29]

§ 198-1804Conditions.

1804.1.

The Planning Board may, in appropriate cases, impose as a condition of the special permit further restrictions, conditions and safeguards upon the tract, or parts thereof, to protect and promote the health, safety, convenience and general welfare of the inhabitants of the Town of Wayland.

§ 198-1805Decision.

1805.1.

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In connection with the granting or denying of a special permit under this article, the Planning Board shall issue to the applicant and shall file with the Town Clerk a written decision that shall include, at a minimum:

1805.1.1.
A determination of the maximum number of lots upon which dwellings could be constructed (without a special permit hereunder) and a determination of the area of the tract usable for residential construction in accordance with § 198-1803.1.3 herein.

1805.1.2.
A general description of the neighborhood in which the tract lies and the effect of the plan on the area.

1805.1.3.
The relation of the proposed development to long-range plans of the Town, if any.

1805.1.4.
The extent to which the proposed development is designed to take advantage of the natural terrain of the tract.

1805.1.5.
The extent to which the proposed open land is of such a size, shape and location and has such adequate access so as to benefit the Town.

1805.1.6.
If the Planning Board grants the special permit, the finding required by § 198-1803.1.1 above.

1805.1.7.
If the Planning Board denies the special permit, its reasons for so doing.

1805.1.8.
If the Planning Board disagrees with the recommendations of the Conservation Commission, Historical Commission or the Board of Health, it shall state its reasons therefor in writing.

1805.1.9.
If, by the terms of the special permit, the Planning Board permits the open land to be used for subsurface waste disposal, the finding required by § 198-1803.~~1.9~~2.3 above.

1805.2.
Such decision must be reached, filed with the Town Clerk and sent or delivered to the applicant within 90 days after the public hearing held on the application for the special permit, unless said ninety-day deadline is extended in accordance with law. Failure to so act shall be deemed approval in accordance with law.

§ 198-1806 - ~~Common~~Open land.

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1806.1.

If a special permit is granted, the Planning Board shall impose as a condition that the ~~common~~Open lLand shall be conveyed~~,~~ free and clear of any liens or encumbrances except those that may be permitted by the Planning Board, ~~of any mortgage interest or security interest~~ and subject to a perpetual restriction of the type described above (if applicable), prior to the Planning Board's release of any lots from the subdivision restriction covenant or, if there is no such covenant, prior to the Building Commissioner's issuance of a building permit for any lot, unless the petitioner shall provide a cash performance bond in an amount sufficient to guarantee the conveyance of the Open Land as required by the special permit. The petitioner shall provide satisfactory assurance of said conveyance and recording, in the form of copies of the recorded instruments bearing the recording stamp, and of such freedom from encumbrances. In any event, the Open Land shall be conveyed as required on or before one year after the conveyance of the last lot.

§ 198-1807Duration of special permit.

1807.1.

A special permit granted under this article shall lapse within 18 months if substantial construction has not begun by such date, except for a good cause shown and approved by the Planning Board.

§ 198-1808Amendments.

1808.1.

Following the granting by the Planning Board of a permit under this article, it may, upon application and for good cause shown, after notice and a public hearing as required for granting a special permit, amend the plan solely to make changes in lot lines shown on the plan; provided, however, that no such amendment shall:

1808.1.1.

Grant any reduction in the size of the open land as provided in the permit;

1808.1.2.

Grant any change in the layout of the ways as provided in the permit;

1808.1.3.

Increase the number of building lots as provided in the permit; or

1808.1.4.

Decrease the dimensional requirements of any building lot below the minimal required by this Zoning Bylaw.

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ARTICLE FOR ANNUAL TOWN MEETING

RECEIVED
AUG 3 1 2016
Board of Selectmen
Town of Wayland

SPONSOR: Planning Board DATE RECEIVED:

CONTACT PERSON: Sarkis Sarkisian Town Planner TELEPHONE/Day: 508-358-3778

TELEPHONE/Evening:

BOARD VOTE: 5-0 DATE OF VOTE: August 22, 2016

TITLE: Assisted/independent living and Nursing home

COST: ____ NO COST: x COST ESTIMATE AVAILABLE ON:

TEXT:

To determine whether the Town will vote to amend Chapter 198 of the code of the Town of Wayland, the Town's Zoning Bylaw, by making the following revisions:

Amend the Table of Permitted Principal Uses by District by changing the designation for Line 24, "Assisted/Independent Living" from "SP" to "No" in Single Residence districts, and by changing the designation for Line 32, "Nursing Home" from "SP" to "No" in Single Residence districts.

ARTICLE FOR SPECIAL TOWN MEETING

RECEIVED
AUG 31 2016
Board of Selectmen
Town of Wayland

SPONSOR: Planning Board DATE RECEIVED:

CONTACT PERSON: Sarkis Sarkisian TELEPHONE/Day: 508-358-3778

TELEPHONE/Evening:

BOARD VOTE: 5-0 DATE OF VOTE: August 22, 2016

TITLE: Street Acceptance

COST: ____ NO COST: ____ COST ESTIMATE AVAILABLE ON:

TEXT:

To determine whether the Town will vote to accept as a town ways the following streets laid out by the Board of Road Commissioners, Department of Public Works, Board of Selectmen:

Greenways
Summer Lane
Dylan Circle
Spencer Circle

ARTICLE FOR SPECIAL FALL TOWN MEETING

SPONSOR:	RECREATION	DATE RECEIVED:	8/29/16
CONTACT PERSON:	Jessica Brodie	TELEPHONE/Day:	508-358-3662
		TELEPHONE/Evening:	
BOARD VOTE:	4-0-0	DATE OF VOTE:	August 22, 2016

TITLE: Town Wide Recreation Facilities Strategic Plan

COST: X NO COST: ____ COST ESTIMATE: $60,000

Funding Source – Recreation Stabilization Fund

Proposed by: Recreation Commission

TEXT:

To determine whether the Town will vote to allow the Recreation Commission to spend a sum of money from the Recreation Stabilization Fund to do a Town Wide Recreation Facilities Strategic Plan.

Signature of Chair _____ Date: 8-29-16

ARTICLE FOR SPECIAL FALL TOWN MEETING

SPONSOR: RECREATION DATE RECEIVED: 8/29/16

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

TELEPHONE/Evening: _____

BOARD VOTE: 4-0-0 DATE OF VOTE: August 22, 2016

TITLE: 207/195 Main Street & Middle School Field Feasibility Study

COST: X NO COST: ____ COST ESTIMATE: $30,000

Funding Source – Recreation Stabilization Fund

Proposed by: Recreation Commission

TEXT:

To determine whether the Town will vote to allow the Recreation Commission to spend a sum of money from the Recreation Stabilization Fund to do a Feasibility Study to investigate the construction of a potential new Multi-Purpose, Rectangular, Natural grass field at 207 & 195 Main Street in conjunction with the design of a potential new library, as well as to investigate the construction of a potential new multi-purpose, rectangular, artificial turf field where the current Middle School soccer/lacrosse field is situated or the 207 & 195 sites if found to be a feasible option.

Signature of Chair [signature] Date: 8-29-16

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Town of Wayland

ARTICLE FOR SPECIAL TOWN MEETING

SPONSOR: Board of Public Works DATE RECEIVED: September 1, 2016

CONTACT PERSON: Mike Lowery TELEPHONE/Day: 508-397-8828

TELEPHONE/Evening: Same

BOARD VOTE: 4-0 DATE OF VOTE: Aug. 8th

TITLE: Appropriate Funds to purchase 107 Old Sudbury Road for Water Resource Protection

COST: X NO COST: ____ COST ESTIMATE AVAILABLE ON: Appraisal in process

TEXT:

To determine whether the Town will vote to:

a.) appropriate a sum of money to acquire, for water purposes, the fee or any lesser interest in the parcel of land located on 107 Old Sudbury Road, Wayland Massachusetts, containing the aggregate 2.06 acres, more or less, and shown as Lot 17-022 in the Town of Wayland Assessors' Atlas;

b.) authorize the Board of Public Works [*Selectmen?*], with the approval of Town Counsel as to form, to acquire by purchase, gift, eminent domain, or otherwise, for water purposes, the fee or any lesser interest in all or part of said parcel of land; and

c.) determine whether said appropriate shall be provided by Water Enterprise Fund, or water borrowings.

PROS:

This parcel adjoins the Water Department land at the Baldwin Pond Wells. and runs 300' along Baldwin Pond. Because of a tax lien, the town expects to negotiate a favorable price for the property. The Board o Public works seeks to acquire this property for two reasons:

1. **Protection of the Water Supply**: When our wells were first constructed in the early 1900's, there were not any regulations that required wells to be in specially designated areas where no building could take place. Today, Mass DEP urges us to control property which can influence our wells.

The located in the Zone 2 of Baldwin #1, 2 & 3 wells. Roughly an acre is in the 'capture area'* of the wells. It sits on the edge Baldwin Pond, which when water flows in from the Sudbury River, flows into the Zone 1's of the three wells. We have the opportunity to purchase the property at a reasonable price to ensure that it will not be used in the future for any other purposes other than for water supply.

2. **Space for future expansion of the water treatment process:** The Baldwin Pond treatment plant site is extremely limited due to the close proximity to the pond itself. When the Treatment Plant was built, sacrifices had to be made in regards to the design to get everything to fit on the site. We are currently working to rehabilitate our sand filter beds. We've upgraded many aspects of the process and hope the upgrades solve ongoing post-treatment issues.

If our upgrades are not sufficient, our engineers have talked about adding another treatment process in between the plant and the filter beds to dewater the sludge before it reaches the sand beds. For this we will need additional space for the new process and possibly an additional sand filter bed. It is also uncertain if contamination from the Raytheon site will ever reach the well capture zone. If it does, additional treatment will be necessary.

*"capture area is defined by DEP as "*That area of an aquifer which contributes water to a well under the most severe pumping and recharge conditions that can be realistically anticipated (180 days of pumping at approved yield, with no recharge from precipitation).*" With the lack of rainfall this year, we have likely drawn from the capture zone outside of the defined Zone 1.

CONS:

Other municipal uses might exist for the property. The town might instead collect the taxes due if the parcel were sold to another buyer.

SIGNATURE OF VICE-CHAIR _____ DATE 9-1-2016

Mark Lanza Approval _____ DATE _____

[requires parcel map]

RECEIVED
SEP - 1 2016
Board of Selectmen
Town of Wayland

ARTICLE FOR SPECIAL TOWN MEETING

SPONSOR: Board of Public Works DATE RECEIVED: September 1, 2016

CONTACT PERSON: Mike Lowery TELEPHONE/Day: 508-397-8828

TELEPHONE/Evening: Same

BOARD VOTE: 4-0 DATE OF VOTE: Aug. 8th

TITLE: Appropriate Funds to purchase 8 Glezen Lane for Water Resource Protection

COST: X NO COST: _____ COST ESTIMATE AVAILABLE ON: Appraisal in process

TEXT:

To determine whether the Town will vote to:

a.) appropriate a sum of money to acquire, for water purposes, the fee or any lesser interest in the parcel of land located on 8 Glezen Lane, Wayland Massachusetts, containing the aggregate 1.82 acres, more or less, and shown as Lot 18-014 in the Town of Wayland Assessors' Atlas;

b.) authorize the Board of Public Works [*Selectmen?*], with the approval of Town Counsel as to form, to acquire by purchase, gift, eminent domain, or otherwise, for water purposes, the fee or any lesser interest in all or part of said parcel of land; and

c.) determine whether said appropriate shall be provided by Water Enterprise Fund, or water borrowings.

PROS:

This parcel is almost completely within the Zone I wellhead protection zone (400') of the Baldwin Pond wells and treatment plant. The Board of Public works seeks to acquire this property for two reasons:

1. **Protection of the Water Supply**: When our wells were first constructed in the early 1900's, there were not any regulations that required wells to be in specially designated areas where no building could take place. Today, Mass DEP urges us to control property which can influence our wells.

The parcel is almost fully within Zone 1 of Baldwin #1, 2 & 3 wells. It is on the market now. Its septic system failed a Title V inspection.

Wayland has a ten-million-dollar investment in the Baldwin Pond treatment plant. If contamination reach the raw water, the DEP may require a long outage to requalify the plant – significantly affecting our abilit to deliver water.

2. **Space for future expansion of the water treatment process:** As stated in Article *[insert reference]* for 107 Old Sudbury Road, we may need to expand our treatment process with new sand beds. We may need expansion space in the future if the Raytheon plume comes closer to the well capture zone. This land directly adjoins the treatment facility and is very suitable for such expansions.

CONS:

This is an expensive parcel being sold as a prime site. The seller may not wish to sell the property at a pri the town is willing to pay. Conceivably the septic system at the site could have a leach field outside the Zone I or a tight septic holding tank.

SIGNATURE OF VICE-CHAIR _____ DATE 9-1-2016

Mark Lanza Approval _____ DATE _____

[requires parcel map]

RECEIVED
AUG 31 2016
Board of Selectmen
Town of Wayland

ARTICLE FOR SPECIAL TOWN MEETING

SPONSOR:	Joint BoPW/RecCom	DATE RECEIVED:	Aug. 31, 2016
CONTACT PERSON:	Mike Lindeman/Jessica Brodie	TELEPHONE/Day:	508-358-3672/508-358-3660
		TELEPHONE/Evening:	Same
BOARD VOTE:	4-0 / 4-0	DATE OF VOTE:	Aug. 8th / Aug. 22nd

TITLE: Municipal Field Irrigation Waiver By-Law Change

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

TEXT:

191-6 (c) Municipal field waiver
Any municipally-owned field which uses prudent water conservation practices shall be exempt from the 15,000 square foot limit for new installations or expansions of existing irrigation systems. All irrigation improvements will be limited to the playing field area. All irrigation systems are subject to applicable regulations as well as approval by the Board of Public Works as Water Commissioners.
Nothing in this by-law shall limit the authority of the Board of Public Works to implement water restrictions, including for municipal irrigation systems.

PROS:

Current Wayland By-Laws prohibit the installation of irrigation systems of greater than 15,000 square feet which are connected to the Town's public water system. This By-Law change would allow systems of greater than 15,000 sq. ft. to be installed for municipal playing fields. This would eliminate the costly and sometimes unfruitful process of digging a well to try and irrigate these recreational areas. The current By-Law is in place to prevent wasteful use of water by residents to maintain green grass in their private yards. This waiver would allow the Town to maintain playing fields which may otherwise suffer in the summer heat. Needing to re-seed playing fields after a hot/dry summer likely costs the town more money than simply irrigating throughout the summer. This happened with the Art King baseball field by Town Building in the summer of 2014. The field had to be completely rehabbed in the fall of 2014 and kept off-line for the entire 2015 season. An additional but even more important benefit is that by being able to maintain better grass, the fields would allow for a safer playing surface for the users of the fields.

The Mass. DEP regulates the Town's ability to withdraw water from the ground for our public water system. Our 20-year permit was due for renewal in 2016, but DEP has pushed this to 2018. In guidelines that are published as of 2016, irrigation for playing fields is one of the exceptions that DEP calls out as an acceptable use of water as it creates a public benefit (as opposed to private lawns).

Finally, the By-Law assures that the fields would be irrigated using modern and prudent conservation practices.

Water used on such fields for irrigation is paid for by the Recreation Department out of their user fees. This would have no effect on tax or water rates.

CONS:

Some may want to conserve as much water as possible for other uses. Some may think that this would lead to an increase in water rates.

SIGNATURE OF CHAIR Chris Brown DATE 8/31/2016

Mark Lanza Approval _____ DATE _____

RECEIVED
AUG 29 2016
Board of Selectmen
Town of Wayland

PETITIONERS ARTICLE FOR WAYLAND TOWN MEETING

LEAD PETITIONER Duane Galbi DATE RECEIVED

DAY PHONE 781-899-0378 EVENING PHONE

TITLE Amend FY2017 Capital Budget to Eliminate Funding for Stonebridge Water Access Rd and Water Main

TOWN BOARD/DEPARTMENT AFFECTED BY ARTICLE DPW

ESTIMATED COST saving of $930,000 (936k)

RECEIVED TOWN OF WAYLAND TOWN CLERK 2016 AUG 29 AM 8:37

To determine whether the Town will vote to amend its vote under Article 8 of the Warrant for the 2016 Annual Town Meeting relative to the Fiscal Year 2017 Capital Budget to reduce to zero the amount allocated to Capital Budget Item 28: "Department of Public Works, Water - $936,000. Title: Stonebridge Water Main Project".

#	Print Name Legibly	Signature	Print Street Address
1	Howard Smith	[signature]	23 Forest Hill Rd.
2	[signature]	Duane Galbi	190 Stonebridge Rd
3	Neil Weiner	[signature]	10 Lahlally Lane
4	John J. MARKUNAS, Jr	[signature]	124 Main Rd
5	Ittoop Ozhatcil	[signature]	20 Doran Rd Wayland
6	Brendan Egan	[signature]	13 Gold Rock
7	Mary Upton	Mary Upton	23B Bayfield
8	Bruce Rotter	[signature]	17 Shawmut Rd
9	Jean Chang	Jean Chang	15 Mathews Dr
10	Cathleen Woodward	[signature]	33 Loker St
11	N LEON WARDLE	[signature]	7 Acorn Ln
12	Linda Hamilton	LINDA HAMILTON	3 Meadowview
13	[signature]	Allan A Wyatt	187 Concord Rd
14	Fang J Lu	[signature]	22 Lamplar Rd
15	XIAOJIANG XU	[signature]	2 [illegible] Rd
16	PRHOPES	[signature]	9 [illegible]

16

We certify that sixteen (16) above signatures checked thus ✓ are the names of qualified voters from this town

TOWN OF WAYLAND
BOARD OF REGISTRARS
[signature]
[signature]
[signature]
[signature]

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TOWN OF WAYLAND
TOWN CLERK

ARTICLE: Amend FY2017 Capital Budget to Eliminate Funding for Stonebridge Water Access Rd and Water Main

2016 AUG 29 AM 9:37

#	Print Name Legibly	Signature	Print Street Address
1	James Benneyan	James C Benneyan	238 Concord Road
2	PHILIP KLING	Philip Kling	99 Glezen Lane
3	Paul Church	Paul A Church	38 Oak Hill Rd
4	Cathy Stewart	Cathy Stewart	22 Orchard Lane
5	Susan Taner	Susan N Taner	202 West Plain St.
6	Ken Rideout	[illegible]	29 Highgate Rd
7	~~Nancy Hammerton~~	~~Nancy H. Hammerton~~	~~39 Rolling Lane~~
8	Sebastian Upjohn	[illegible]	31 Rice Spring Lane
9	Dorothy A Wedlock	DOROTHY A. WEDLOCK	68 CONCORD RD
10	Nanci Koutsoufis	Nanci Koutsoufis	25 Plain Rd
11	NEIL GORDON	[illegible]	1 Trinity Pl
12	[illegible]	[illegible]	1 Trinity
13	Meredith Hunter	Meredith Hunter	97 Roover Cir.
14	Minnette Harrington	Minnette Harrington	17 Loker
15	JOHN BARTICK	[illegible]	11 MAGUIRE RD
16	Grace Russell	Grace Russell	4 Plain Rd
17	Bonnie Pomfret	Bonnie Pomfret	296 Old Coin Path
18	Karen Drury	Karen Drury	190 Stonebridge
19	Joseph J	[illegible]	~~10~~ I Oak Hill
20	Phyllis Porrell	[illegible]	1 Oak Hill Rd

TOWN OF WAYLAND
BOARD OF REGISTRARS

Judith [illegible]
Elizabeth A. Salerno
Beth R Klein

We certify that (20) twenty above signatures checked thus ✓ are the names of qualified Voters from this Town

ARTICLE: Amend FY2017 Capital Budget to Eliminate Funding for Stonebridge Water Access Rd and Water Main

#	Print Name Legibly	Signature	Print Street Address
S 1	Jim Ebeary	[signature]	4 Folsom Pond
✓ 2	Erica Ilyin	[signature]	20 Michael Rd.
✓ 3	Joey Levin Barnett	[signature]	128 West Plain St
✓ 4	JOHN SCHLAFER	[signature]	26 Hampshire Rd
✓ 5	ARTHUR ROMANIA	[signature]	15 SNAKE BROOK RD
✓ 6	Patricia Arnheim	[signature]	108 Woodridge Rd
✓ 7	Saju Cyriac	[signature]	3 Heven Lane
✓ 8	Chris Winter	[signature]	11 Glover Rd
✓ 9	[illegible] DAVID CHOI	[signature]	29 Snake Brook Rd
✓ 10	Donald Davi	[signature]	16 Holiday Rd
✓ 11	JON COWEN	[signature]	19 GREEN WAY
✓ 12	KRISTIE BONVENTRE	[signature]	101 BPR
✓ 13	Chris Cullen	[signature]	250 Concord Rd
✓ 14	James E Thompson	[signature]	22 Sycamore Rd
✓ 15	Carl F. Hobert	[signature]	69 Old Conn. Path
✓ 16	David Cave	[signature]	70 Highland Cr.

15

We certify that fifteen (15) above signatures checked thus ✓ are the names of qualified voters from this town

TOWN OF WAYLAND
BOARD OF REGISTRARS
Judith H. Iden
Elizabeth A. Salerno
Arthur A. Rob
Beth R. Klein

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2016 AUG 29 AM 9:37

ARTICLE: Amend FY2017 Capital Budget to Eliminate Funding for Stonebridge Water Access Rd and Water Main

#	Print Name Legibly	Signature	Print Street Address
1	Elise Katz	Elise Katz	149 Pelham Island Rd
2	Laurie Lam	Lo Lam	127 Glezen Ln.
3	STEPHEN LAM	[illegible]	127 GLEZEN LN
4	John R. Caulfield	John R Caulfield	4 Cole Rd.
5	Laura Bushee	Laura Bushee	19 Hearthstone Circle
6	Deborah McNeill	Deborah McNeill	36 Mathews DR.
7	Jim Toger	[illegible]	7 Old Farm Cir.
8	Robert [illegible]	[illegible]	12 Marston Rd
9	Adele Sobel	Adele Sobel	47 Barney Hill Rd.
10	Paula M. Dupré	Paula M. Dupré	160 Concord Rd.
11	Katharine Chan	Katharine Chan	15 Joyce Road
12	Kevin Wong	[illegible]	19 Oxbow Rd
13	Herb Samuions	[illegible]	57 Stonebridge Rd
14	Peter Johnson	[illegible]	8 Pine Rd.
15.	EMILY MYEROW	Emily Myerow	14 Red Barn Rd.
16	Jonathan Rum	[illegible]	11 Westwood Rd

16

We certify that sixteen (16) above signatures checked thus ✓ are the names of qualified voters from this Town.

TOWN OF WAYLAND
BOARD OF REGISTRARS
Judith H. Sole
Elizabeth A. Salerno
Lettie A Rob
Beth R Klein

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TOWN OF WAYLAND
TOWN CLERK
2016 AUG 29 AM 9:37

ARTICLE: Amend FY2017 Capital Budget to Eliminate Funding for Stonebridge Water Access Rd and Water Main

#	Print Name Legibly	Signature	Print Street Address
1	Bill Adams	[signature]	19 Woodridge Rd.
2	Roy Jallen	[signature]	43 Barney Hill Rd.
3	AKBAR AFzal	[signature]	3 Country Council
4	Keith Tully	Keith Tully	8 Nob Hill Road
5	Michael Dolan	[signature]	192 Stonebridge Rd
6	Christina Veal	[signature]	8 Cottage Rd
7	DEAN ANGELUS	[signature]	4 Richard Rd
8	CHAS. W MOORE	[signature]	4 DEER RUN
9	Bazemore	Mark Bazemore	166 Main St
10	HOLLY LAPP	Holly A Lapp	15 Castle Gate Rd.
11	Stewart Mows	[signature]	8 High Rock Rd
12	IAN HARRINGTON	Ian E Harrington	15 Castle Gate Rd
13	[illegible]	[illegible]	[illegible]
14	ELLEN DUFF	[signature]	92 DUDLEY RD

16

15 HENRY STIMPS [signature] 72 MAIDEN

16 ROBERT WALL Robert Wall 142 DRAPER

We certify that Sixteen (16) above signatures checked thus ✓ are the names of qualified Voters from this Town

2015 AUG 29 AM 9:47
TOWN CLERK
TOWN OF WAYLAND
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TOWN OF WAYLAND
BOARD OF REGISTRARS
Judith H. Adams
Elizabeth A. Salerno
Cathy A Rob
Beth R Klein

ARTICLE: Amend FY2017 Capital Budget to Eliminate Funding for Stonebridge Water Access Rd and Water Main

#	Print Name Legibly	Signature	Print Street Address
1	Barbara Condon	Barbara Condon	12 Hearthstone Cir.
2	Thomas Condon	Thomas A Condon	12 Hearthstone Circle
3	James Neun	[illegible]	3 Russell Rd
4	J. Michael Gibbons	J. Michael Gibbons	7 Jennison Rd
5	Aurora Barrera	Aurora Barrera	35 Riverview Ave.
6	Nancy J. Curran	Nancy [illegible]	87 Woodridge Rd.
7	Frank Bell	Frank C. Bell	11 Autumn Lane
8	Lisa Meggin	Lisa M Meggin	4 Bigelow Rd
9	Reed Newton	Reed Newton	9 Haven Lane
10	Dan Bonaguidi	[illegible]	32 Stonebridge Rd
11	Jack Beinashowitz	[illegible]	51 Sherman Bridge Rd
12	Peter Kilman	Peter Kilman	234 Concord Road
13	John T Frederick	[illegible]	12 Cortez Gate Rd.
14	Anne Carroll	Anne C Carroll	16 Old Farm Rd
15	Mindy Tang	[illegible]	3 Smokey Hill Rd
16	Lawrence Green	Lawrence Green	6 Jericho Lane

(16)

We certify that Sixteen (16) above signatures checked thus ✓ are the names of qualified Voters from this Town.

RECEIVED
TOWN OF WAYLAND
TOWN CLERK
2016 AUG 29 AM 9:37

TOWN OF WAYLAND
BOARD OF REGISTRARS
Judith H. Ide
Elizabeth A. Salerno
Cathy A Rd
Beth R Klein

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TOWN OF WAYLAND
TOWN CLERK

ARTICLE: Amend FY2017 Capital Budget to Eliminate Funding for Stonebridge Water Access Rd and Water Main

2016 AUG 29 AM 9:27

#	Print Name Legibly	Signature	Print Street Address
✓ 1	John Cappellucci	[illegible]	116 Old Farm Rd
✓ 2	[illegible]	[illegible]	23 Damon St
✓ 3	ALFRED J. NANNINI	[illegible]	49 JEFFREY RD
✓ 4	Molly Foresman	[illegible]	63 Stonebridge Rd.
✓ 5	Robert Carrier	[illegible]	35 Sycamore
✓ 6	SEAN BOYLE	[illegible]	11 [illegible]
✓ 7	Chris Orth	[illegible]	8 Shore Drive
✓ 8	Brad E Keyes	Brad E Keyes	91 E. Plain St.
N 9	RICHARD VOGEL	[illegible]	197 Lake Shore Dr.
✓ 10	Lynne Dunbrack	Lynne Dunbrack	7 Brackett Rd
✓ 11	Sun-Shine Yuan	Sun-Shine Yuan	93 Woodridge Rd
✓ 12	Virginia G Steel	Virginia G Steel	22 Sylvan Way
✓ 13	[illegible]	Paul Rubinfeld	6 Heard Rd
✓ 14	Colin Steel	Colin Steel	22 Sylvan Way

19

✓ 15 Neil Pauplis NEIL PAUPLIS 225 Main St.

✓ 16 Tanya Klinchitz [illegible] 8 Grove St

✓ 17 Fima Rabin [illegible] 8 Grove St.

Arlene Weiland → 62 [illegible] Rd

✓ 18 Arlene Weiland

✓ 19 Andrew Munton 12 [illegible]

✓ 20 DAVID J. MACKENZIE [illegible] 22 [illegible]

TOWN OF WAYLAND
BOARD OF REGISTRARS
Judith H. [illegible]
[illegible]
[illegible]
[illegible]

We certify that nineteen (19) above signatures checked thus ✓ are the names of qualified voters from this Town.

6 LEGAL RFP

TO: BOARD OF SELECTMEN

FROM: NAN BALMER, TOWN ADMINISTRATOR

RE: LEGAL RFP: EVALUATION COMMITTEE

DATE: SEPTEMBER 6, 2016

REQUESTED ACTION:
PROVIDE ADVICE ON THE COMPOSITION OF THE LEGAL RFP EVALUATION COMMITTEE

BACKGROUND:

On August 15th, the Board of Selectmen approved a scheduled for a Request for Proposal to seek town legal services with award of a contract by December 5th.

The following individuals are recommended to serve on the Evaluation Committee appointed by the Town Administrator that would recommend finalists for consideration to the Board of Selectmen:

1. Nan Balmer, Town Administrator
2. John Senchyshyn, Assistant Town Administrator / HR Director
3. Ellen Brideau, Director of Assessing
4. Geoffrey Larsen, Building Commissioner
5. Cherry Karlson, Chair of the Board of Selectmen
6. Anette Lewis, Esq., Volunteer

The RFP process will be managed by Elizabeth Doucette, Financial Analyst who manages procurement for the Town.

7. **MINUTEMAN:**

SELECTMEN ANDERSON WILL PROVIDE A DRAFT PRESS RELEASE AT MEETING

8 UPDATE ON TA GOALS

DATE: SEPTEMBER 6, 2016

TO: BOARD OF SELECTMEN

FROM: NAN BALMER, TOWN ADMINISTRATOR

RE: TOWN ADMINISTRATOR GOALS UPDATE

On October 19, 2016 the Board of Selectmen adopted the attached goals for the Town Administrator. The summary below provides a description of how this work unfolded. As always, I want to thank the town staff and volunteers and school administration for their excellent collaborative work to improve Wayland town government.

I. TOWN ADMINISTRATOR'S VISION OF ROLE IN TOWN GOVERNMENT

The Town Administrator's Office is focused on the day to day operation of the town and governance by the Board of Selectmen, as described in the vision statement section of the Goals. Day to day operation includes communication with staff, preparing Board of Selectmen agendas and recommendations, preparation of Town Meeting warrants, managing human resources including making volunteer appointments, licensing, management of legal services, responding to public inquiries and day to day problem solving. The staff provides to the Selectmen electronic meeting packets, a drop box for large documents and posts all meeting materials to the website. A protocol is established that "Agenda Memos" with clear recommendations are provided by the Town Administrator, Assistant Town Administrator and department heads for all critical decisions by the Selectmen.

II. GOALS, OBJECTIVES, ACTIONS

As part of the day to day operation, the Town Administrator provided leadership in achieving the goals set by the Board of Selectmen as follows:

GOAL 1: SUSTAIN AND IMPROVE THE QUALITY OF LIFE IN WAYLAND

A. River's Edge (Key Staff: Financial Analyst, Town Administrator)

The River's Edge Request for Proposal was completed and advertised for a submission date of 12/1/15. No bids were received. As a result, the RFP was revised, re-advertised and two bids were received on 7/6/16. A recommendation to the Selectmen is expected in September after which the Selectmen will consider award of the project, followed by a due diligence period.

B. WRAP Committee (Key Staff: Town Planner, Town Surveyor, Facilities Director)

Staff support roles for the WRAP Committee were defined by the Town Administrator for the Town Planner (Lead Role), Town Surveyor and Facilities Director. The WRAP Committee will

provide a final recommendation and report on a strategic long-range plan no later than June 30, 2017.

C. Land Use Team (10 members - Currently managed by Assistant Town Administrator)

The Land Use Team meets monthly and provides a valuable informal review and permitting coordination on projects such as the Carroll School, Rail Trail, Solar facilities, Library drainage project, development of recreational fields, revision of fee payment processes, and public events such as the Hoedown.

The Land Use Team has become increasingly effective. We will seek staff resources, such as the proposed Town Engineer to provide a more hands-on management of this group.

D. Twenty Wayland / Town Green / COA-CC (Financial Analyst, Conservation Administrator, Town Planner, Chair – Board of Selectmen)

Significant and ongoing staff and volunteer time was spent to finalize the Town Center project, including close-out of accounts and work toward completion of the Conservation Restriction and Trail Easement. When these matters are closed, there can be movement toward acquisition of the municipal parcel and an agreement for use of the Town Green.

GOAL 2: ASSURE THAT LOCAL GOVERNMENT RESOURCES ARE USED RESPONSIBLY AND EFFICIENTLY

A. Financial Management (Town Administrator, Assistant Town Administrator HR Director Finance Director, Treasurer, Director of Assessing, Financial Analyst, School Business Manager)

The Finance Team (Town Administrator, Finance Director, Director of Assessing, Treasurer – Collector, Assistant Town Administrator / HR Director, School Business Manager and Financial Analyst) meets monthly to review and address current issues and adopt changes to financial processes. This team has also become an increasingly effective problem solving group.

The Collins Center is conducting a study of financial work flow and processes and will provide a report to the Selectmen by December 2016.

The Assistant Town Administrator / Human Resources Director continues to work on a major project to consider the town's health insurance costs, working with the town's unions and the West Suburban Health Group.

A Procurement Team, led by the Financial Analyst, including the Town's 4 certified procurement officers was recently established to insure compliance with state Inspector General requirements and to improve procurement by departments. The Financial Analyst is drafting new purchasing / purchase order procedures for town departments which will provide closer monitoring of purchases and reflect the new provisions of the Municipal Modernization Act.

FY 16 - 17 finance projects included: MUNIS accounting system upgrade, cash reconciliation, establishment of new departmental cash receipt procedures, tax title collection, refunding of debt, correction of W-2 submission problems, Affordable Care Act reporting, and revision of pension reporting system.

B. OPEB

The Board of Selectmen approved moving the $12 million OPEB fund to the MA Pension Reserves Investment Trust (PRIT) which provides credible oversight and investment management for OPEB through a statewide trust.

C. Information Technology

A comprehensive, multi-year Information Technology master plan was completed. The Finance Committee considered and recommended $450,000 in new IT funding. A security evaluation was completed, critical security problems were addressed, security training was provided to employees, off-and site hosting of MUNIS was completed, and a transition plan for staff to the new department was agreed to and implemented. A Town – School IT Director was recruited and hired and is providing leadership for the town and school on these and other projects including e-mail upgrade / off-site hosting, storage, firewall and automated parch management. The new position allows the town to automate its work processes and relationship with residents.

D. Action Plan / Performance Evaluations

In June, the majority of Department Heads participated in performance evaluations and established departmental projects for FY 17. These evaluations will be completed and incorporated into an Action Plan by 12/31.

E. Management of jointly maintained recreation assets (MOU) (Assistant Town Administrator (Lead Developer), Facilities Director (Chair), Recreation Director, DPW Director, Town Administrator)

A Memorandum of Understanding describing how town recreational facilities are owned, maintained and improved by the Recreation, DPW, Facilities and School Departments was developed by this group and adopted by governing boards. This group comprises one of the ongoing staff "teams" that will continue to regularly meet.

GOAL 3: IMPROVE THE RESPONSIVENESS OF WAYLAND TOWN GOVERNMENT

A. Public Information (Human Resources Assistant, Executive Secretary, Board of Selectmen member)

A Facebook page for the Town Administrator's office is regularly populated by the Human Resources Assistant. Through a member of the Board of Selectmen, press releases are now prepared. Town staff and committee members appear on the Weekly Buzz, a news program about town government on the Way-Cam public access channel. Development of a draft social media policy is in process.

B. Website (Executive Secretary, IT Director)

Town Meeting Information is organized on the website. The Executive Secretary will take a stronger role in providing a user friendly, updated website.

C. Permitting Processes

The Building Department is working with all permitting departments and IT to complete by 12/31, a common building permit application so that all departments share the same comprehensive permitting information and communicate through the same document. The Health and Building Departments have adopted a process to work with the Wastewater Management District Commission to insure that permits are issued documenting the approved wastewater allocation to each property.

D. Open Meeting Law and Public Records Compliance

A Board and Committee Handbook was developed and provided to the Selectmen for review and comment. After review by the Selectmen and a decision about the document's use, the handbook will be reviewed by Town Counsel.

The Executive Secretary will take on a new role to set up training for volunteers and will also serve as the key Public Records Access Officer for the town.

OTHER PRIORITIES:

The following are priority projects and matters addressed by the Town Administrator and staff this year:

1. FY 18 Budget Process and Guideline
2. Recreation Funding Model to manage within the spending cap (Revolving Fund, Stabilization Fund, Beach Fund, Indirect costs)
3. Review of Wastewater managerial structure and staffing
4. Review of organization of affordable housing initiatives
5. Legal: Legal Services Policy, Legal Services RFP, Management of several special counsel
6. RFP: New Financial Advisor to advise Treasurer and Finance Director on best approaches to borrowing to recommend to Board of Selectmen
7. Ongoing hiring and organizational projects
8. Open Meeting Law and Public Records Law requests, staff organization
9. Special Town Meetings (2)

Other Projects and Issues Require Active Involvement of Town Administrator and Staff:

1. Mainstone
2. Library
3. Municipal Parcel – Environmental
4. Carroll School
5. New DPW / Closeout
6. Energy Projects: Solar, Street Lights
7. Wastewater: Abrahams Report, PILOB
8. Housing Production Plan
9. Open Space and Recreation Plan
10. Water Management Act – new permit
11. Municipal Modernization Act Implementation
12. Minuteman
13. Clear Gov
14. Snow plowing private ways
15. Revolving Funds / New Town meeting Article – Recreation, COA, Schools, Transfer Station
16. Community Services Team

STATEMENT OF GOALS, OBJECTIVES AND ACTIONS

OCTOBER 19, 2015

TOWN ADMINISTRATOR'S VISION OF THE ROLE OF TOWN ADMINISTRATOR IN WAYLAND TOWN GOVERNMENT

- The Town Administrator provides administrative leadership under the policy direction of the Board of Selectmen to Wayland town government, within the bounds of local and state law, Board policy, and the International City Managers Code of Ethics. The Town Administrator has a duty to remain apolitical, act under the direction of the Board of Selectmen as a whole, and act in the best interests of the town as a whole.

- The Town Administrator's chief role is to provide all available facts and information to the Board of Selectmen that is relevant to Board decisions and assists the Board, through the Board Chair, in managing effective decision-making processes. The Town Administrator makes policy recommendations to the Board.

- The Town Administrator supports the work of town boards and committees, respecting their diverse responsibilities and independent authority as legally elected entities, standing committees, and advisory committees.

- The Town Administrator is responsive to inquiries from the public and promotes a culture of respect for the public within the organization.

- The Town Administrator and Assistant Town Administrator and Department Heads manage the operations of the town within the authority and policies set by appointed and elected bodies, while promoting an organizational culture of teamwork, communication, mutual respect and accountability.

GOALS, OBJECTIVES, AND ACTIONS

GOAL 1: SUSTAIN AND IMPROVE THE QUALITY OF LIFE IN WAYLAND

OBJECTIVE A: Provide well designed market rate and affordable rental housing at Rivers Edge at reasonable cost to the town.

ACTION: *Conduct a procurement process to select a developer for the River's Edge Project which complies with the law and includes an effective deliberation process.*

DETAIL: Prior to Town Meeting, the Town Administrator will work directly with the River's Edge Advisory Committee and legal counsel to present a well-supported recommendation to the Board of Selectmen on the selection of a developer for the River's Edge project.

OBJECTIVE B: Maximize the effectiveness of town boards and committees that are planning for the future development of the town.

ACTION: *Provide adequate staff resources and monitor on a monthly basis the work of the WRAP Committee and all other committees working on the future development of the town and provide ongoing communication to the Board of Selectmen.*

DETAIL: The Assistant Town Administrator will lead the Land Use Team, comprising 11 Department Heads and the Town Administrator. These professionals meet monthly to coordinate efforts to plan public projects, identify and trouble – shoot emerging issues and reasonably enforce local land use regulation. The Town Planner will take primary staff responsibility for the WRAP Committee.

ACTION: *Identify and complete tasks to establish an understanding of roles and responsibilities of the Town and Town Center property owners regarding the use and maintenance of the Town Green.*

DETAIL: The Town Administrator, will develop, working with the owner of the Municipal Parcel, new owner of Town Center, the Town Planner the Recreation Director and their respective boards a plan for the future use by the town of the Town Green and present it to the Selectmen for consideration by August 31, 2016.

GOAL 2: ASSURE THAT LOCAL GOVERNMENT RESOURCES ARE USED RESPONSIBLY AND EFFICIENTLY

OBJECTIVE A: Create a cohesive financial management group that is in compliance with MA General Law and serves the needs of the town.

ACTION: *Apply to the Division of Local Services for a grant or technical support for a financial management study which will evaluate and map out the functionality of each of the town's financial management structure and provide recommendations.*

ACTION: *Select an investment management model, and monitor OPEB fund performance.*

DETAIL: The Assistant Town Administrator will lead the Finance Team including the Finance Director, Treasurer Collector, School Business Manager, Director of Assessing and Town Administrator to coordinate efforts to improve the operation of the finance functions of the town and trouble-shoot emerging issues. By August 31, 2016, individual members of the team will complete finance projects related to cash management procedures, upgrade of the MUNIS

accounting system, payroll processing and required reporting, investment of OPEB funds and an outside study of the the town's financial management structure and procedures.

OBJECTIVE B: Provide excellent information technology for the town and schools.

ACTION: *Complete the IT planning study, and work with the Superintendent of Schools, implement the study recommendations.*

ACTION: *Develop and manage a town wide document management system.*

DETAIL: The Town Administrator will work through the Financial Analyst and with the School Superintendent / School IT Director to implement the recommendations of the IT study and create a town –wide document management system.

OBJECTIVE C: Continuously improve the effectiveness of town services to the public.

ACTION: *Develop an action plan including measurable objectives for all departments. Institute a performance evaluation program for regular personnel.*

DETAIL: By August 31, 2016, the Town Administrator will work with all department heads to evaluate individual performance and set departmental action steps and measures of service.

ACTION: *Identify the resources and organizational approaches to managing the roles and relationships for assets that are jointly managed by the Schools, Board of Public Works and Recreation Commission.*

DETAIL: By August 31, 2016,, the Assistant Town Administrator will convene the parties to identify the resources necessary to manage town and school recreational assets and develop a draft memorandum of agreement that reflects the authority, interests and resources of the parties.

GOAL 3: IMPROVE THE RESPONSIVENESS OF WAYLAND TOWN GOVERNMENT

OBJECTIVE A: Create public awareness about the actions of the Board of Selectmen and the activities of town departments.

ACTION: *Provide residents with information about local government through a quarterly newsletter and periodic programs broadcast on WayCam.*

ACTION: *Identify resources and effective work group organization to redesign and update town website.*

DETAIL: By August 31, 2016, the Town Administrator, with the support of administrative staff, will develop new ways to communicate to the public the actions of the Selectmen, town boards and committees and departments. Means of communication may involve printed electronic newsletters, improvements to the website, use of social media and use of public and government access TV.

OBJECTIVE B: Provide efficient permitting processes that are user friendly for the public.

ACTION: *Through a team approach with the permitting departments, identify and develop ways to insure the permitting process is coordinated among departments and user friendly for the applicants.*

DETAIL: By August 31, 2016, the Finance / Research Analyst will work with the permitting offices to develop and implement a common written understanding of improved work flow among the departments and will complete an evaluation of the feasibility of using software to electronically manage permit processing, document management and customer service.

OBJECTIVE C: Create a culture of open government within all town departments.

ACTION: *Plan and institute a program to increase compliance with the open meeting, public records and ethics laws including training for staff and volunteers, adoption of board of selectmen policies and / or town by-laws and systematic communication with appointed and elected bodies.*

DETAIL: By August 31, 2016, the Town Administrator will work with the Town Clerk and administrative staff to develop and implement a written program to maintain compliance with open meeting and public records statutes.

Accepted by Board of Selectmen on 10/19/15.

Town Administrator's Goals, Objectives And Actions, Dated October 19, 2015 (Abridged)

Vision Of The Role Of Town Administrator In Wayland:

a. Provides administrative leadership
b. Provides available facts and information to the Board; makes policy recommendations to the Board.
c. Supports the work of town boards and committees
d. Responsive to inquiries from the public and promotes a culture of respect for the public
e. With other staff, manages the operations of the town

Goal 1: Sustain and improve the quality of life in Wayland
Objective A: Provide well designed market rate and affordable rental housing at Rivers Edge at reasonable cost to the town
Objective B: Maximize the effectiveness of town boards and committees that are planning for future development of the town

Goal 2: Assure that local government resources are used responsibly and efficiently
Objective A: Create a cohesive financial management group that is in compliance with MA General Law and serves the needs of the town.
Objective B: Provide excellent information technology for the town and schools.
Objective C: Continuously improve the effectiveness of town services to the public.

Goal 3: Improve the responsiveness of Wayland town government.
Objective A: Create public awareness about the actions of the Board of Selectmen and the activities of town departments.
Objective B: Provide efficient permitting processes that are user friendly for the public.
Objective C: Create a culture of open government within all town departments.

During the past year, other town-wide initiatives took significant portions of the Town Administrator's time. Please comment on her efforts on each the following projects:

Information Technology
Recreation Funds
Wastewater
Budget Process

What would you identify as the Town Administrator's strength(s) expressed in terms of results achieved during the rating period?

What performance area(s) would you identify as most critical for improvement?

What other comments do you have for the Town Administrator, e.g. priorities, expectations, goals or objectives for the next year?

Management Skills Identified By The ICMA; included for discussion/consideration as you complete the evaluation.

1. PROFESSIONAL SKILLS AND STATUS

- Maintains knowledge of current developments affecting the practice of local government management
- Demonstrates a capacity for innovation and creativity
- Anticipates and analyzes problems to develop effective approaches for solving them
- Willing to try new ideas proposed by BoS members and/or staff. Sets a professional example by handling affairs of the Town Administrator's office in a fair and impartial manner
- Represents the Town with good judgment and attitude appropriate for an executive position
- Helps the BoS address future needs and develop adequate plans to address long term trends

2. WORKING WITH THE BOARD OF SELECTMEN: RELATIONS AND REPORTING

- Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions
- Carries out directives of the body as a whole
- Assists by facilitating decision making without usurping authority
- Responds well to requests, advice, and constructive criticism
- Provides regular information and reports to the BOS concerning matters of importance to the Board; disseminates complete and accurate information equally to all members in a timely manner
- Responds in a timely manner to requests from the BOS for special reports
- Takes the initiative to provide information, advice, and recommendations to the BoS on matters that are non-routine and not administrative in nature
- Cooperates with neighboring communities, regional, state and federal government agencies and maintains working relationships with Wayland's legislative team

3. POLICY EXECUTION

- Implements BoS actions in accordance with its intent

- Supports the actions of the BoS after a decision has been reached, both inside and outside the organization
- Understands, supports, and enforces Wayland's by-laws, policies, and practices; good knowledge of Town by-laws and policies
- Reviews Board policies and procedures periodically to suggest improvements to their effectiveness
- Offers workable alternatives to the BoS for changes in by-law or policy when an existing policy is no longer practical

4. CITIZEN RELATIONS

- Responsive to requests from citizens
- Demonstrates a dedication to service to the community and its citizens
- Maintains a nonpartisan approach in dealing with the news media
- Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
- Gives an appropriate effort to maintain citizen satisfaction with Town services

5. STAFFING AND SUPERVISION

- Recruits and retains competent personnel for staff positions
- Applies an appropriate level of supervision to improve any areas of substandard performance
- Stays accurately informed and appropriately concerned about employee relations
- Instills confidence and promotes initiative in Department Heads through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the Town Administrator's office
- Encourages teamwork, innovation, and effective problem-solving among the staff members

6. FISCAL MANAGEMENT

- Prepares a budget to provide services at a level directed by the Finance Committee and BoS
- Makes the best possible use of available funds, conscious of the need to operate Wayland efficiently and effectively
- Prepares a budget and budgetary recommendations in an comprehensive and timely manner with an accessible format and in compliance with Wayland's by-laws
- Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- Appropriately monitors and manages fiscal activities of the organization

Updated for September 6, 2016
August 15, 2016

Town Administrator Evaluation: Background Information and Process
September 2015 – August 2016

Requirement – Town Administrator Employment Contract:
The full contract is available at:
http://www.wayland.ma.us/Pages/WaylandMA_HR/TA2017.pdf

XI. Performance Evaluation.

A. Balmer's performance shall be evaluated by the Board of Selectmen as referenced in Section III, at least once each contract year in accordance with the prevailing Town policy and practice for evaluations of non-union Department Heads on or about her anniversary date. Said review and evaluation shall be in accordance with specific criteria developed jointly by the Board and TA and the goals and objectives identified in accordance with Paragraph B of this Section. Said criteria, goals and objectives may be added to or deleted from as the Board may from time-to-time determine, in consultation with the TA. The process at a minimum shall include the opportunity for both parties to: (1) prepare a written evaluation, (2) meet and discuss the evaluation, and (3) present a written summary of the evaluation process.

B. At the start of the contract year, the Board and Balmer shall define such goals and objectives which they determine necessary for the proper operation of the Town and the attainment of the Board's policy objectives and shall further establish a relative priority among those various goals and objectives, said goals and objectives to be reduced to writing. They shall generally be attainable within the time limitations as specified and the annual operating and capital budgets and the appropriations provided.

The Town Administrator job description is available at:
http://www.wayland.ma.us/Pages/WaylandMA_HR/desc/ta.pdf

Nan Balmer's Goals, Objectives and Actions document, dated October 19, 2015, is available at:
http://www.wayland.ma.us/Pages/WaylandMA_Admin/BOSgoals.pdf

ICMA (International City/County Management Association) guidelines:
Excerpts from their website

- Periodic evaluation of the Town Administrator by the Board of Selectmen is an important component of a high-performance organization.
- The evaluation should contain performance goals, objectives and targets that are linked to the Board's established strategic plans, goals and priorities.

- The evaluation should focus on the Town Administrator's degree of progress toward organizational outcomes.
- To be fair, the evaluation must be based on criteria that have been communicated to the Town Administrator in advance.
- The purposed of the evaluation process is to increase communication between the Board and the Town Administrator concerning the Town Administrator's performance.
- The evaluation will also help to establish specific work-related goals and objectives for the coming year.
- All members of the Board must participate in the process, both individually completing the rating document and by discussing their ratings with the other Board members in open session in order to arrive at a consensus about performance expectations.

Public Discussion:
The Town Administrator makes the decision whether to waive the right to privacy as to her written performance evaluation of the past year. If she chooses to waive this right, it should be stated for the record at a BoS meeting and also specifically noted in the minutes.

Proposed process:
This process has been reviewed with Town Counsel and it assumes the Town Administrator gives consent for a public discussion of her evaluation:

- One board member is tasked with coordinating and overseeing the evaluation process. *Due: August 15.*
- The board will review, discuss, modify and accept a 2015-2016 evaluation form. *Due: September 6.*
- Each board member completes the form and brings their written comments to an open meeting. (These documents become public record and will be listed on the "pink" sheet in the next BoS packet.) *Due: September 26.*
- A composite evaluation is created by the coordinating board member and brought to a public session. (It may be emailed in advance of the meeting with the caveat that no discussion may occur until the next meeting. It becomes a public record.) *Due: October 5.*
- The board will review, discuss, modify and accept a completed composite evaluation (may occur over multiple sessions). *Begin discussion Oct 5.*
- The board delivers the composite evaluation to the Town Administrator. *Completed by Oct 24.*
- The Town Administrator prepares a written response to the evaluation, if so desired.

Evaluation template:
C. Karlson will bring a draft template to the meeting on August 15th. It is a composite form created using ICMA suggested formats and the town administrator's goals for the previous year.

Town Administrator Evaluation Form
Wayland, MA
September 2015 – August 2016

Board of Selectmen:

Using this evaluation form, each member of the Board of Selectmen (BoS) should create an assessment in a separate Word document, attach a hard copy with this signed form, and return it to the Chair in public session by September 26, 2016. Specific examples should be used when evaluating performance on goals and other initiatives. Examples are given of skills and behaviors to consider while completing the evaluation. Evaluations will be summarized and included on the agenda for discussion by October 5, 2016 (tentative).

Please refer to the full text of the Town Administrator's Statement of Goals, Objectives and Actions adopted on October 19, 2015 as you consider your comments.

_____ _____

BoS Member's Signature Date

10 MINUTES
8/3

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

NAN BALMER
TOWN ADMINISTRATOR
TEL. (508) 358-7755
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BOARD OF SELECTMEN
LEA T. ANDERSON
MARY M. ANTES
LOUIS M. JURIST
CHERRY C. KARLSON
JOSEPH F. NOLAN

Board of Selectmen
Meeting Minutes
August 3, 2016

Attendance: Lea T. Anderson, Mary M. Antes, Louis M. Jurist, Cherry C. Karlson, Joseph F. Nolan
Also Present: Town Administrator Nan Balmer, Human Resources Assistant Katelyn O'Brien.

A1. Call to Order by Chair Chair C. Karlson called the meeting of the Board of Selectmen to order at 7:02 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. L. Anderson announced that on August 13th the Police Department and Fire Department will participate in Public Safety Day at the Sudbury Police and Fire Station, which includes "touch a truck" and car seat inspections. M. Antes announced that the League of Women Voters is sponsoring a forum on the 29th in Newton before the primary.

A2. Public Comment There was no Public Comment.

The Board decided to move on with agenda items until Town Counsel Mark Lanza and other committee members arrived before enetering into Executive Session.

A9. Review and Approve Consent Calendar (See Separate Sheet) M. Antes moved, seconded by J. Nolan, to approve the consent calendar. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A7. Review Status of Board Policies Chair C. Karlson asked the Board if they had any thoughts on updating the policies. M. Antes stated that they certainly needed to be updated, some are from 2004, most are from 2010. L. Anderson mentioned the policy of payment of bills and that she would like to understand them a little better. The board agreed that they would focus on board procedure policies first, then go into policies that fall under facilities.

A10. Review Correspondence (See Separate Index Sheet) The Board reviewed the week's correspondence. The Board thanked David Hill, who resigned from the Board of Assessors, for his service. The Board would also like to clarify that they are always looking for the best qualified applicants to serve as volunteers. L. Anderson stated that although committee members should represent the town, this board was only focused on qualifications when picking members. L. Jurist stated that only qualifications, not age, plays a factor in their decision making. J. Nolan followed up by stating that picking volunteers in a town such as Wayland where there are so many qualified individuals is one of the hardest jobs in public service and the board works hard to make the best decision possible.

A3. Enter into Executive Session (a) Pursuant to Massachusetts General Laws Chapter 30A, Section 21a(3), to Discuss Strategy with Respect to Pending Actions regarding 150 Main Street LLC v. Zoning Board of Appeals, Nelson v. Conservation Commission (two cases), Bernstein, et al v. Planning Board, et al, Boelter, et al v. Board of Selectmen, Moss, et al v. Lingleys and Town, West Beit Olam Corporation v. Board of Assessors, and Green v. Police Chief; and (b) 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 25, 2016, Pertaining to the Following Subjects, because a Public Discussion of These Matters will have a Detrimental Effect on the

Bargaining, Negotiating, or Litigating Position of the Town: Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3), a Discussion of 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), a Discussion of Civil Service with Respect to the Police Union; and Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(6), the Consideration of the Purchase, Exchange, Taking, Lease or Value of Real Property in Regard to 8 Glezen Lane, and 107 Old Sudbury Road; and Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3), a Discussion of Strategy with Respect to Pending Action regarding Boelter et al v. Wayland Board of Selectmen
At 7:25 p.m., C. Karlson moved, seconded by M. Antes, to enter into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21a(3), to discuss strategy with respect to pending actions regarding 150 Main Street LLC v. Zoning Board of Appeals, Nelson v. Conservation Commission (two cases), Bernstein, et al v. Planning Board, et al, Boelter, et al v. Board of Selectmen, Moss, et al v. Lingleys and Town, West Beit Olam Corporation v. Board of Assessors, and Green v. Police Chief; and (b) 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 25, 2016, pertaining to the following subjects: pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3), a discussion of 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), a discussion of civil service with respect to the Police Union; and pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(6), the consideration of the purchase, exchange, taking, lease or value of real property in regard to 8 Glezen Lane and 107 Old Sudbury Road; and pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(3), a discussion of strategy with respect to a pending action regarding Boelter et al v. Wayland Board of Selectmen. The Chair declares that a public discussion of these matters may have a detrimental effect on the bargaining, negotiating or litigating position of the town. Roll call vote: YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. Chair C. Karlson invites attendance by Town Administrator Nan Balmer, Town Counsel Mark Lanza, Representative from the Board of Public Works Chris Brown and Mike Lowery, Police Chief Robert Irving, Planning Board Representative Ira Montague, and Human Resources Assistant Katelyn O'Brien. The Board will reconvene in open session in approximately thirty minutes.

The Board returned to open session at 8:08 p.m.

A4. Carroll School: Update on Review Process and Vote to Forward Comment to Planning Board

C. Karlson announced that she would recuse herself from the discussion about the traffic report since she lives on a street that is mentioned in the report, although she is not requred. C. Karlson exits room at 8:09.

Town Counsel M. Lanza states that the town's ability to interfere with Carroll School is limited however it can impose traffic regulations. Police Chief R. Irving discussed his memo that states his recommendations to the board. He suggested that a school zone could be put in place at any time, but it might not be necessary. He recommended designing lighting in parking lot that focused on safety and decreased light pollution.

TEC Traffic Engineer Kevin Dandrade stated to the Board that the school had a good plan for parking and if events occur they don't require any changes to design. At this time there is no walking population so it doesn't appear a school zone is needed. K. Dandrade recommended trimming lower tree limbs for safety in parking lot. He also recommends a post-occupancy study.

J. Nolan stated that he hopes the town and school can have a mutually beneficial relationship. M. Lanza notes that town can't require a PILOT payment, school has mentioned a possible contribution to public safety.

J. Nolan recommended the Board support and forward the Police Chief's memo to the Planning Board. J. Nolan moved, seconded by L. Jurist, to forward the Carroll School Memo. YEA: L. Anderson, M. Antes, L. Jurist, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: C. Karlson. Adopted 4-0-1

C. Karlson rejoined the meeting at 8:35 pm.

A5. Discuss Open Meeting Law Complaint with Town Counsel, Attorney General Decision 2016-98

M. Lanza discussed the legal definition of intentions, which according to the Attorney General is definied as a presumption that an act was intentional if it happens twice. According to M. Lanza chances are slim the AG would change their definition. Towns can have a hearing or pay fine. L. Jurist stated his opinion that the Board knew what was going on and the AG was right to cite that. C. Karlson strongly stated she disagreed with him, town was busy and understaffed and unaware of minute backup. C Karlson directed M. Lanza to write a letter notifying the Attorney General that the Board respectfully disagrees with the decision but will pay the fine.

C. Karlson recommended the Board vote to pay the fine. J. Nolan moved, seconded by L. Anderson, to pay the fine. YEA:L. Anderson, M. Antes, L. Jurist, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

The Board discussed how to pay the fine and agreed that it would be paid out of the Selectmen's budget.

A6. Consider Adoption of Board and Committee Handbook; Discuss Volunteer Training and Relations; Review, Discuss and Vote Article about Volunteers for Media Distribution

N. Balmer discussed her handbook handout that she has developed for several towns that she has worked for over the years. Goal is to have a structured program and handbook for volunteers to learn about OML and Public Records Law and for a staff member to potentially manage it. The Board all agreed that the handbook was a great idea and that as volunteers this would be very helpful. The Board will look over and send revisions to Nan.

M. Antes suggested that the town bring back ice cream socials for volunteers. N. Balmer suggested events for the BOS to get to know staff.

The Board discussed M. Antes' article about volunteers for media distribution. The Board agreed that it was a great document that highlighted qualified volunteers in Wayland. J. Nolan moved to forward revised article to all media outlets, seconded by L. Anderson, YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A8. Review and Approve Minutes of July 25, 2016; Potential Vote to Release Executive Session Minutes of July 25, 2016 L. Anderson moved, seconded by M. Antes, to approve the minutes as amended of July 25, 2016. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0. L. Anderson moved to vote to release the redacted Executive Session Minutes of July 25, 2016, seconded by M. Antes, YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A11. Report of the Town Administrator N. Balmer mentioned David Hill's resignation from the Board of Assessors and Brian Monahan's upcoming retirement as Conservation Administrator. She also stated she has Jury Duty August 22, 2016. She said that the solar panels will be installed starting August 15 and will cause limitations on parking at Town Building. Savings are estimated around $110,000 from solar panels. Both J. Nolan and L. Anderson are very pleased with solar panels at schools. N. Balmer also mentioned the town was challenged by a resident regarding the procurement of a firewall but the town was found in compliance. N. Balmer thanked the work of Financial Analyst Elizabeth Doucette for her work with that challenge.

A12. Selectmen's Reports and Concerns L. Anderson mentioned she attended a local emergency planning meeting on power outages. C. Karlson stated that she will work with B. Keveny on the Cleargov contract, hopefully have it ready the next day, and she asked for an update on the rec plan as well. The Board agreed to develop a process at the next meeting for evaluating the Town Administrator, N. Balmer, since her annual anniversary is coming up soon. C. Karlson also reminded the Board that they need to be ready to provide commentary for upcoming articles for Special Town Meeting. Next meeting is August 15, 2016.

A13. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any The Chair said, "I know of none."

A14. Adjourn There being no further business before the Board, J. Nolan moved, seconded by L. Jurist, to adjourn the meeting of the Board of Selectmen at 9:25 p.m. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson, J. Nolan. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of August 3, 2016

1. Draft Press Release, 8/2/2016, from Board of Selectmen re: Committee Appointees
2. Email of 8/3/16 from 110 Grill Wayland re: Invitation to Grand Opening August 13, 2016

Items Included as Part of Agenda Packet for Discussion During the August 3, 2016 Board of Selectmen's Meeting

1. Memorandum of 8/3/16 from Nan Balmer, Town Administrator, to Board of Selectmen, re: Carroll School, and Draft Letter of 7/27/16 from Engineering Consultant TEC Inc. to Sarkis Sarkisian, Town Planner, re: Carroll School Wayland Campus, Traffic and Transportation Peer Review
2. Letter of 7/22/16 from Office of the Attorney General to the Board of Selectmen re: Open Meeting Law, Attorney General Decision 2016-98
3. Memorandum of 8/3/16 from Nan Balmer, Town Administrator, to Board of Selectmen re: Board and Committee Handbook/Volunteer Training and Relations
4. Memorandum of 8/3/16 from Nan Balmer, Town Administrator, to Board of Selectmen re: Board of Selectmen Policies
5. Draft Minutes of July 25, 2016
6. Report of the Town Administrator for the Week Ending July 28, 2016

10 MINUTES
8/15

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

NAN BALMER
TOWN ADMINISTRATOR
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BOARD OF SELECTMEN
LEA T. ANDERSON
MARY M. ANTES
LOUIS M. JURIST
CHERRY C. KARLSON
JOSEPH F. NOLAN

Board of Selectmen
Meeting Minutes
August 15, 2016

Attendance: Lea T. Anderson, Mary M. Antes, Louis M. Jurist, Cherry C. Karlson
Absent: Joseph R. Nolan
Also Present: Town Administrator Nan Balmer, Human Resources Assistant Katelyn O'Brien.

A1. Call to Order by Chair Chair C. Karlson called the meeting of the Board of Selectmen to order at 7:00 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. M. Antes announced that sample ballots are posted on the Town Clerk's office door. M. Antes also mentioned a contested Sheriff position, which will be the topic of a forum by the League of Women Voters of Middlesex County on August 29, 2016. C Karlson stated that absentee ballots are also available. L. Anderson reminded the Board that the Carroll School site plan meeting is tomorrow night. She also mentioned that Police Chief R. Irving is encouraging people to sign up for the Citizen Police Academy.

A2. Public Comment Gretchen Dresens, 155 Main Street, expressed concern to the Board about how the Town has handled the application to build a CVS at the 150 Main Street site. She stated that it's problemetic on many levels. She mentioned that it took a week and half after the permit was issued for the public to view it. Her major concern to the Board was that the Building Commissioner issued the permit based on an old bylaw that has been amended. Gretchen passed out documents to the board that contained emails between Town Counsel and the Building Commissioner.

A3. Vote to Open Warrant for Special Town Meeting

L. Anderson moved, seconded by M. Antes, to hold a Special Town Meeting on Tuesday, November 15, 2016, at 7:00 p.m. in the Wayland High School Field House, and the warrant for said Special Town Meeting will be open from Wednesday, August 24, 2016, at 8:30 a.m. through Thursday, September 1, 2016, at 4:30 p.m. In accordance with Chapter 36, Section 36-3 of the Code of the Town of Wayland, all articles for consideration and inclusion in said warrant shall be submitted to the Selectmen's Office in the Wayland Town Building at 41 Cochituate Road, Wayland, Massachusetts by 4:30 p.m. on Thursday, September 1, 2016. YEA: L. Anderson, M. Antes, L. Jurist, C. Karlson. NAY: none. ABSENT: J. Nolan. ABSTAIN: none. Adopted 4-0-0.

A4. Special Town Meeting Petitioners' Workshop Town Counsel M. Lanza entered the room at 7:18 p.m. Chair C. Karlson opened the Petitioners' Workshop for the Special Town Meeting at 7:20 p.m. Duane Galbi, 190 Stonebridge Road, asked the Board several questions. He inquired about noise ordinances applying to town roads, voting on capital funding, and the state's definition of "thickly settled".

M. Lanza responded by stating that a bylaw change is required for capital funding. He also said that there are specific state laws enforced by police for noise of roadways, but beyond that towns can regulate noise in a public way, more in a context of a public place or event. The current definition of "thickly settled" would require some research, according to M. Lanza, especially with the passing of the new Municipal

Modernization Act. M. Lanza said he will look into it. C. Karlson asked M. Lanza for more insight on how the state is interpreting the new law.

A5. Vote to Submit Special Town Meeting Articles:

M. Antes moved to submit the Article to Adopt Special Legislation to Withdraw from Civil Service; and the Article to Amend Chapter 32, Section 18 of Town Code, Attendance and Participation of Non Resident Town Officials; L. Jurist seconded, YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist. NAY: none. ABSENT: J. Nolan. ABSTAIN: none. Adopted 4-0-0

C. Karlson asked L. Anderson to check in with Police Chief Irving to see if he wanted to submit or modify any materials. M. Antes stressed the importance of public relations on the topic. C. Karlson asked N. Balmer to put topics on the September 6, 2016 BOS meeting agenda.

A6. Meet with Assistant Town Administrator and Town Clerk to Review Plan to Fulfill Requirements of Public Records Laws N. Balmer dicussed the new public records law which is effective Janurary 1, 2017. N. Balmer recommended that the Board make the appointment for the Public Records Officer.

A7. Meeting with Assistant Town Administrator to Review Potential Change in Duties of Executive Assistant
N. Balmer stated that the Executive Assistant MaryAnn Dinapoli will now take on the duties of Records Access Officer, Website Administrator, and oversee the town's efforts to acknowledge volunteers. These duties will replace writing of the Board's minutes. N. Balmer stated this proposal will be presented to the Personnel Board and hopefully approved in September.

A8. Meet with Town Clerk to Review Election Schedule
The Board invited Town Clerk B. Klein to discuss the election schedule. B. Klein announced the last day to register is August 19th for the September 8th primary. There are signs posted and information published in the paper. B. Klein noted that the office will be open until 5 p.m. on Friday August 19th instead of 8 p.m. She said a lot more people are registering online and the office is receiving a lot more absentee ballots. B. Klein stated that September 20, 2016 is the Minuteman election. There will be one polling place in town building for everyone and the town isn't expecting a big turnout. L. Anderson noted she will write a piece for the Town Crier about the Minuteman election and will present a draft at the September 6, 2016 meeting. August 31st is the deadline for registering to vote for the Minuteman election. B. Klein also announced that on October 24, 2016 residents can participate in early voting, which will go on through November 4, 2016 at noon. B. Klein discussed the rules and regulations from the state regarding early voting. She is expecting extra costs for postage, an additional voting machine, a part-time person to help for three weeks in the office, and over time for the assistant clerk. B. Klein left at 8:13 p.m.

A9. Meet with Facilities Director to Review Draft FY 18 Capital and Operating Budgets
The Board invited Facilities Director B. Keefe to review the Draft FY 18 Capital and Operating Budget at 8:15 p.m. B. Keefe passed out draft documents to the board. He discussed two big projects, the library and the COA/CC building. B. Keefe discussed necessary renovations for the Town Building, including the design and installation of all the windows. He also discussed including exterior and ceiling painting every five years to protect the wood and building. B. Keefe stated that the budget includes Fire Station Two renovations, which would give female firefighters a place to live and work. M Antes asked about the Art Center at Fire Station Two. B. Keefe stated that they have female fire fighters working now at the station so a plan is

necessary. C. Karlson asked about a 30-year look at facilities. B. Keefe stated that it has been started but needs to be individualized to Wayland's needs. B. Keefe concluded his presentation by stating that overall the town has made real progress and it can be seen in the budget. He hopes to see savings in streetlights and solar panels in the future. C. Karlson mentioned she would like to see a 5-year report and Crystal Report from N. Balmer.

A10. Review Format and Procedure for Town Administrator Evaluation The Board discussed the process of the Town Administrator's evaluation. C. Karlson stated that if Nan is willing to have the discussion in public, she needs to let the BOS know and the proposed process prepared by her would be used. If not, a private process would be used. C. Karlson asked N. Balmer to let the Board know by September 6, 2016. C. Karlson noted that the Board did not receive any complaints about process last year. N. Balmer stated to the Board that she would like the process to acknowledge other projects that came up during the year that were not planned. C Karlson stated that the Board should think about the process and see if there is another category that can be added that covers unexpected projects/goals that come up through the year.

A11. Discuss Schedule Request for Proposal for Legal Services N. Balmer stated that waiting until July 1, 2017 would be too long to put out an RFP for legal services and she would like to speed up the process and present a proposal to the Board at the September 6, 2016 meeting. N. Balmer stated that the new Town Counsel would take over responsibilities by January 1, 2017 instead of July 1, 2017. C Karlson stated that her one concern is the time frame and how it might affect the Town Warrant. N. Balmer stated that other problems could come up if the town waited until July 1· 2017 to change counsel. L. Anderson agreed it makes more sense to move quickly. The Board reached a consensus.

A12. Review and Approve Minutes of August 3, 2016 The Board agreed to review the revised minutes of August 3, 2016 and consider approving them at the September 6, 2016 meeting. C. Karlson noted that the Board did not review and vote to approve any executive minutes at this meeting because there was not an executive session.

A13. Review and Approve Consent Calendar (See Separate Sheet)
C. Karlson asked for an amended motion to approve items 1 and 3 – 9 on the Consent Calendar. M. Antes so moved, seconded by L. Anderson, YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist. NAY: none. ABSENT: J. Nolan. ABSTAIN: none. Adopted 4-0-0

L. Anderson moved to clarify and approve the number on item 2 of the Consent Calendar to $9,977.00, seconded by M. Antes, YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist. NAY: none. ABSENT: J. Nolan. ABSTAIN: none. Adopted 4-0-0

A14. Review Correspondence (See Separate Index Sheet) The Board reviewed the week's correspondence. The Board discussed the OML correspondence. L. Anderson volunteered to put together the annual report by September 30, 2016. C. Karlson stated the email from Mike Lowery should be noted as being from him personally, not from him as a member of the Board of Public Works. The Board stated they were dissapointed to hear that Betty Salzberg resigned from the Library Planning Committee and thanked her for her efforts. M. Antes stated that the boards are catching up on minutes.

A15. Report of the Town Administrator The Nichols' parcel swap from 1988 was discussed and the Board agreed it will be put on the Consent Calendar for the September 6, 2016 meeting. N. Balmer said Town Planner S. Sarkissian will present the Housing Production Plan to the Planning Board at their August 22, 2016 meeting. N. Balmer discussed the Municipal Modernization Act, which will bring a lot of changes in assessing, procurement, and revolving funds. N. Balmer told the Board that she needs someone to manage all of the new implementations. N. Balmer reported that the pension issue is being worked on by the finance director and was partly an IT issue. She also added that there may be penalties. She said she is meeting every few days with staff about it. N. Balmer said she is working on a 5-year plan for the Finance Committee, but is not there yet. She said she will continue to work on it. N. Balmer said that Recreation is working on cash deposits and they are in good shape. She said it was an opportunity for all department heads to learn about procedures for all deposits. N. Balmer said Recreation will use a cash register at the beach and will use a safe. N. Balmer stated that she is happy to report the descrepensies have been resolved. N. Balmer said Police Chief Irving drafted a letter to Mass Highway about resurfacing route 20. N. Balmer also discussed the issue of special municipal employees, which was an action taken by the BOS in 1963. L. Anderson and L. Jurist didn't think that Selectmen in towns with populations over 10,000 are considered special municipal employees. N. Balmer said she will look further into the issue.

A16. Selectmen's Reports and Concerns M. Antes stated that she attended the 110 Grill opening. M. Antes also went to the The Carroll School meeting and reported that it was very civil and the school answered all the questions that were asked. L. Jurist asked if the Board had to follow up on any of Gretchen's earlier public comments. N. Balmer stated that the Board might not have any role, except future employment of Town Counsel. C. Karlson asked N. Balmer for update on Conservation's office transition plans. N. Balmer stated that she will be meeting with the Conservation Chair and B. Monahan this week to discuss looking for an interim and the hiring of a new Conservation Administrator. N. Balmer also stated that Assistant Assessor D. Ellis accepted a position in another community.

A17. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any The Chair said, "I know of none."

A18. 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 9:32 p.m. YEA: L. Anderson, M. Antes, C. Karlson, L. Jurist. NAY: none. ABSENT: J. Nolan. ABSTAIN: none. Adopted 4-0-0

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of August 15, 2016

1. Email correspondence, from May 2, 2016 to July 14, 2016, between Geoffrey Larsen, Building Commissioner, and Matthew Levy, Levy Properties LLC, re: 150 Main Street Zoning Review related to Building Permit Application
2. Draft Town Administrator Evaluation Form, September 2015-August 2016
3. Explanatory Statement of Changes in Expenses Template, Facilities Department, from Public Buildings Director Ben Keefe

Items Included as Part of Agenda Packet for Discussion During the August 15, 2016 Board of Selectmen's Meeting

1. Memorandum of 8/15/16 from Board of Selectmen to all Boards, Committees, Commissions, Departments and Staff re: Special Town Meeting, November 15, 2016
2. Public Notice, Petitioner's Workshop on August 15, 2016, for Special Town Meeting on November 15, 2016

3. Draft Articles for Special Town Meeting
4. Memorandum of 8/15/16 from John Senchyshyn, Assistant Town Administrator/Human Resources Director, to Board of Selectmen, re: New Public Records Law
5. Memorandum of 8/15/16 from John Senchyshyn, Assistant Town Administrator/Human Resources Director, to Board of Selectmen, re: Executive Assistant to Town Administrator Job Duties
6. Town Administrator Evaluation: Background Information and Process, September 2015-August 2016, prepared by Chair Cherry Karlson, August 10, 2016
7. Draft Minutes of August 3, 2016
8. Report of the Town Administrator for the Week Ending August 12, 2016

13 TA REPORT

TOWN ADMINISTRATOR'S REPORT
WEEK ENDING SEPTEMBER 2, 2016

RIVERS' EDGE

The Rivers Edge Committee is proceeding with its review of proposals and may be prepared with a recommendation to the Board of Selectmen after September 7th. Last week, I met with the Chair of the Rivers Edge Committee, Vice Chair of the Board of Public Works, Acting DPW Director and Facilities Director to discuss unresolved issues regarding an alternate laydown area for DPW and alternate parking for school buses. I recommend the Selectmen request an update on both of these matters from designees of the Board of Public Works and School Superintendent.

UPDATE FROM FACILITIES DIRECTOR: STREET LIGHTS, SOLAR, MSBA

Street Lights: Contract signed with Tanko Lighting as consultant to LED street light upgrade. Tanko Lighting was the successful respondent to Metropolitan Area Planning Council (MAPC) Request for Proposals (RFP). Tanko began detailed audit of existing street lights today September 1st. Folks may see them on the roadside, their cars are marked with company name and have a roof beacon for safety. They expect survey to take almost 2 weeks. Their engineering department will analyze the survey data and make recommendations. Currently expect to seek bids in late October early November.

Solar: Middle School is complete but will not be turned on. The High School and DPW arrays are complete but have not been connected to the grid yet. The Town Building project is now scheduled to start September 9th. Expect 4-5 weeks of work. During this time a minimum of 50% of the parking lot will be available for parking, at times nearly all will be available. Ameresco is aware of the disruption their delay will cause. They will work with us to make as much parking as possible available each day and limit construction noise during critical events.

MSBA: All documents have been submitted for Loker Elementary School Accelerated Repair Project (ARP). Funding was approved at last ATM in accordance with MSBA requirements. Next step is that MSBA will assign an Owner's Project Manager (OPM) and a Designer to the project. The Town will negotiate lump sum contracts with each of them and then proceed to design. Because ATM has already approved the funding with any luck we may be able to get this project accomplished in the summer of 2017.

HOUSING PRODUCTION PLAN (HPP)

Attached please find a memorandum from the Town Planner forwarding the recommendation of the Planning Board to review the Housing Production Plan. Please provide the Town Administrator with any suggested revisions. The document will be considered for approval by the Selectmen on September 12th.

FINANCE COMMITTEE / FY 18 BUDGET PROCESS

Please see attached recommendations from the Town Administrator and Finance Director presented on August 29th to the Finance Committee on the FY 18 Budget Guideline. The Town Administrator is required by Town Code to collaborate with the Finance Director and Finance committee to adopt an annual budget guideline. The Finance Committee adopted a guideline setting a 2.5% increase in the operating budget as a goal.

OPEB REPORT

Investment of the OPEB fund is under the jurisdiction of the Board of Selectmen. Attached is the link to the Treasurer's website where the Selectmen can access the PRIT fund performance reports.

http://www.wayland.ma.us/Pages/WaylandMA_Treasurer/OPEB%20Performance/

CONSERVATION

The Conservation office is remaining open under a temporary plan designed by Human Resources Assistant Katelyn O'Brien. The retiring Conservation Administrator will be available on a part-time basis through the fall until permanent staff is hired. Conservation Commission volunteers are assisting with the temporary management of the office.

TOWN OF WAYLAND

MASSACHUSETTS
01778

PLANNING DEPARTMENT

Sarkis Sarkisian
Wayland Town Planner

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

DATE: August 31, 2016

TO: Nan Balmer, Town Administrator

Board of Selectmen

FROM: Sarkis Sarkisian, Director of Planning

RE: Housing Production Plan 2016

The Planning Board on August 22, 2016 unanimously voted to submit the 2016 Housing Production Plan to the State Department of Housing and Community Development. The Housing Production Plan is a planning document that identifies needs of the Wayland community and the strategies it will use to make progress in facilitating the development of affordable housing. The plan provides information on trends in Wayland relating to the people who live here, types of housing in town, and the current development conditions in town to determine the housing needs of the community. The Plan also includes an inventory of affordable housing and an update of our River's Edge Project that will push the Town of Wayland's subsidized affordable housing inventory to over 9%. This is a giant leap forward in achieving the goal of 10%. The collection and analysis of this information, along with our recently held housing summits have led to the development of housing goals for Wayland's future.

On behalf of the Planning Board I would like to thank the members of the Wayland Affordable Housing Partnership, Wayland Housing Authority and Wayland Affordable Housing Trust. I would also like to recognize two individuals in helping with the efforts of Affordable Housing. Rachel Bratt of the Wayland Partnership for Chairing and hosting four Affordable Housing Summits and Susan Weinstein for completing the edits and fine tuning the Housing Production Plan (see link below) We would not have been accomplished this without their time and dedication.

http://www.wayland.ma.us/Pages/WaylandMA_Planning/drafthpp2016.pdf .

Board of Selectman Letterhead

September 2016

Submitted electronically to: phillip.demartino@state.ma.us

Chrystal Konegay, Undersecretary
Department of Housing & Community Development
100 Cambridge Street, Suite 300
Boston, MA 02114
Attn: Phil DeMartino

Re: Town of Wayland, MA – Affordable Housing Production Plan Submission

Ladies and Gentlemen:

We have attached the Affordable Housing Production Plan ("AHPP) for the Town of Wayland, in conjunction with the Wayland Partnership, Wayland Housing Authority and the Wayland Affordable Housing Trust.

The AHPP:

- Was adopted by the municipal planning board on August 22, 2016 and select board of the Town of Wayland on
- Constitutes the community's affordable housing production plan.
- The Town of Wayland respectfully requests approval from DHCD of the AHPP.

The municipal contact person on this matter is:

Sarkis Sarkisian, Planning Director
Department of Planning
Town Building
41 Cochituate Road
Wayland, MA 01778
ssarkisian@Wayland.ma.us
(508) 358-3778

Town of Wayland

By: _____ Chief Elected Official

Affordable Housing Inventory Wayland

9/1/2016

Wayland Housing Authority

Development Name	Current Address	Year On Line	Total Dev Unit	40B Unit Count	Permit	Affordability Expires	Subsidizing Agency	Construction Loan	Affordability Monitoring Agent Per Regulatory Agreement (Develo	Monitoring Agent Per Deed Restriction (Homeownership)	Occ.	Build Type
HUD Bent Park	4-12 Bent Avenue	1974	56	56	40B	Perp	HUD			N/A	Rent	Gardn
HUD Scattered Sites	3 Hemlock	1980	25	1	N/A	Perp	HUD			N/A	Rent	SF
HUD Scattered Sites	7 Simpson Road	1981		1	N/A	Perp	HUD			N/A	Rent	SF
HUD Scattered Sites	8 Russell Rd.	1980		1	N/A	Perp	HUD			N/A	Rent	SF
HUD Scattered Sites	12 Willard St.	1981		1	N/A	Perp	HUD			N/A	Rent	Duplx
HUD Scattered Sites	14 Willard St.	1981		1	N/A	Perp	HUD			N/A	Rent	Duplx
HUD Scattered Sites	14 Mayflower Path	1980		1	N/A	Perp	HUD			N/A	Rent	SF
HUD Scattered Sites	18 Overlook Road	1980		1	N/A	Perp	HUD			N/A	Rent	SF
HUD Scattered Sites	21Leary St. L1	1981		1	N/A	Perp	HUD			N/A	Rent	Flat
HUD Scattered Sites	21 Leary St. L2	1981		1	N/A	Perp	HUD			N/A	Rent	Flat
HUD Scattered Sites	28 Riverview Circle	1981		1	N/A	Perp	HUD			N/A	Rent	SF
HUD Scattered Sites	32 Edgewood Rd.	1980		1	N/A	Perp	HUD			N/A	Rent	SF
HUD Scattered Sites	34 Mitchell St.	1990		1	N/A	Perp	HUD			N/A	Rent	SF
HUD Scattered Sites	36 Mitchell St.	1981		1	N/A	Perp	HUD			N/A	Rent	SF
HUD Scattered Sites	104 East Plain St.	1980		1	N/A	Perp	HUD			N/A	Rent	SF
HUD Scattered Sites	132 Comm. Rd.	1980		1	N/A	Perp	HUD			N/A	Rent	SF
HUD Scattered Sites	161 West Plain St.	1980		1	N/A	Perp	HUD			N/A	Rent	SF
HUD Scattered Sites	199 West Plain St.	1981		1	N/A	Perp	HUD			N/A	Rent	SF
HUD Scattered Sites	206A Main St.	1980		1	N/A	Perp	HUD			N/A	Rent	Duplx
HUD Scattered Sites	206B Main St.	1980		1	N/A	Perp	HUD			N/A	Rent	Duplx
HUD Scattered Sites	222 Comm. Rd. L1	1981		1	N/A	Perp	HUD			N/A	Rent	Flat
HUD Scattered Sites	222 Comm. Rd. L2	1981		1	N/A	Perp	HUD			N/A	Rent	Flat
HUD Scattered Sites	264 Main St. L1	1980		1	N/A	Perp	HUD			N/A	Rent	Flat
HUD Scattered Sites	264 Main St. L2	1980		1	N/A	Perp	HUD			N/A	Rent	Flat
HUD Scattered Sites	268 Main St.	1980		1	N/A	Perp	HUD			N/A	Rent	SF
HUD Scattered Sites	304 Old Conn Path	1980		1	N/A	Perp	HUD			N/A	Rent	SF
Cochituate Village Apartments	106 Main Street	1983	55	55		Perp	HUD			N/A	Rent	Flats
Millbrook	9 Millbrook Road	1995	2	1	40B	Perp	LIP			Not Listed	Own	Duplx
Millbrook	11 Millbrook Road	1995		1	40B	Perp	LIP			Not Listed	Own	Duplx
Willowbrook	105 Willowbrook Dr.	1997	44	1	POD	Perp	HOP			Not Listed	Own	Town
Willowbrook	108 Willowbrook Dr.	1997		1	POD	Perp	HOP			Not Listed	Own	Town
Willowbrook	109 Willowbrook Dr.	1997		1	POD	Perp	HOP			Not Listed	Own	Town
Willowbrook	209 Willowbrook Dr.	1997		1	POD	Perp	HOP			Not Listed	Own	Town
Willowbrook	213 Willowbrook Dr.	1997		1	POD	Perp	HOP			Not Listed	Own	Town
Willowbrook	308 Willowbrook Dr.	1997		1	POD	Perp	LIP			Not Listed	Own	Town
Greenways	14 Green Way	2000	16	1		2050	DHCD/LIP-LAU			Municipality	Own	SF

Prepared by WHA
Brian Boggia

Wayland Housing Authority

Development Name	Current Address	Year On Line	Total Dev Unit	40B Unit Count	Permit	Affordability Expires	Subsidizing Agency	Construction Loan	Affordability Monitoring Agent Per Regulatory Agreement (Develo	Monitoring Agent Per Deed Restriction (Homeownership)	Occ.	Build Type
Greenways	15 Green Way	2000		1		2050	DHCD/LIP-LAU			Municipality	Own	SF
Greenways	21 Green Way	2000		0		2050	DHCD/LIP-LAU			Municipality	Own	SF
Greenways	22 Green Way	2000		1		2050	DHCD/LIP-LAU			Municipality	Own	SF
Greenways	23 Green Way	2000		1		2050	DHCD/LIP-LAU			Municipality	Own	SF
Traditions	Green Way	2000	15	0	N/A		NA				Asst	Assisted
Plain Road	130 Plain Road	2002	1	1	40B LIP	Perp	DHCD/LIP			WHAI	Own	SF
Nike/Oxbow Meadows	101 Trout Brook	2009	16	1	40B LIP	Perp	DHCD/HSF			WHA	Own	Town
Nike/Oxbow Meadows	202 Trout Brook	2009		1	40B LIP	Perp	DHCD/HSF			WHA	Own	Town
Nike/Oxbow Meadows	306 Trout Brook	2009		1	40B LIP	Perp	DHCD/HSF			WHA	Own	Town
Nike/Oxbow Meadows	307 Trout Brook	2009		1	40B LIP	Perp	DHCD/HSF			WHA	Own	Town
Nike/Oxbow Meadows	409 Trout Brook	2009		1	40B LIP	Perp	DHCD/HSF			WHA	Own	Town
Nike/Oxbow Meadows	512 Trout Brook	2009		1	40B LIP	Perp	DHCD/HSF			WHA	Own	Town
Nike/Oxbow Meadows	614 Trout Brook	2009		1	40B LIP	Perp	DHCD/HSF			WHA	Own	Town
Nike/Oxbow Meadows	615 Trout Brook	2009		1	40B LIP	Perp	DHCD/HSF			WHA	Own	Town
Nike/Oxbow Meadows	203 Trout Brook	2009		1	40B LIP	Perp	DHCD/HSF			WHA	Own	Town
Nike/Oxbow Meadows	204 Trout Brook	2009		1	40B LIP	Perp	DHCD/HSF			WHA	Own	Town
Nike/Oxbow Meadows	616 Trout Brook	2009		1	40B LIP	Perp	DHCD/HSF			WHA	Own	Town
Nike/Oxbow Meadows	408 Trout Brook	2009		0	40B HSF	Perp	DHCD/AHTF			WHA	Own	Town
Nike/Oxbow Meadows	513 Trout Brook	2009		0	40B HSF	Perp	DHCD/AHTF			WHA	Own	Town
Nike/Oxbow Meadows	305 Trout Brook	2009		0	40B HSF	Perp	DHCD/AHTF			WHA	Own	Town
Nike/Oxbow Meadows	410 Trout Brook	2009		0	40B HSF	Perp	DHCD/AHTF			WHA	Own	Town
Nike/Oxbow Meadows	511 Trout Brook	2009		0	40B HSF	Perp	DHCD/AHTF			WHA	Own	Town
Wayland Gardens	6 Decolores	2009	12	1	40B-HAC	Perp	FHLB			CHAPA	Own	Town
Wayland Gardens	14 Decolores	2009		1	40B-HAC	Perp	FHLB			CHAPA	Own	Town
Wayland Gardens	16 Decolores	2009		1	40B-HAC	Perp	FHLB			CHAPA	Own	Town
Wayland Commons	*3 Hastings Way*	*2011*	0	*0*	*N/A*		*N/A*			*N/A*	*N/A*	*N/A*
Wayland Commons	23 Hastings Way	2011	44	1	POD	Perp	MHFA	NEF Stonehar	CHAPA	South Shore H	Own	Town
Wayland Commons	33 Hastings Way	2011		1	POD	Perp	MHFA	NEF Stonehar	CHAPA	South Shore H	Own	Town
Wayland Commons	36 Hastings Way	2011		1	POD	Perp	MHFA	NEF Stonehar	CHAPA	South Shore H	Own	Town
Wayland Commons	14 Hastings Way	2011		1	POD	Perp	MHFA	NEF Stonehar	CHAPA	South Shore H	Own	Town
Wayland Commons	30 Hastings Way	2011		1	POD	Perp	MHFA	NEF Stonehar	CHAPA	South Shore H	Own	Town
Wayland Commons	11 Hastings Way	2012		1	POD	Perp	MHFA	NEF Stonehar	CHAPA	South Shore H	Own	Town
Wayland Commons	6 Hastings Way	2012		1	POD	Perp	MHFA	NEF Stonehar	CHAPA	South Shore H	Own	Town
Wayland Commons	3 River Rock Way	2012		1	POD	Perp	MHFA	NEF Stonehar	CHAPA	South Shore H	Own	Town
Wayland Commons	11 River Rock Way	2013		1	POD	Perp	MHFA	NEF Stonehar	CHAPA	South Shore H	Own	Town
Wayland Commons	16 River Rock Way	2013		1	POD	Perp	MHFA	NEF Stonehar	CHAPA	South Shore H	Own	Town
Wayland Commons	25 River Rock Way	2012		1	POD	Perp	MHFA	NEF Stonehar	CHAPA	South Shore H	Own	Town

Prepared by WHA
Brian Boggia

Affordable Housing Inventory Wayland

9/1/2016

Wayland Housing Authority

Development Name	Current Address	Year On Line	Total Dev Unit	40B Unit Count	Permit	Affordability Expires	Subsidizing Agency	Construction Loan	Affordability Monitoring Agent Per Regulatory Agreement (Develo	Monitoring Agent Per Deed Restriction (Homeownership)	Occ.	Build Type
Sage Hill	9 Sage Hill Road	2012	8	1	LIP	Perp	DHCD		DHCD	Town Of Way	Own	Duplex
Charles River Center	93 Boston Post Road	2012	5	5	DDS	Perp	DDS		NA	N/A	Own	Home
Post Road Village(Wayland Forrest)	3 Wadsworth Lane	2013	16	1	40B	Perp	MHFA	NEF North Sh	Barnstabl	Barnstable Ho	Own	Town
Post Road Village(Wayland Forrest)	5 Wadsworth Lane	2013		1	40B	Perp	MHFA	NEF North Sh	Barnstabl	Barnstable Ho	Own	Town
Post Road Village(Wayland Forrest)	19 Wadsworth Ln #201	2013		1	40B	Perp	MHFA	NEF North Sh	Barnstabl	Barnstable Ho	Own	Flat
Post Road Village(Wayland Forrest)	19 Wadsworth Ln #204	2013		1	40B	Perp	MHFA	NEF North Sh	Barnstabl	Barnstable Ho	Own	Flat
Residences At Wayland Center	39 Andrew Ave. #201	2013	12	1	MUOD/LI	Perp	DHCD			WHA	Rent	Flat
Residences At Wayland Center	39 Andrew Ave. #202	2013		1	MUOD/LI	Perp	DHCD			WHA	Rent	Flat
Residences At Wayland Center	39 Andrew Ave. #203	2013		1	MUOD/LI	Perp	DHCD			WHA	Rent	Flat
Residences At Wayland Center	39 Andrew Ave. #204	2013		1	MUOD/LI	Perp	DHCD			WHA	Rent	Flat
Residences At Wayland Center	39 Andrew Ave. #205	2013		1	MUOD/LI	Perp	DHCD			WHA	Rent	Flat
Residences At Wayland Center	39 Andrew Ave. #206	2013		1	MUOD/LI	Perp	DHCD			WHA	Rent	Flat
Residences At Wayland Center	39 Andrew Ave. #207	2013		1	MUOD/LI	Perp	DHCD			WHA	Rent	Flat
Residences At Wayland Center	39 Andrew Ave. #208	2013		1	MUOD/LI	Perp	DHCD			WHA	Rent	Flat
Residences At Wayland Center	39 Andrew Ave. #209	2013		1	MUOD/LI	Perp	DHCD			WHA	Rent	Flat
Residences At Wayland Center	39 Andrew Ave. #210	2013		1	MUOD/LI	Perp	DHCD			WHA	Rent	Flat
Residences At Wayland Center	39 Andrew Ave. #211	2013		1	MUOD/LI	Perp	DHCD			WHA	Rent	Flat
Residences At Wayland Center	39 Andrew Ave. #212	2013		1	MUOD/LI	Perp	DHCD			WHA	Rent	Flat
Habitat For Humanity	91 Stonebridge Road	2016	4	1	40B	Perp	LIP		DHCD	DHCD LIP/To	Own	Town
Habitat For Humanity	93 Stonebridge Road	2016		1	40B	Perp	LIP		DHCD	DHCD LIP/To	Own	Town
Habitat For Humanity	*89 Stonebridge Road*			*1*	*40B*	Perp	LIP		DHCD	DHCD LIP/To	*Own*	*Town*
Habitat For Humanity	*89 Stonebridge Road*			*1*	*40B*	Perp	LIP		DHCD	DHCD LIP/To	*Own*	*Town*
Covered Bridge	219 Rice Road	2015	17	1	Inclusionary		LIP/Units Only				Rent	
Covered Bridge	221 Rice Road	2015		1	Inclusionary		LIP/Units Only				Rent	
Covered Bridge	223 Rice Road	2015		1	Inclusionary		LIP/Units Only				Rent	Duplex
Craftsman Village	225 Old Conn Path		8	1	40B	Perp	MHFA	NEF Needham	LDS Consulting Group		Own	Duplex
Craftsman Village				1							Own	
Commonwealth Residences			*52*	*52*	*LIP*						Rent	
Michael Road (Approved not built)			*7*	*1*	*LIP*							
Total Units			415	258						Own	56	
2010 Census Number of Households				4,957								
Current 40B Housing Percentage				5.20%								
Pending ZBA Approval												

Prepared by WHA
Brian Boggia

Affordable Housing Inventory Wayland

9/1/2016

Wayland Housing Authority

Development Name	Current Address	Year On Line	Total Dev Unit	40B Unit Count	Permit	Affordability Expires	Subsidizing Agency	Construction Loan	Affordability Monitoring Agent Per Regulatory Agreement (Develo	Monitoring Agent Per Deed Restriction (Homeownership)	Occ.	Build Type
River's Edge (Pending ZBA Approval)			*188*	*188*								
Brookside/Mahoney's			*60*	*60*								
Revised Count				*506*								
Revised Percentage				*10.21%*								

Prepared by WHA
Brian Boggia

TOWN OF WAYLAND CONSIDERATIONS FOR FY 18 BUDGET PLANNING

PRESENTED BY
TOWN ADMINISTRATOR AND FINANCE DIRECTOR

WITH FINANCE TEAM: TREASURER, DIRECTOR OF ASSESSING, HUMAN RESOURCES DIRECTOR / ASSISTANT TOWN ADMINISTRATOR, SCHOOL BUSINESS MANAGER AND FINANCIAL ANALYST, FINANCE DIRECTOR AND TOWN ADMINISTRATOR

AUGUST 29, 2016

ESTABLISHING A BUDGET GUIDELINE FOR FY 18

- The Town Administrator works with the Finance Committee and Finance Director to establish the annual Budget Guideline and long term financial strategies. The Town Administrator recommends all department budgets to the Board of Selectmen and monitors the town's financial performance.

- The purpose of the annual Budget Guideline is to provide a tool for the Finance Committee to recommend a budget to Town Meeting that funds high quality municipal and school services considering affordability to taxpayers and based on a sustainable multi-year financial plan.

- See Town Code Chapters 19 (Finance) and 60 (Town Administrator) at: http://www.ecode360.com/WA1635

WHAT WAS THE FY 17 BUDGET GUIDELINE?

The purpose of this presentation is to provide a framework for consideration of a Budget Guideline for a FY 18 Revenue and Expense Budget. The framework is based on an increase of 2.5% of operating budget to provide a starting point for discussion.

- In FY 17 the Finance Committee established a budget guideline with the goal that the FY 17 General Fund operating budget be increased up to 2.5%. The guideline did not address the funding of capital projects which is covered by the Debt Policy. *(Note – the 2.5% guideline is unrelated to prop. 2.5)*

- The recommended FY 17 General Fund operating budget increased to $74,651,474 or a 2.77% increase ($2.269 million) over FY 16.

- To understand the effect of achieving the 2.5% budget guideline into future years, the Finance Director developed five year projections and historical schedules which are provided to the Finance Committee and accompany this presentation as reference and for discussion.

REVENUE CONSIDERATIONS: PROPERTY TAXES

- Property taxes comprised 83% of general fund budget revenue in FY 16 and are the source of funding over which the Town exerts the most control.
- The property tax revenue needed to balance the budget is calculated by deducting from the planned general fund expenditure budget non-property tax revenue from:
  - 1) local receipts -- such as motor vehicle excise, permit fees and interest,
  - 2) state aid
  - 3) transfers from other funds ---such as indirect costs from revolving and enterprise funds, and
  - 4) any free cash used to balance the budget.
- For FY 17, the unused property tax levy capacity is estimated at $7.8 million. For reference, $7.8 million is 12.4% of the the tax revenue budgeted in FY 17.

REVENUE:
FY 18 VARIABLES – PROPERTY TAX

- Negative:
  - Acquisition by the Carroll School of a Waltham Road property will result in a net decrease of $150,000 in FY 17 and future years. (Based on FY 16, this equates to $.03 on the tax rate.)
- Positive:
  - Aggressive tax title collection of $2,000,000 in outstanding property tax revenue could positively affect free cash and future year collections.
  - New growth in FY 18 property tax is estimated at $600,000 from increases attributable to new construction. The Town is experiencing stable growth increases.

PROPERTY TAX:
AVERAGE SINGLE FAMILY TAX BILL

The Town of Wayland ranks sixth among eight neighboring towns comprising the real estate market.

- Wayland's average single family home 2016 tax bill was $11,730. The median tax bill is $1,000 lower.
- Average tax bills in 8 neighbor towns ranged from $6,000 in Framingham to over $18,000 in Weston.
- The average single family home assessed value in 2016 was $676,477.
- Wayland's average 2016 single family home tax bill is ranked 11th statewide.

PROPERTY TAX: LEVY LIMIT

Wayland has significant tax levy capacity:

- The levy limit is the most that the Town can tax, up to a tax rate of $25.00 without requiring an override vote under Proposition 2.5.
- The estimated unused taxing capacity in FY 18 is $8.1 million.

PROPERTY TAX:
FY 17 LEVY LIMIT AND UNUSED CAPACITY

2016 levy limit	$ 64,104,000
2.5% increase	1,603,000
New growth est.	600,000
Levy limit	**66,306,000**
Debt exclusion	4,325,000
Maximum levy limit	**70,631,000**
Actual tax Levy	(62,821,000)
FY 17 unused levy	**7,810,000**
FY 18 projected unused levy	$ **8,147,000**

** Based on growth assumption in supporting documents.*

REVENUE:
NON PROPERTY TAX SOURCES OF GENERAL FUND SUPPORT

The Town has little control over non-property tax revenue.

- Categories of non- property tax general fund revenue and key sources include:
  - State Aid: Chapter 70 School Aid and Unrestricted Local Aid
  - Local Receipts: Motor Vehicle Excise, Fees, Licenses, Interest
  - Transfer from Other Funds: Indirect costs such as employee health insurance paid from revolving and enterprise funds to general fund
  - Free Cash

REVENUE:
FY 18 OUTLOOK FOR NON-TAX REVENUE SOURCES

Significant increases in state aid and local receipts are not expected or easily predictable.

- State Aid ($5 m gross state aid) is budgeted to increase $300,000 in FY 17. State aid is subject to positive and negative fluctuation. State Aid is offset by Cherry Sheet expenses carried in the operating budget.
- Projected Local Receipts ($4.4 m FY 17 budget / $4.65 FY 16 actual) are budgeted to increase in FY 17 due to growth in motor vehicle excise and meals tax and licenses and permits. Additional revenue can be made available after a stable pattern of increased collection is established.

FY 18: USE OF FREE CASH

- Over the past five years, the Town used varying amounts of free cash to cover operating budget deficits in amounts ranging from $1,000,000 in FY 15 to $4.8 M in FY 13 and a range of $2.7 to $6.1 m for all purposes including capital, articles and OPEB.
- The varying use of free cash in support of the operating budget has resulted in a fluctuating tax rate and declining reserves.
- Moody's Credit rating service advises the Town to build cash reserves and avoid budget deficits by using Wayland's unused levy capacity over the next few years.
- In Moody's 2016 Credit Opinion, the Town was informed:

  " A continued trend in reducing reserves could lead to downward rating pressure."

REVENUE:
USE OF FREE CASH: FY 13 – FY 17 BUDGETS

USE	FY 13	FY 14	FY 15	FY 16	FY 17
Current Year Transfer	29,585	165,000	451,348	523,193	NA
Operating Budget	4,800,000	2,500,000	1,000,000	4,350,000	1,500,000
Capital Budget	945,000	180,000	415,000	300,000	410,000
Articles	300,000	100	0	519,903	538,619
OPEB	0	0	249,094	209,114	215,285
Total	6,074,585	2,845,100	2,115,442	5,901,810	2,663,904

FREE CASH CERTIFICATION FY 13 – FY 18

	FY 13	FY 14	FY 15	FY 16	FY 17 (EST.)	FY 18 (EST.)
FREE CASH BALANCE 1/1	10,304,704	6,023,697	4,091,958	6,384,312	4,786,000	5,185,000
% GF BUDGET	8.07	8.86	5.49	5.92	6.61	6.06

Certified free cash is on low side of the acceptable range under town policy and the Moody's benchmark:

- *The Board of Selectmen / Finance Committee's Free Cash Policy is to maintain Certified Free Cash at an amount between 5% and 10% of the next year's general fund budget.*
- *The Moody's benchmark is to maintain the general fund balance at 20% of revenues. The year end FY 15 statement shows 23%. (See Moody's Credit Opinion dated 1/25/16 notes downward trend)*
- *Note: The Finance Director's 2.5% FY 18 budget projection assumes use of free cash as follows: $1.5 M to support operating budget, $215,000 in OPEB funding, and $200,000 in capital project funding. The Finance Committee will recommend how much free cash to use which will affect the tax rate.*

FY 18:
KNOWN OPERATING EXPENSE CHANGES

The following expense changes are expected in FY 18, but are as yet unquantified:

Potential Savings:

1. Energy: Energy and natural gas supply costs will remain flat or decline, distribution costs will increase resulting in modest increases. Vehicle fuel costs will decline.

2. Health Insurance: Discussions to find savings in employee health insurance are ongoing.

Potential Expense:

1. Building Maintenance and Public Works Infrastructure: More comprehensive capital plans are requested to identify and quantify deferred maintenance. .

2. Technology: IT upgrades begun last year will continue.

3. Personnel: Requests for new Town and School personnel and school initiatives are expected.

4. School Transportation: Costs will be bid for FY 18 and will likely increase.

5. Rivers Edge: There may be additional costs in the School budget and DPW budget associated with moving school buses and providing a laydown area for DPW as these functions move to make way for the Rivers Edge project which may be a source of new property tax revenue in future years.

6. Labor contracts: All town school and town collective bargaining agreements expire 6/30/17. The timing of settlement with the unions is unknown but will affect budgets in the FY 18 – 21 period.

FY 17 BUDGET STRUCTURE

The distribution of appropriations to Town, School and Unclassified Expenses in FY 17 is typical for Wayland and may be used as a guideline for how new resources could be appropriated:

– Town Departments	22%	$ 16,159,000
– School Department	50 %	37,722 ,000
– Unclassified Expense		
• Debt	10%	7,507,000
• Retirement	6%	4,235,000
• Health Insurance	10%	7,165,000
• Other	2%	1,863,000
TOTAL		$ 74,651,000

EXPENDITURES:
RATE OF INCREASE – OPERATING BUDGET

Development of a budget plan meeting the 2.5% goal requires an understanding of expected increases in health insurance and school costs.

- Average Rate of Increase in Operating Budget: The rate of increase for the General Fund operating budget averaged 2% over the 5 year period beginning FY 13 and 3.27% over the 3 year period beginning FY 15. Each budget year presents unique challenges.

- Cost of Health Insurance is Major Uncertainty: Unclassified expenses, driven by health insurance, are variable. To determine actual funds available in FY 18, unclassified expenses driven by health insurance costs must be determined. The cost of insurance is 10% of the operating budget, or $7.1 M, in FY 17.

- A 2.5% Operating Budget increase means Town and School Operating Budgets increase less than 2.5% due to unclassified expenses. Based on the typical distribution of appropriations from prior years, a 2.5% operating budget increase would provide $1,800,000 in new funding and a 1.37% ($222,000) operating budget increase for the Town and a 1.69% ($615 ,000) operating budget increase for the schools.

FY 17 EXPENDITURES: CAPITAL BUDGET

In Wayland, the Budget Guideline addresses the general fund operating budget. The Finance Committee also prepares an annual and five year capital budget and plan which has a significant impact on cash reserves, new debt, future year operating budgets and property taxes.

- The recommended FY 17 Capital Budget was $8.974 million including $595,000 from free cash and cash capital, $4.5 million in new general fund debt and $3.879 from other funds and fund borrowing.
- The costs of the $4.5 million in General Fund debt authorized by the 2016 Town Meeting will be included in the operating budget beginning in FY 18. The cost of the $2 million in recommended FY 16 General Fund debt is included beginning in FY 17.
- In FY 16, the Finance Committee reviewed total capital requests of $17.6 million. In FY 17, total capital requests were $9 million.

DEBT POLICY

- Capital purchases must be at least $25,000 to issue debt for no longer than the useful life of the asset. (*Note – Adopted policy states $10,000)*
- Debt should be within 5-10% of operating expenditures annually.
- The debt policy specifies categories of capital acquisition subject to debt exclusion.
- Police cruisers are funded in the operating budget. Other passenger vehicles and small equipment are funded with cash capital and not financed through debt.
- The Debt Policy should be updated.

DEBT: MANAGING CAPITAL PROJECTS WITHIN THE DEBT POLICY

Debt can be managed to remain under the 10% Debt Policy:

- Assuming the Town's operating budget increases 2.5% annually through 2025 and the Town borrowed an average of $5 million annually, it is estimated an average of $500,000 in new debt service would be added annually and debt could remain under the 10% of operating budget debt policy.

- For FY 17, principal and interest payments were $7.5 million or about 10% of the Town's $74,651,000 operating budget.

DEBT: BORROWING HISTORY

Over the last 5 years the town has incurred the following General Fund Debt:

1.	2012	$ 2,010,000
2.	2013	2,555,000
3.	2014	12,858,000
4.	2015	5,917,000
5.	2016	2,401,000
AVERAGE:		**$ 5,183,200**

RECOMMENDED FY 18 BUDGET GUIDELINE

The Finance Committee, Town Departments and School Committee will work collaboratively to develop an FY 18 budget that:

1. Funds high quality municipal and educational services.
2. Maintains Wayland's competitive ranking within the area real estate market.
3. Maintains the Town's favorable credit rating by limiting the use of free cash and building cash reserves, aggressively funding OPEB and maintaining debt below 10% of operating budget.

Strategies to fulfill this guideline include:

1. Maintain the goal of a 2.5% maximum increase in the total General Fund operating budget. Aim to stay close to the 2.5% goal annually and remain under the goal on average over 5 years.
2. Provide an alternative, comprehensive FY 18 budget projection showing full picture of all general fund revenues and operating and capital expenses.
3. Continue to review and improve the process for capital planning and funding to insure prudent debt management through a comprehensive, credible, consistent and continuous forward plan.
4. Limit the use of free cash for all purposes to an amount that will increase cash reserves to an amount in excess of the Moody's benchmark.
5. Maintain debt service under 10% of the operating budget and adhere to the debt policy.

FY 18 BUDGET PROCESS: ADMINISTRATIVE ROLE

1) Request that town department operating budgets be based on what is required to maintain services at current levels.

2) Identify and plan for any fixed new expenses in the Town departmental and unclassified budgets.

3) Identify and plan for any discretionary new personnel and programs that will improve town departmental services.

4) Identify and incorporate new or increased sources of revenue, efficiencies and cuts in expenditures through the budget process.

5) Continue to review and improve the process for capital planning and funding to insure prudent debt management through a comprehensive, credible, consistent and continuous forward plan.

6) Maintain communication with the School Superintendent and Finance Committee about budget challenges and opportunities for the FY 18 school budget. An initial discussion is planned with School Superintendent, School Committee representatives, Town Administrator and Finance Committee liaison on September 7th.

7) Manage a process with department heads to make budget cuts if required.

GOING FORWARD, WORKING TOGETHER

- ✓ The Town Administrator and Finance Director's recommended FY 18 Budget Guideline and fiscal management strategies are offered to the Finance Committee for consideration in establishing town fiscal policy for FY 18 and future years.
- ✓ The Finance Committee is asked to advise the Town Administrator and School Superintendent of its final adopted FY 18 Operating Budget Guideline.
- ✓ The Finance Director will provide ongoing staff support and financial analysis to the Finance Committee and act as the Committee's liaison to the Town Administrator and Department Heads.
- ✓ The Town Administrator and Financial Analyst will work together to manage the departmental process to develop recommended operating and capital budgets for the Finance Committee's review.
- ✓ The Finance Team will continue to work altogether with the Town Administrator to respond to the Finance Committee's information requests to develop the FY 18 Budget.

MANY THANKS TO BRIAN KEVENY, JOHN SENCHYSHYN, ELLEN BRIDEAU, ZOE PIERCE, ELIZABETH DOUCETTE AND SUSAN BOTTAN FOR THE EXCELLENT WORK THIS SUMMER IN ANALYZING THE TOWN'S FINANCIAL POSITION AND PLANNING THE FY 18 BUDGET PROCESS!

FY18 BUDGET
Data Analysis – Considerations

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TOWN OF WAYLAND

Debt Management Policy

Purpose:

- To establish a criteria for the issuance of debt obligations so as not to exceed acceptable levels of indebtedness,
- To provide consistency and continuity to public policy development through the Town's Capital Improvement Plan, a mechanism that provides evidence of a commitment to meet infrastructure needs through a planned program of future financing,
- To transmit a message to investors and rating agencies who value such evidence of a community's commitment to financial management, and
- To state the guiding principles and general policies related to debt management.

1. Capital items must be $10,000 or greater to issue debt to finance the project.

2. Debt will not be issued for a term longer than the expected useful life of the asset.

3. Total net debt service should not exceed ten percent of the total general fund expenditures.

4. On an overall basis, all general obligation debt should be structured to retire approximately seventy five percent of the Town's indebtedness within 10 years.

5. All street reconstruction, building repairs, improvements, design and related expenditures should be subject to a debt exclusion vote.

6. All land purchases from the general fund should be subject to a debt exclusion vote.

7. All equipment purchases/repairs $100,000 or greater should be subject to a debt exclusion vote.

8. Other items will be reviewed on an individual basis to be considered for inclusion in a debt exclusion vote.

9. All police cruisers are deemed to be operating expenditures, not capital.

10. All passenger vehicles and small ticket equipment should be financed with cash capital and not financed by issuing debt (for example, inspection or other staff vehicles).

11. In order to maintain the highest bond rating, AAA, general fund reserve levels should be in the range of 5-10 % of operating expenditures.

Debt Policy - Town of Wayland 1-22-08

Wayland Finance Committee

Free Cash Policy

June 17, 2015

The Massachusetts Department of Revenue defines Free Cash as follows:

Definition of Free Cash

Remaining, unrestricted funds from operations of the previous fiscal year including unexpended free cash from the previous year, actual receipts in excess of revenue estimates shown on the tax recapitulation sheet, and unspent amounts in budget line-items. Unpaid property taxes and certain deficits reduce the amount that can be certified as free cash. The calculation of free cash is based on the balance sheet as of June 30, which is submitted by the community's auditor, accountant, or comptroller. Important: free cash is not available for appropriation until certified by the Director of Accounts

The Town of Wayland policy on Free Cash is to maintain Certified Free Cash at an amount between 5% to 10% of the next fiscal year's general fund budget. Generally, Free Cash is appropriated by annual Town Meeting to support next year's General Fund operating budget, capital expenditure, articles, and current year transfers for contingencies and unexpected expenses.

MOODY'S INVESTORS SERVICE

CREDIT OPINION
25 January 2016

New Issue

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Wayland (Town of) MA

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

Summary Rating Rationale

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

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

Credit Strengths

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

Credit Challenges

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

Rating Outlook

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

Factors that Could Lead to a Downgrade

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

Key Indicators

Exhibit 1

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

Fiscal year end June 30
Source Moody's Investors Service

Detailed Rating Considerations

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

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

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

The town's financial position has been reduced in recent years after three consecutive years (fiscal 2012-2014) of operating deficits attributed to the reliance on free cash to balance operations. While the position remains relatively healthy, it is uncharacteristic of towns within the highest rating category. We expect this trend to stabilize over the near term given the town's history of conservative fiscal management. The fiscal 2015 audited financials reflect a $1.4 million operating surplus (net of bond premium) due to positive variance in both revenues and expenditures. The surplus helped to improve the available general fund balance (committed, assigned and unassigned) to $15 million or 21.3% of revenues including transfers. The primary revenue source is property taxes (84% of 2015 revenues) with strong collection rates, while the largest cost is education (5[illegible]% of 2015 expenditures).

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

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

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

flexibility We expect this capacity to be tapped as the town's budget projects for fiscal years 2017 through 2020 indicate only $1 5 million in free cash appropriations A continued trend of reducing reserves in fiscal 2017 and beyond could lead to downward rating pressure

LIQUIDITY
Cash and investments at the end of fiscal 2015 represented $18 9 million or a healthy 26 8% of revenues including transfers

Debt and Pensions: Above Average Debt Burden Remains Manageable; Strong Management of Long Term Liabilities
Wayland's direct debt burden (including the current issue) of 2 5% of equalized value is above average for the rating category including other Massachusetts Aaa-rated entities We expect this burden to remain manageable given plans for moderate future annual borrowing of an estimated $4-5 million The town's capital budgets in recent years have averaged around $6 million with most funded through debt

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

DEBT-RELATED DERIVATIVES
The town has no derivatives

PENSIONS AND OPEB
The town contributes to the Middlesex Regional Retirement System, a multi-employer cost-sharing plan The town is required to fully fund its Annual Required Contribution (ARC), which was $3 7 million in 2015, representing a manageable 5 4% of general fund expenditures The town's three-year average 2014 adjusted net pension liability, under Moody's methodology for adjusting reported pension data, is $93 6 million, or an average 1 34 times general fund revenues Moody's uses the adjusted net pension liability to improve comparability of reported pension liabilities The adjustments are not intended to replace the town's reported liability information, but to improve comparability with other rated entities

The town has fully funded its annual OPEB contribution since 2009, indicating an aggressive willingness to address the long term liability In fiscal 2015 the town funded 147% of the cost representing $1 9 million The town's OPEB liability is currently funded at 40 9%, with a total Unfunded Actuarial Accrued Liability (UAAL) of $17 8 million as of the latest December 31 2014 valuation report Based on the latest valuation, the liability could be fully funded by 2045

Total fixed costs in 2015 including debt service, required pension contributions and retiree healthcare payments, represented $13 4 million or 19 2% of expenditures

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

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

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

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

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

Methodology

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

Ratings

Exhibit 2

WAYLAND (TOWN OF) MA

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

Source: Moody's Investors Service

Projected FY18 Operating Budget

Assuming 2.5% increase in Expenses and Typical Distribution to Town, School and

	Fiscal 2017		Fiscal 2018		$ Change	% Change
Revenues						
Property Tax	61,838	82.84%	63,648	83.18%	1,810	2.93%
State Aid	5,000	6.70%	5,000	6.53%	0	0.00%
Local Receipts	4,300	5.76%	4,300	5.62%	0	0.00%
Free Cash	1,500	2.01%	1,500	1.96%	0	0.00%
Interfund transfers	1,623	2.17%	1,684	2.20%	61	3.76%
Overlay	300	0.40%	300	0.39%	0	0.00%
Bond Premium	90	0.12%	85	0.11%	-5	-5.56%
Total Revenues	74,651		76,517		1,866	2.50%
Expenditures						
Town Departments	16,159	21.65%	16,381	21.41%	222	1.37%
Unclassified						
Debt	7,507	10.06%	7,584	9.91%	77	1.03%
Retirement Assessment	4,235	5.67%	4,447	5.81%	212	5.01%
Health Insurance	7,165	9.60%	7,881	10.30%	716	9.99%
Other Unclassified	1,863	2.50%	1,863	2.43%	0	0.00%
School Department	37,722	50.53%	38,361	50.13%	639	1.69%
Total Expenditures	74,651		76,517		1,866	2.50%

General Fund Operating Budget
Assuming 2.5% Annual Increase FY17 - FY22

	Approved	Proposed Budgets FY 2018 thru FY 2022					5-Year Average Growth Rate
	Fiscal 2017	Fiscal 2018	Fiscal 2019	Fiscal 2020	Fiscal 2021	Fiscal 2022	
Revenues							
Property Tax	61,836	63,648	65,547	67,444	69,336	71,376	3.09%
$ Change Y to Y	*4,475*	*1,812*	*1,899*	*1,897*	*1,892*	*2,040*	
% Change Y to Y	*7.77%*	*2.93%*	*2.98%*	*2.89%*	*2.81%*	*2.94%*	
State Aid	5,000	5,000	5,000	5,000	5,000	5,000	0.00%
Local Receipts	4,300	4,300	4,300	4,300	4,400	4,400	0.47%
Free Cash	1,500	1,500	1,500	1,500	1,500	1,500	0.00%
Interfund transfers	1,625	1,684	1,703	1,772	1,792	1,812	2.30%
Overlay	300	300	300	300	300	300	0.00%
Bond Premium	90	85	80	75	73	73	-3.78%
Total Revenues	74,651	76,517	78,430	80,391	82,401	84,461	2.63%
$ Change Y to Y	*2,008*	*1,866*	*1,913*	*1,961*	*2,010*	*2,060*	
% Change Y to Y	*2.77%*	*2.50%*	*2.50%*	*2.50%*	*2.50%*	*2.50%*	
Expenditures							
Town Departments	16,159	16,381	16,750	17,092	17,269	17,483	1.64%
Unclassified							
Debt	7,507	7,584	7,444	7,222	7,215	7,271	-0.63%
Retirement Assessment	4,235	4,447	4,669	4,903	5,148	5,405	5.53%
Health Insurance	7,165	7,881	8,669	9,536	10,490	11,539	12.21%
Other Unclassified	1,863	1,863	1,863	1,863	1,863	1,863	0.00%
School Department	37,722	38,361	39,035	39,775	40,416	40,900	1.68%
Total Expenditures	74,651	76,517	78,430	80,391	82,401	84,461	2.63%
$ Change Y to Y	*2008*	*1,866*	*1,913*	*1,961*	*2,010*	*2,060*	
% Change Y to Y	*2.77%*	*2.50%*	*2.50%*	*2.50%*	*2.50%*	*2.50%*	
Total Valuation @ 2.5% growth	3,450,648	3,536,914	3,625,337	3,715,971	3,808,870	3,904,092	
Estimated Tax Rate-Est	17.92	18.00	18.08	18.15	18.20	18.28	

General Fund
Operating, Cash Capital and Non Appropriated
FY17 - FY22

	Approved	Proposed Budgets FY 2018 thru FY 2022					5-Year Average Growth Rate
	Fiscal 2017	Fiscal 2018	Fiscal 2019	Fiscal 2020	Fiscal 2021	Fiscal 2022	
Revenues							
Property Tax	62,821	64,646	66,745	68,442	70,334	72,574	3.11%
State Aid	5,000	5,000	5,000	5,000	5,000	5,000	0.00%
Local Receipts	4,300	4,300	4,300	4,300	4,400	4,400	0.47%
Free Cash	1,500	1,500	1,500	1,500	1,500	1,500	0.00%
Interfund transfers	1,623	1,684	1,703	1,772	1,792	1,812	2.33%
Overlay	300	300	300	300	300	300	0.00%
Bond Premium	90	85	80	75	73	73	-3.78%
Total Revenues	75,634	77,515	79,628	81,389	83,399	85,659	2.65%
$ Change Y to Y		*1,881*	*2,113*	*1,761*	*2,010*	*2,260*	
% Change Y to Y		*2.49%*	*2.73%*	*2.21%*	*2.47%*	*2.71%*	
Expenditures							
Town Departments	16,159	16,381	16,750	17,092	17,269	17,483	1.64%
Unclassified							
Debt	7,507	7,584	7,444	7,222	7,215	7,271	-0.63%
Retirement Assessment	4,235	4,447	4,669	4,903	5,148	5,405	5.53%
Health Insurance	7,165	7,881	8,669	9,536	10,490	11,539	12.21%
Other Unclassified	1,863	1,863	1,863	1,863	1,863	1,863	0.00%
School Department	37,722	38,361	39,035	39,775	40,416	40,900	1.68%
Cash Capital	185	200	200	200	200	200	1.62%
Total Expenditures	74,836	76,717	78,630	80,591	82,601	84,661	2.63%
Unappropriated Expenses:							
Overlay	600	600	800	600	600	800	6.67%
Cherry Sheet Offsets	17	17	17	17	17	17	0.00%
State Assessments	181	181	181	181	181	181	0.00%
Total Other	798	798	998	798	798	998	5.01%
Total All	75,634	77,515	79,628	81,389	83,399	85,659	2.65%
$ Change Y to Y		*1,881*	*2,113*	*1,761*	*2,010*	*2,260*	
% Change Y to Y		*2.49%*	*2.73%*	*2.21%*	*2.47%*	*2.71%*	
Total Valuation @ 2.5% growth	3,450,648	3,536,914	3,625,337	3,715,971	3,808,870	3,904,092	2.63%
Estimated Tax Rate-Est	18.21	18.28	18.41	18.42	18.47	18.59	

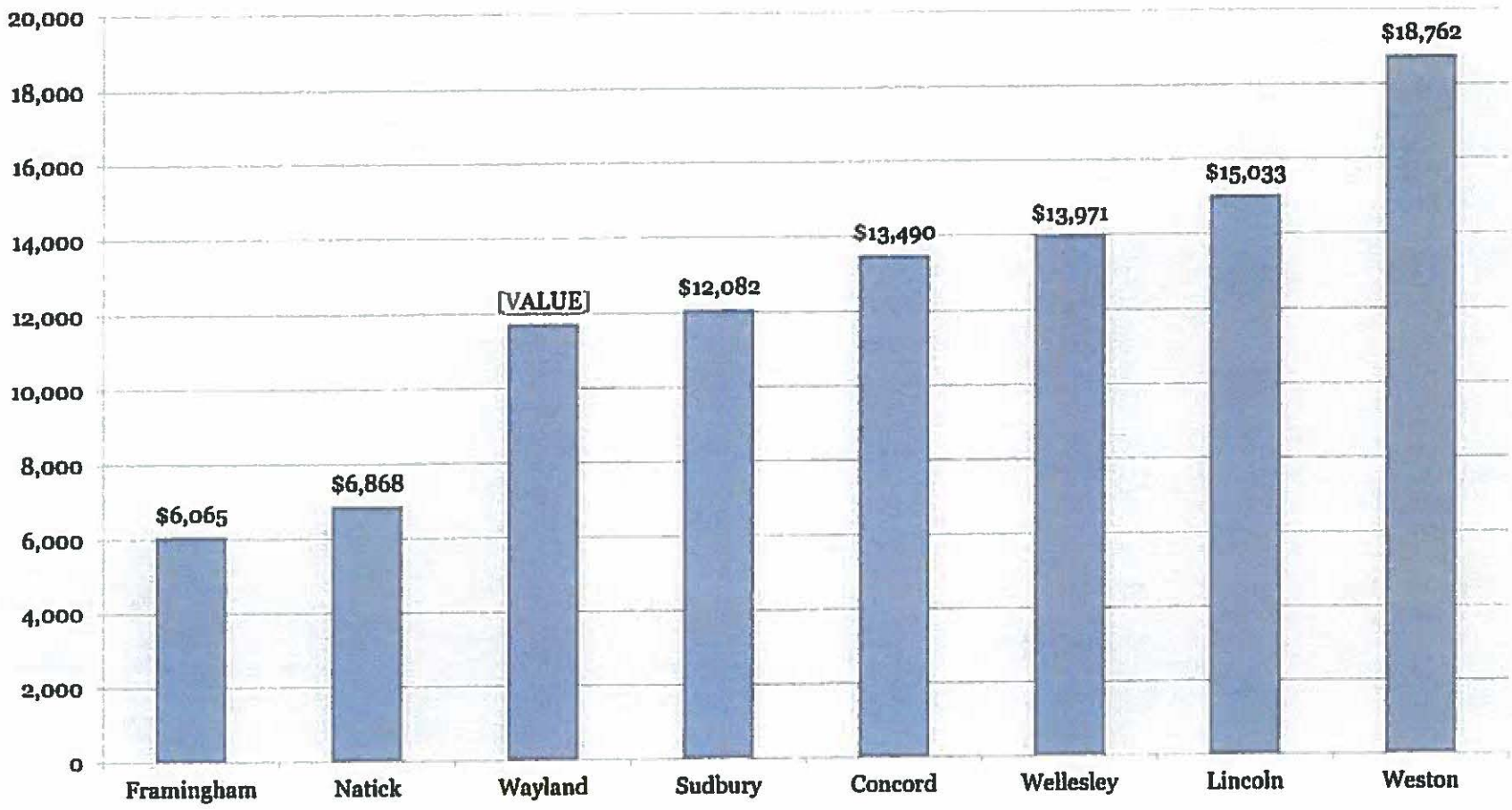
Estimated Total Max levy-Est	72,793	74,825	77,158	79,550	82,003
Estimated unused levy-Est	8,147	8,080	8,716	9,216	9,429

Proposed FY 2018 General Fund Budget
Chart depicts the effect of increasing proposed budget by increments of $100K

FY 2018 2.50%	Adding $100K	Adjusted FY 2018	$ Variance FY 18 / FY 17	% Change FY 18 / FY 17	Adjusted Tax Rate	Tax Revenue	% Chg. Tax Revenue	$ Chg. Tax Revenue
76,517		76,517	1,866	2.50%	18.00	63,648	2.93%	1,812
-	100	76,617	1,966	2.63%	18.02	63,748	3.09%	1,912
-	100	76,717	2,066	2.77%	18.05	63,848	3.25%	2,012
-	100	76,817	2,166	2.90%	18.08	63,948	3.42%	2,112
-	100	76,917	2,266	3.04%	18.11	64,048	3.58%	2,212
-	100	77,017	2,366	3.17%	18.14	64,148	3.74%	2,312
-	100	77,117	2,466	3.30%	18.16	64,248	3.90%	2,412
-	100	77,217	2,566	3.44%	18.19	64,348	4.06%	2,512
-	100	77,317	2,666	3.57%	18.22	64,448	4.22%	2,612
-	100	77,417	2,766	3.71%	18.25	64,548	4.39%	2,712
-	100	77,517	2,866	3.84%	18.28	64,648	4.55%	2,812
-	100	77,617	2,966	3.97%	18.31	64,748	4.71%	2,912

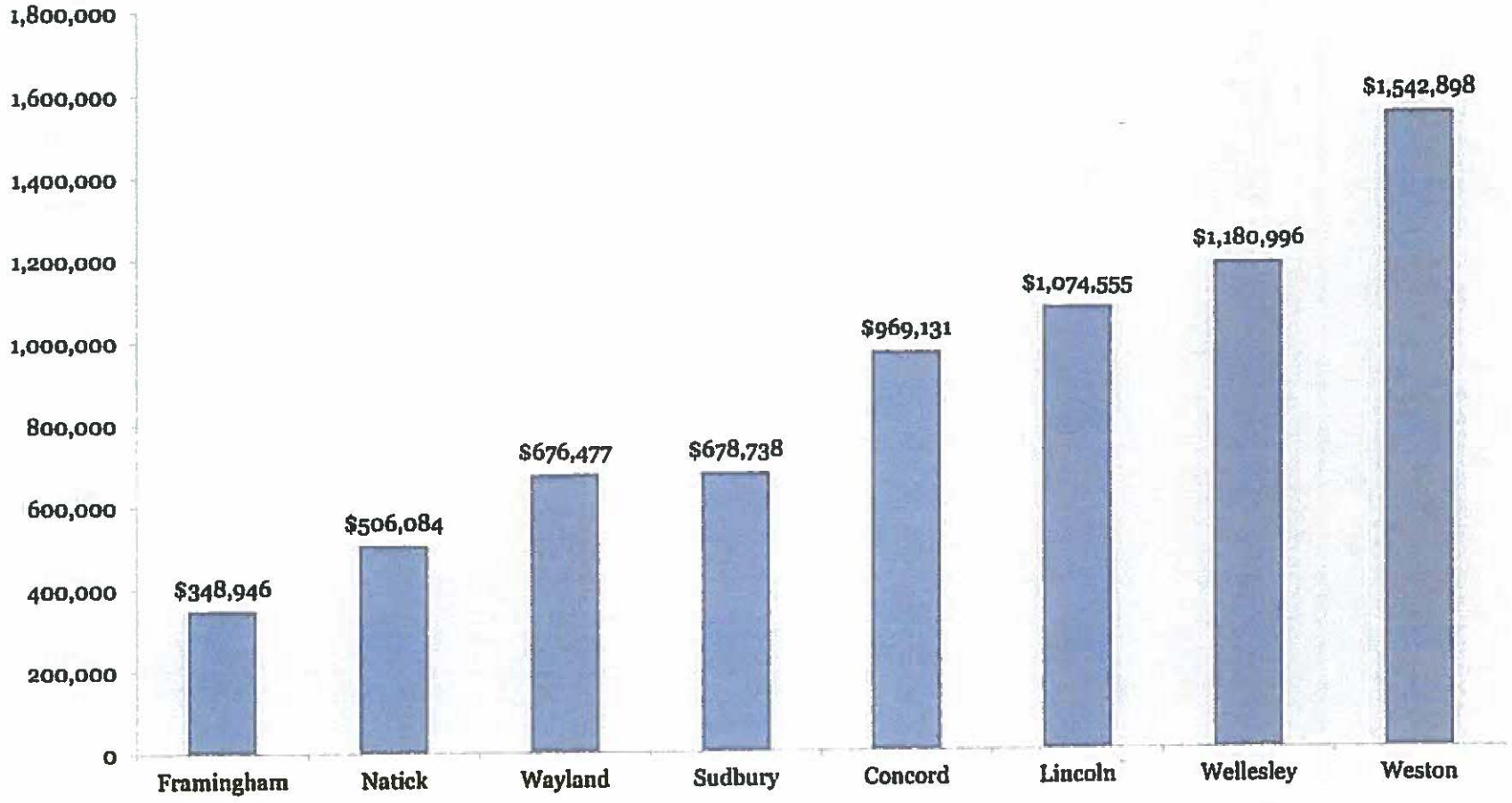
Assumes 2.5% annual growth in assessed value of Town per 3-year average on tax recap.

Neighboring Towns
FY16 Average Single Family Tax Bill



SOURCE: BOARD OF ASSESSORS

Neighboring Towns
FY 16Average Assessed Value



SOURCE: BOARD OF ASSESSORS

Average Single Family Assessed Value & Average Single Family Tax Bill

Year	Average Single Family Value	Percent Change YOY	Single Family Tax Bill	Percent Change YOY
2009	$647,717		$10,603	
2010	$617,648	-0.046	$10,982	0.036
2011	$592,825	-0.040	$11,471	0.045
2012	$593,050	0.000	$11,274	-0.017
2013	$588,530	-0.008	$10,529	-0.066
2014	$598,679	0.017	$10,974	0.042
2015	$655,211	0.094	$12,049	0.098
2016	$676,477	0.032	$11,730	-0.026

SOURCE: BOARD OF ASSESSORS

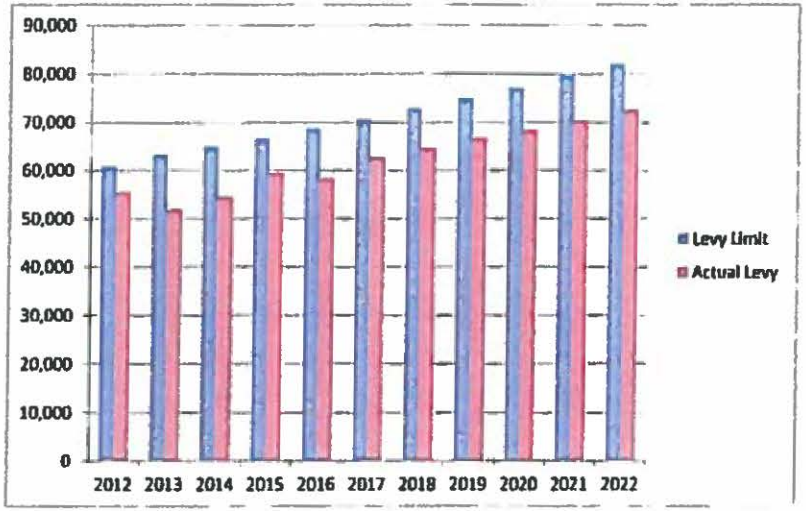
Town of Wayland
New Growth

Fiscal Year	Total New Growth Applied to the Levy Limit	Prior Year Levy Limit	New Growth as a % of Prior Year's Levy Limit
2006	$664,875	$36,474,429	1.82
2007	$744,203	$40,365,264	1.84
2008	$702,404	$44,218,599	1.59
2009	$666,503	$46,032,584	1.45
2010	$521,401	$49,745,902	1.05
2011	$416,727	$51,510,951	0.81
2012	$712,447	$53,215,452	1.34
2013	$684,120	$55,258,285	1.24
2014	$789,648	$57,323,862	1.38
2015	$541,216	$59,546,607	0.91
2016	$973,920	$61,590,938	1.58
2017		$64,104,631	
5 Year Average:	$740,270		

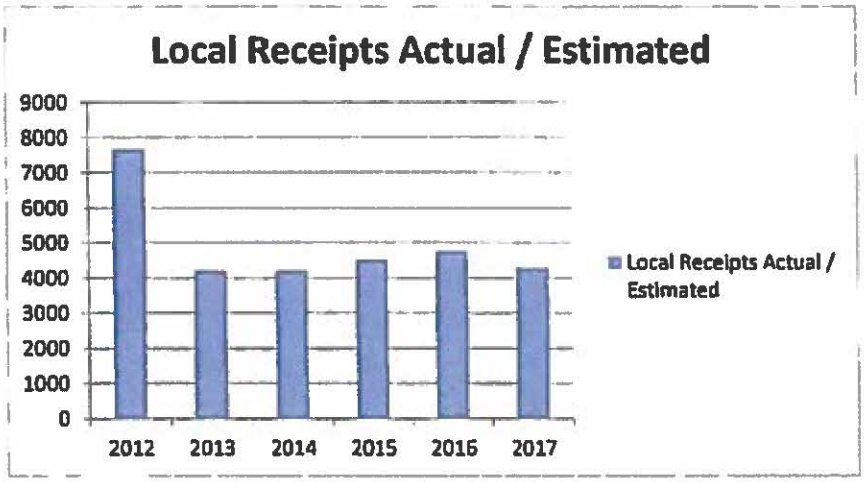
SOURCE: BOARD OF ASSESSORS

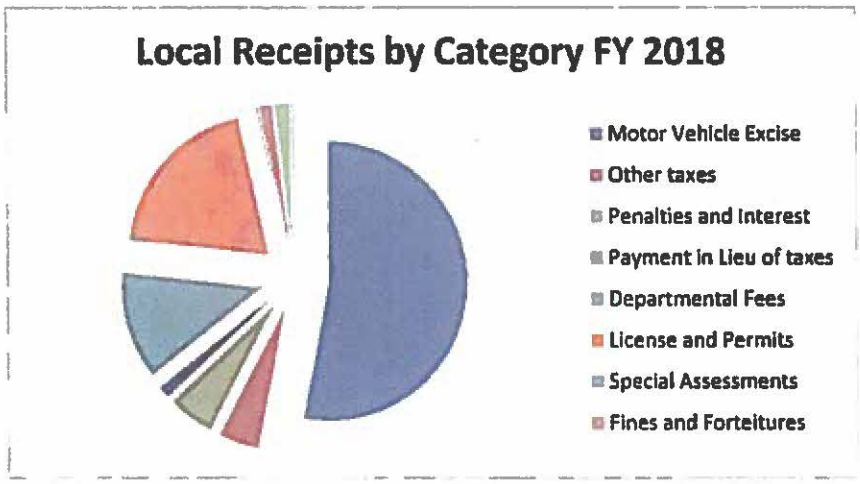
Town of Wayland
Levy Limit
Actual & Projected FY12 - FY22

	Actual per Tax Recap					Estimated New Growth					
PROPERTY TAXES	Fiscal 2012	Fiscal 2013	Fiscal 2014	Fiscal 2015	Fiscal 2016	Fiscal 2017	Fiscal 2018	Fiscal 2019	Fiscal 2020	Fiscal 2021	Fiscal 2022
Prior Year Levy Limit	53,215	55,258	57,323	59,547	61,591	64,104	66,306	68,564	70,878	73,250	75,681
2 1/2 % Increase	1,330	1,381	1,433	1,489	1,540	1,603	1,658	1,714	1,772	1,831	1,892
New Growth-(Est. , FY 17 - FY 22)	712	685	791	541	973	600	600	600	600	600	600
				13							
Annual Levy Limit	55,257	57,324	59,547	61,590	64,104	66,306	68,564	70,878	73,250	75,681	78,173
Debt Exclusion	5,561	5,835	5,274	4,846	4,408	4,325	4,229	3,947	3,908	3,868	3,830
Annual Max Levy Limit	60,818	63,159	64,821	66,436	68,512	70,631	72,793	74,825	77,158	79,550	82,003
Property Tax Revenue-Actual	55,514	52,016	54,588	59,586	58,374	62,821	64,646	66,745	68,442	70,334	72,574
Unused Levy	5,304	11,143	10,233	6,850	10,138	7,810	8,147	8,080	8,716	9,216	9,429
$$ Increase-Annual Max Levy Limit		-3,498	2,572	4,998	2,076	2,120	2,162	2,032	2,332	2,392	2,453
% Increase-Annual Max Levy Limit		-6.30%	4.94%	9.16%	3.48%	3.63%	3.44%	3.14%	3.49%	3.50%	3.49%

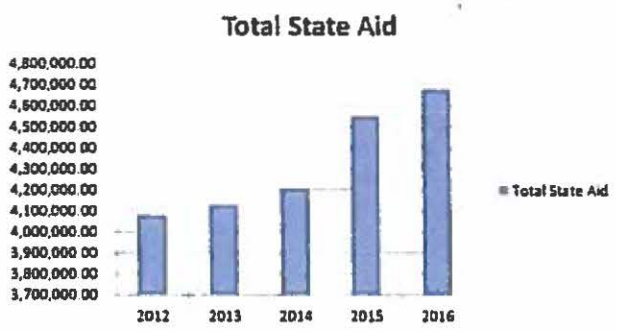


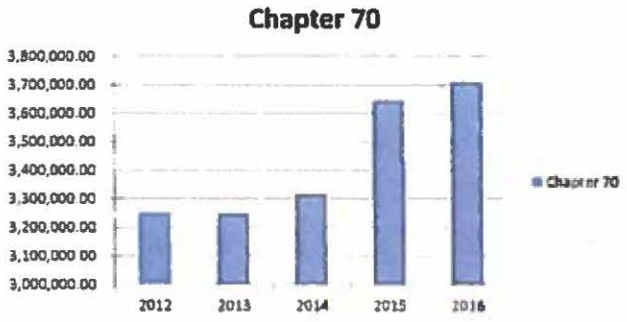
Actual General Fund Local Reciepts Revenue Fiscal 2012 thru Fiscal 2016- FY 2017 Budget						
	ACTUAL					Budget
Local Receipts	2012	2013	2014	2015	2016	2017
Motor Vehicle Excise	2,003	2,046	2,328	2,384	2,519	2,315
Other taxes	166	173	209	217	220	250
Penalties and Interest	205	216	163	223	254	185
Payment in Lieu of taxes	33	23	22	26	63	25
Departmental Fees	712	538	593	471	590	470
License and Permits	769	1,006	687	999	945	909
Special Assessments	10	16	16	6	7	6
Fines and Forteitures	89	81	87	61	62	60
Investment Income	222	96	96	127	88	75
Misc Recurring-MSBA	0	0	0	5	5	5
Charges for water	3,451	0	0	0	0	0
Totals	7,660	4,195	4,201	4,519	4,753	4,300

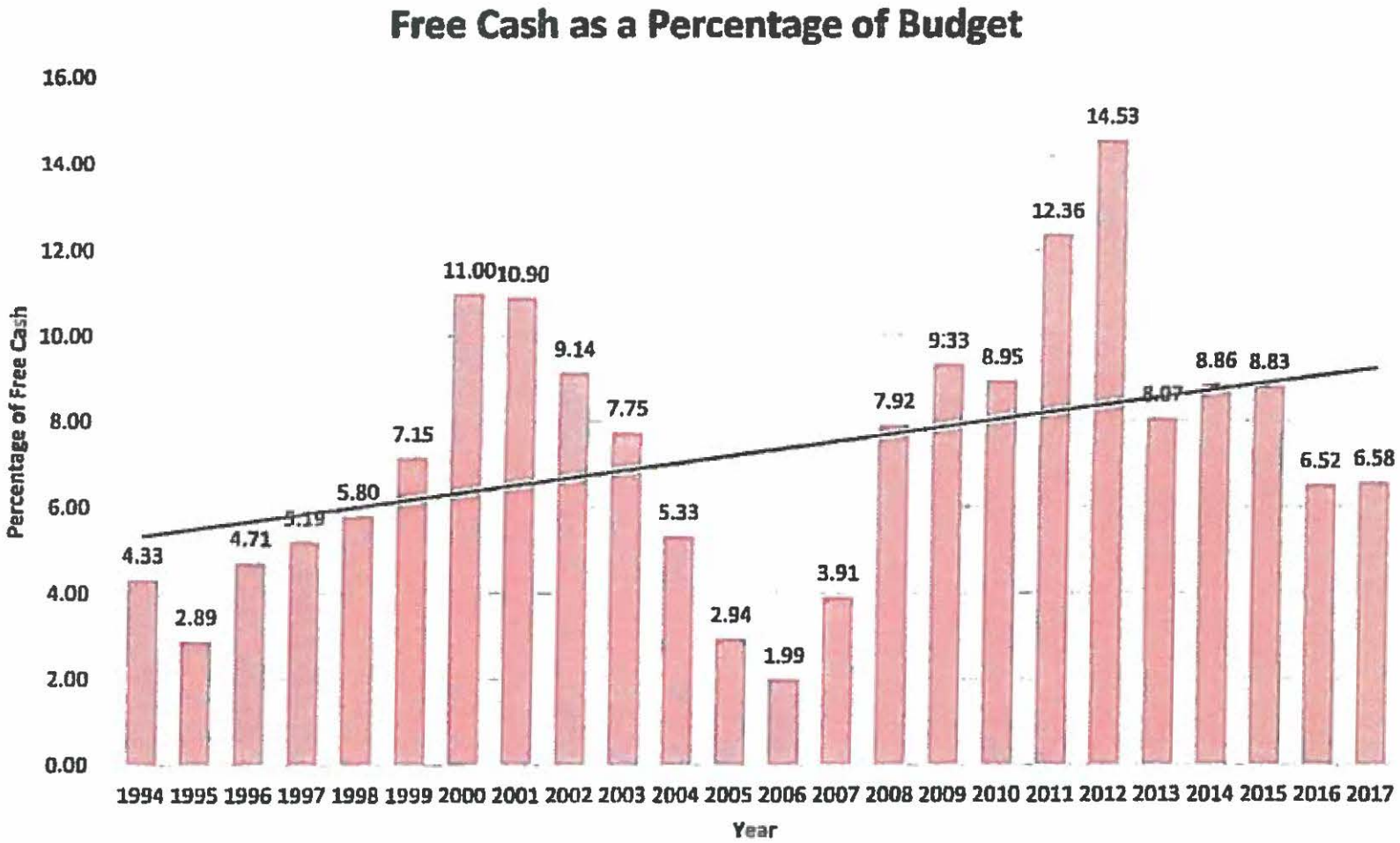


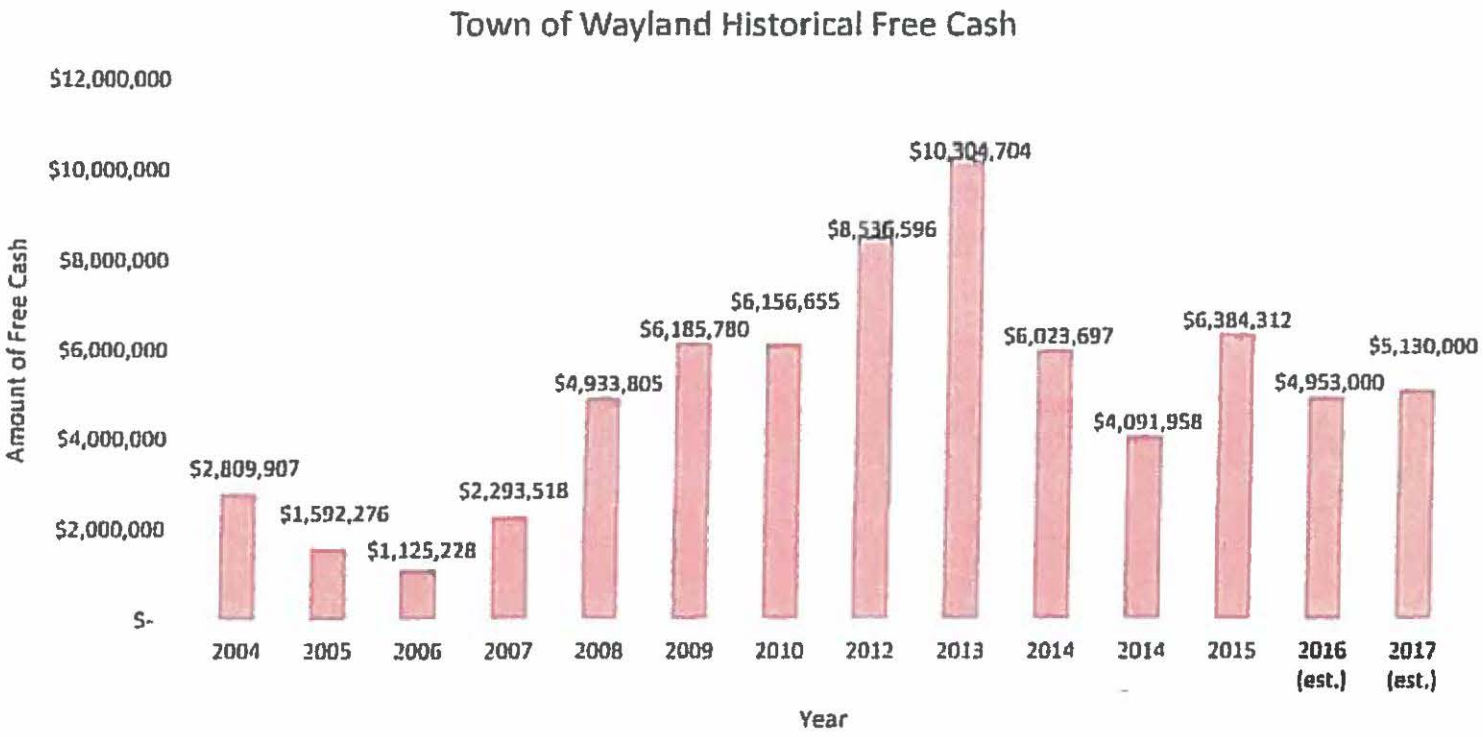


State Aid Revenue Fiscal 2012 thru Fiscal 2017						
	Actual Revenue					Budget
	2012	2013	2014	2015	2016	2017
Chapter 70 School Aid	3,250,268 00	3,250,268.00	3,316,662.00	3,644,813.00	3,710,313 00	4,042,462.00
Charter Tuition	3,669 00	3,669.00	2,109.00	-	14,734 00	1,444 00
Unrestricted General Aid	764,572 00	764,572.00	782,645 00	804,349.00	833,306 00	869,138 00
Veterans Benefits	6,294.00	6,294.00	1,954.00	6,731.00	40,017 00	4,943 00
Exemption- Veterans	-	8,033 00	6,024.00	34,474.00	5,522 00	61,203 00
State Owned Land	53,018.00	53,018 00	54,067.00	57,115.00	70,760.00	34,382.00
MSBA Reimbursemnt	-	43,266.00	43,266.00	-	-	-
Total	4,077,821.00	4,129,120.00	4,206,727.00	4,547,482.00	4,674,652.00	5,013,572.00






Free Cash as a Percentage of Budget
Percentage of Free Cash
16.00
14.00
12.00
10.00
8.00
6.00
4.00
2.00
0.00
4.33
2.89
4.71
5.19
5.80
7.15
11.00
10.90
9.14
7.75
5.33
2.94
1.99
3.91
7.92
9.33
8.95
12.36
14.53
8.07
8.86
8.83
6.52
6.58
1994 1995 1996 1997 1998 1999 2000 2001 2002 2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017
Year


Town of Wayland Historical Free Cash
Amount of Free Cash
$12,000,000
$10,000,000
$8,000,000
$6,000,000
$4,000,000
$2,000,000
$-
$2,809,907
$1,592,276
$1,125,228
$2,293,518
$4,933,805
$6,185,780
$6,156,655
$8,536,596
$10,304,704
$6,023,697
$4,091,958
$6,384,312
$4,953,000
$5,130,000
2004
2005
2006
2007
2008
2009
2010
2012
2013
2014
2014
2015
2016 (est.)
2017 (est.)
Year

FREE CASH ANALYSIS - 5-Year Projection	Projected FY 2016	Projected FY 2017	Projected FY 2018	Projected FY 2019	Projected 2020	Projected 2021
Using $1.5M Free Cash						
		Factors in a 2.50% increase in budget				
Estimated total budget: (2.5% annual increase)	72,414	75,563	77,452	79,388	81,373	83,407
Free Cash Balance beginning year:	6,479	4,786	5,185	5,140	5,134	5,118
Uses of Free Cash						
Net change in year to year overlay	0	(84)	(84)	(84)	(84)	(84)
FY 16 Current year increase-Fall TM	(190)	(200)	(200)	(200)	(200)	(200)
Energy Fall TM	(29)	0	0	0	0	0
FY 16 Fall TM	(150)	0	0	0	0	0
Overlay to support subsequent year budget	(301)	(200)	(200)	(200)	(200)	(200)
Additional use to support CY budget- FY 16	(2,000)	0	0	0	0	0
Support subsequent year operating budget-FY 17	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)
OPEB Funding subsequent year	(215)	(215)	(215)	(215)	(215)	(215)
Capital Projects subsequent year	(410)	(200)	(200)	(200)	(200)	(200)
Recreation Revolving Transfer GF to Rec	(482)	(300)	(300)	(300)	(300)	(300)
Article 19 ATM	(56)	0	0	0	0	0
Total	(5,333)	(2,699)	(2,699)	(2,699)	(2,699)	(2,699)
Sources of Free Cash						
Net change in year to year overlay	17	0	0	0	0	0
Amortization of MSBA	5	5	5	5	5	5
Prior year recovery	462	0	0	0	0	0
Current year unbudgeted revenue						
OPEB Art-4 ATM 2014	0	50	50	50	0	0
OPEB Art-4 ATM 2015-M-b	115	0	0	0	0	0
Prior Year Real Estate / PP revenue	513	700	700	700	700	700
Recreation Revolving Transfer Rec to GF	0	482	0	0	0	0
January 2016 Bond Premium	113	0	0	0	0	0
Current year excess revenue over budget	327	250	250	250	250	250
Prior year rollover appropriation turnback	241	100	100	100	100	100
Turnbacks-Current Year (Equals 2% of CY Budget)	1,847	1,511	1,549	1,588	1,627	1,668
Total	3,640	3,098	2,654	2,693	2,682	2,723
Net annual source & use change:	(1,693)	399	(45)	(6)	(17)	24
Free Cash Balance Beginning Of Next Fiscal Year	4,786	5,185	5,140	5,134	5,118	5,142
Free Cash as % of next year budget	6.33%	6.69%	6.47%	6.31%	6.14%	6.01%

	TOWN AND SCHOOL ACTUAL EXPENSES					BUDGET-17	5-Year Avg. Increase
	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2017 Budget	
Town	25,012,144	25,205,000	25,254,520	25,938,335	26,763,327	27,900,641	2%
$ chg Y to Y		192,856	49,520	683,815	824,992	1,137,314	
% chg Y to Y		0.77%	0.20%	2.71%	3.18%	4.25%	
Avg % chg 5-y					1.75%	2.67%	
Unclassified	6,652,028	7,322,941	7,251,532	7,743,550	9,160,218	9,028,000	7%
$ chg Y to Y		670,913	(71,409)	492,018	1,416,668	(132,218)	
% chg Y to Y		10.09%	-0.98%	6.79%	18.29%	-1.44%	
Avg % chg 5-y					9.43%	5.82%	
School	30,921,330	32,521,598	33,516,931	35,194,711	36,719,239	37,722,833	4%
$ chg Y to Y		1,600,268	995,333	1,677,780	1,524,528	1,003,594	
% chg Y to Y		5.18%	3.06%	5.01%	4.33%	2.73%	
Avg % chg 5-y					4.69%	4.00%	
Total	62,585,502	65,049,539	66,022,983	68,876,596	72,642,784	74,651,474	4%
$ chg Y to Y		2,464,037	973,444	2,853,613	3,766,188	2,008,690	
% chg Y to Y		3.94%	1.50%	4.32%	5.47%	2.77%	
Avg % chg 5-y					4.02%	3.69%	

	TOWN AND SCHOOL BUDGETS						5-Year Avg. Increase
	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget	2017 Budget	
Town	25,503,743	25,267,594	25,455,197	26,290,400	26,763,327	27,900,641	2%
$ chg Y to Y		-236,149	187,603	835,203	472,927	1,137,314	
% chg Y to Y		-0.93%	0.74%	3.28%	1.80%	4.25%	
Avg % chg 5-y					1.23%	2.61%	
Unclassified	10,657,000	8,805,665	9,122,859	8,579,710	9,160,218	9,028,000	-3%
$ chg Y to Y		-1,851,335	317,194	-543,149	580,508	-132,218	
% chg Y to Y		-17%	4%	-6%	7%	-1%	
Avg % chg 5-y					-4%	1%	
School	31,096,713	32,526,704	33,397,005	35,433,047	36,719,239	37,722,833	4%
$ chg Y to Y		1,429,991	870,301	2,036,042	1,286,192	1,003,594	
% chg Y to Y		4.60%	2.68%	6.10%	3.63%	2.73%	
Avg % chg 5-y					4.52%	3.99%	
Total	67,257,456	66,599,963	67,975,061	70,303,157	72,642,784	74,651,474	2%
$ chg Y to Y		-657,493	1,375,098	2,328,096	2,339,627	2,008,690	
% chg Y to Y		-0.98%	2.06%	3.42%	3.33%	2.77%	
Avg % chg 5-y					2.00%	3.02%	

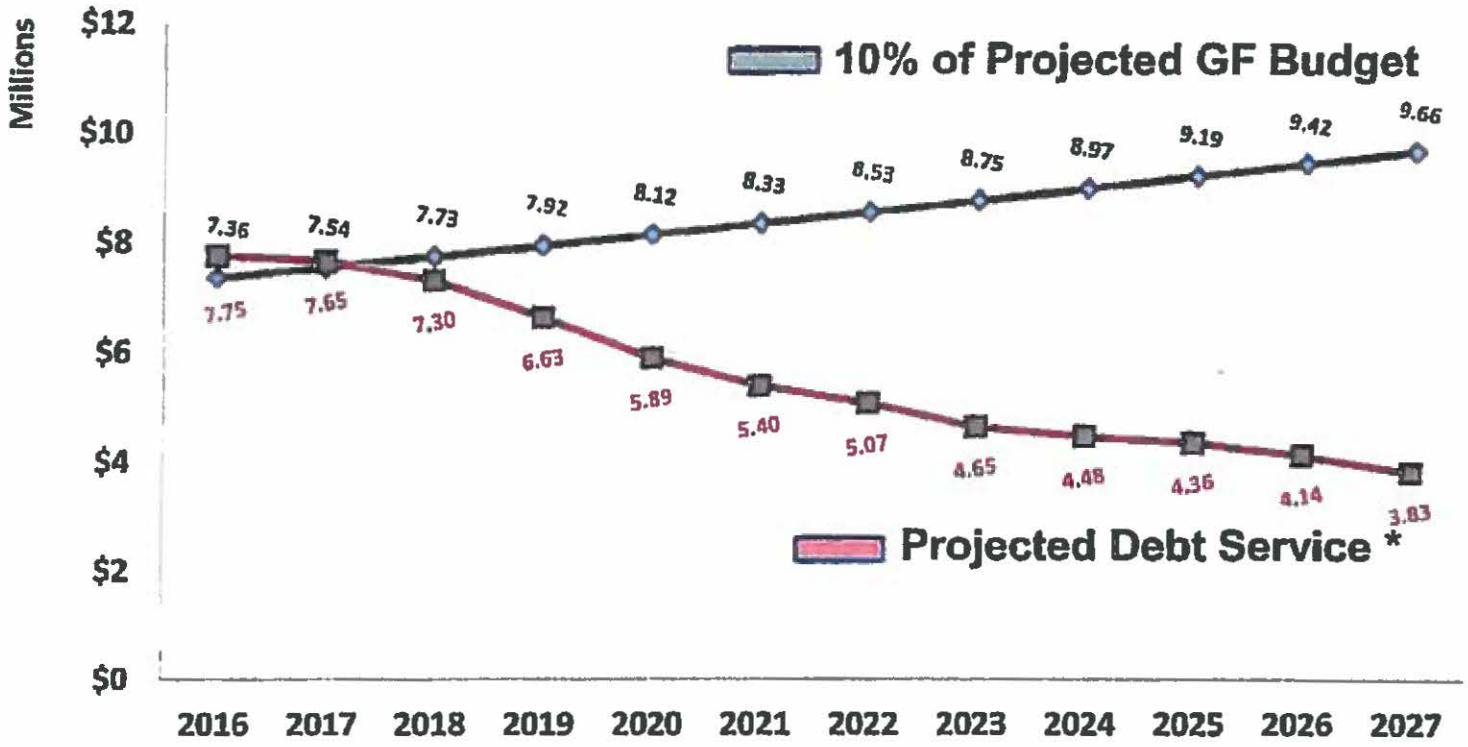
TOWN OF WAYLAND
GENERAL FUND DEBT AVAILABLE
CONSISTENT WITH TOWN POLICY*

FY Year	Projected GF budget(1)	Projected Debt Service(2)	Debt Service Change Year to Year	Debt Service as % of Projected budget	10% of Projected	General Fund Debt Service Costs Available Consistent With Current Town Policy**
2016	73,590,000	7,751,620		10.53%	7,359,000.00	(392,619.98)
2017	75,429,750	7,652,831	-98,788.57	10.15%	7,542,975.00	(109,856.41)
2018	77,315,494	7,303,443	-349,388.54	9.45%	7,731,549.38	428,106.51
2019	79,248,381	6,626,013	-677,430.37	8.36%	7,924,838.11	1,298,825.61
2020	81,229,591	5,894,151	-731,861.25	7.26%	8,122,959.06	2,228,807.81
2021	83,260,330	5,396,703	-497,448.74	6.48%	8,326,033.04	2,929,330.53
2022	85,341,839	5,073,096	-323,606.25	5.94%	8,534,183.86	3,461,087.60
2023	87,475,385	4,648,115	-424,981.26	5.31%	8,747,538.46	4,099,423.46
2024	89,662,269	4,478,449	-169,666.25	4.99%	8,966,226.92	4,487,778.17
2025	91,903,826	4,363,861	-114,587.50	4.75%	9,190,382.60	4,826,521.35
2026	94,201,422	4,141,524	-222,337.50	4.40%	9,420,142.16	5,278,618.41
2027	96,556,457	3,831,106	-310,417.50	3.97%	9,655,645.71	5,824,539.46

Assumptions:
(1) General Fund Budget projected to increase 2.5% annually.
(2) Projected Debt Service reflects proposed borrowing of $3,975,000 in February 2016.

*** Town Policy on Debt states that annual cost of debt not to exceed 10% of annual budget.**
**** Excess Borrowing Capacity Inside Debt Limit as of 6/30/15 $132,514,809**

General Fund Debt Analysis



** Including Feb 2016 Approved Borrowing*

Source: Finance Department

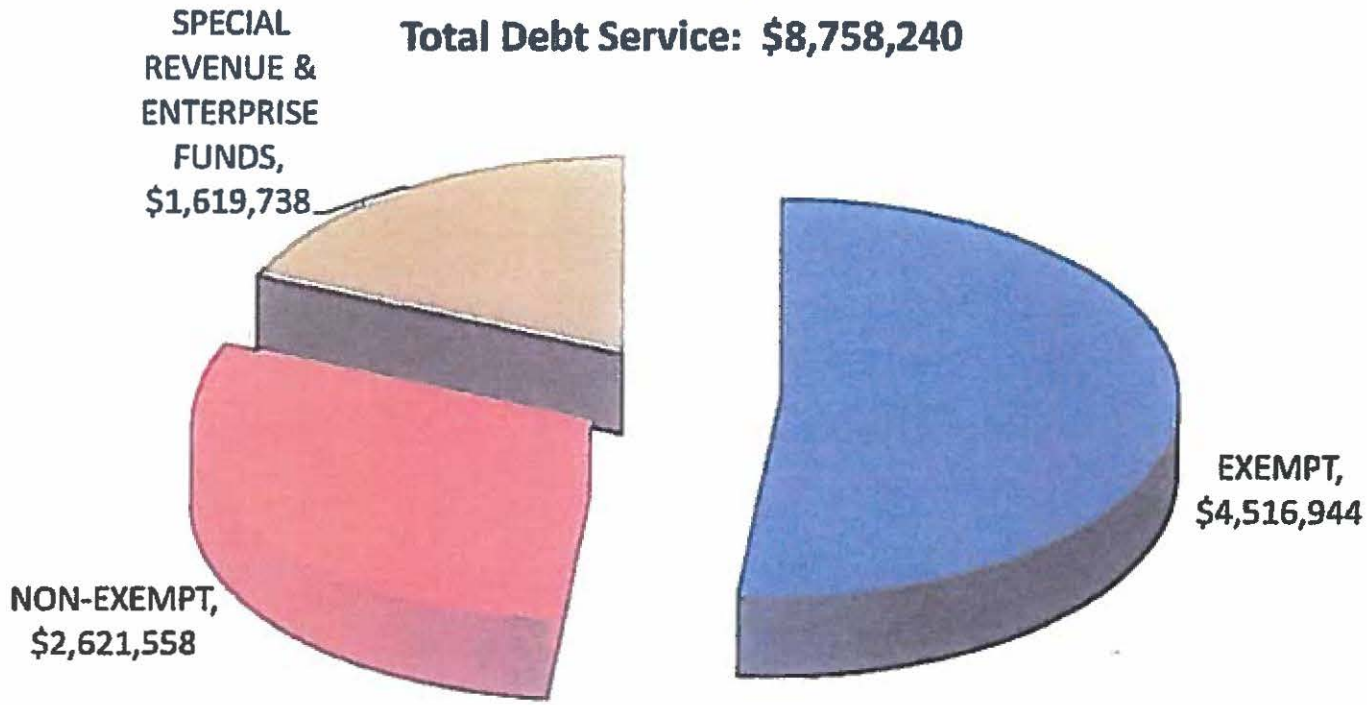
Actual and Estimated General Fund Debt Service
Fiscal 2017 thru Fiscal 2025

	2017	2018	2019	2020	2021	2022	2023	2024	2025
Committed	7,507,251	7,108,711	6,444,712	5,722,490	5,222,495	4,891,200	4,454,950	4,298,225	4,171,775
$ chg year to year		(398,540)	(663,999)	(722,222)	(499,995)	(331,295)	(436,250)	(156,725)	(126,450)
% chg year to year		-5.31%	-9.34%	-11.21%	-8.74%	-6.34%	-8.92%	-3.52%	-2.94%
Estimated New Debt Service									
FY-2018	-	475,400	476,450	465,950	455,450	439,950	409,600	384,850	375,500
FY-2019	-	-	500,000	500,000	500,000	500,000	500,000	500,000	500,000
FY-2020	-	-	-	500,000	500,000	500,000	500,000	500,000	500,000
FY-2021	-	-	-	-	500,000	500,000	500,000	500,000	500,000
FY-2022	-	-	-	-	-	500,000	500,000	500,000	500,000
FY-2023	-	-	-	-	-	-	500,000	500,000	500,000
FY-2024	-	-	-	-	-	-	-	500,000	500,000
FY-2025		-	-	-	-	-	-	-	500,000
Estimated Total	7,507,251	7,584,111	7,421,162	7,188,440	7,177,945	7,331,150	7,364,550	7,683,075	8,047,275
Estimated Budget-2.5% (General Fund only)	74,651,000	76,517,000	78,430,000	80,391,000	84,461,000	86,572,525	88,736,838	90,955,259	93,229,141
Annual debt as % of General Fund budget	10.06%	9.91%	9.46%	8.94%	8.50%	8.47%	8.30%	8.45%	8.63%

Assumptions:
1) Town authorizes $5m in borrowing which results in $500,000 in annual debt service.
2) Town adds $500,000 in new debt service
3) The $500,000 additional annual debt service does not decrease from first year because projects have not yet been approved.

Enterprise and General Fund Bonded Debt Service Requirements for FY 2017*

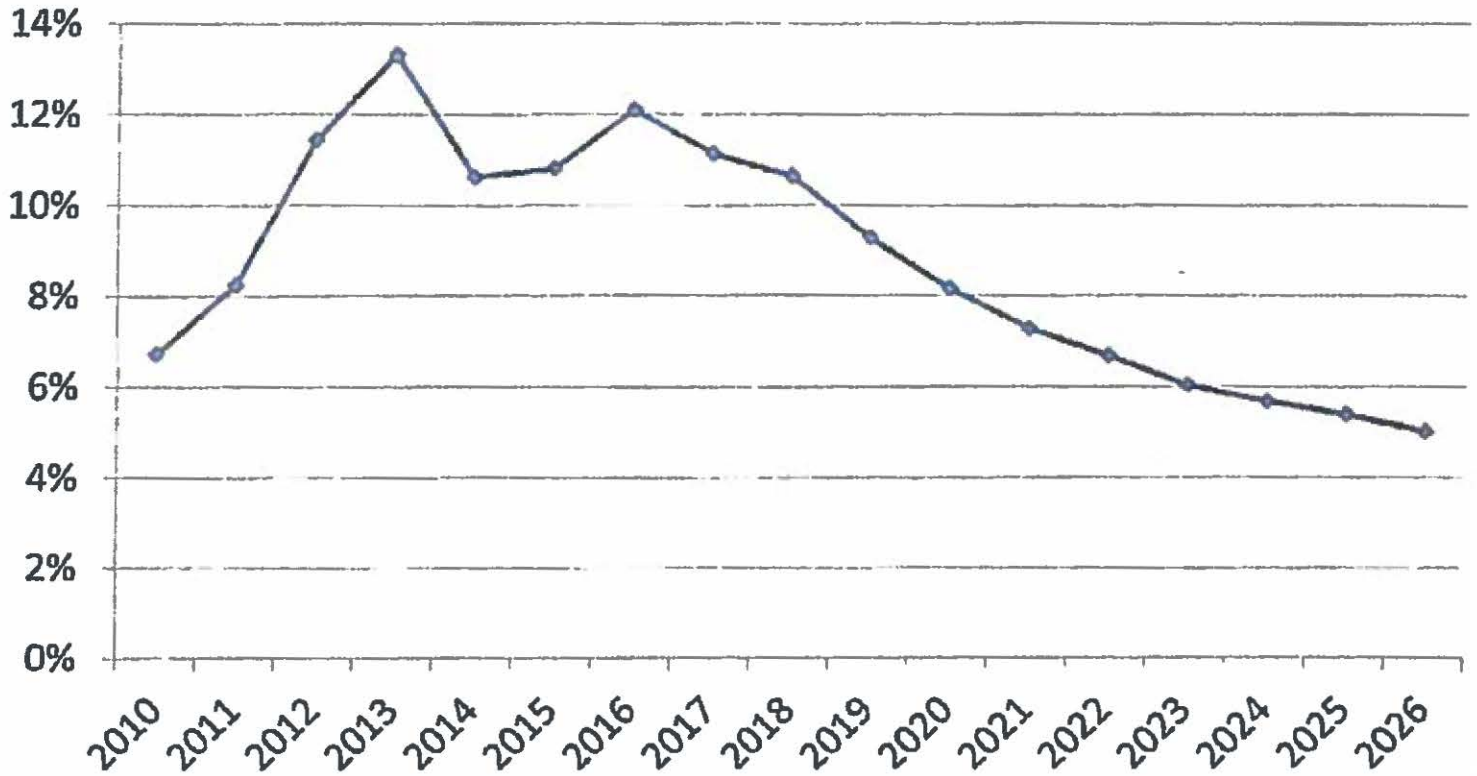
Total Debt Service: $8,758,240



**** Principal & Interest for FY17 Existing Debt***

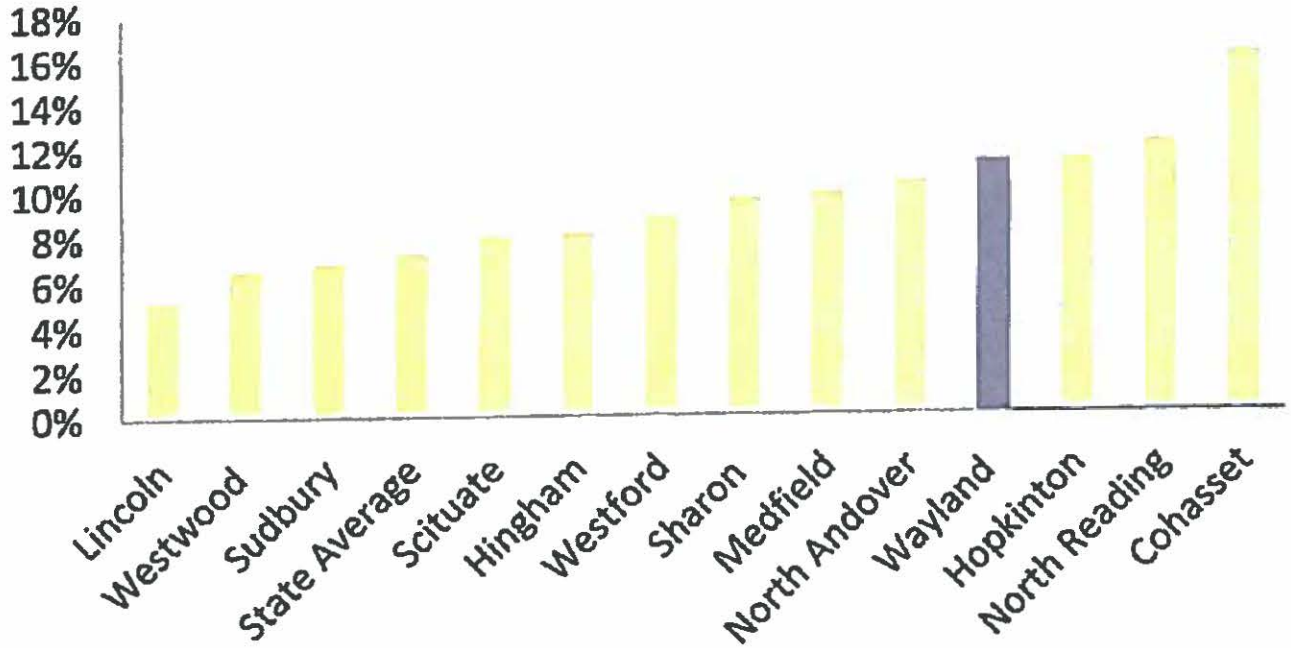
Source: Treasury Dept.

Enterprise and General Fund Debt Service as a Percentage of Total Budget



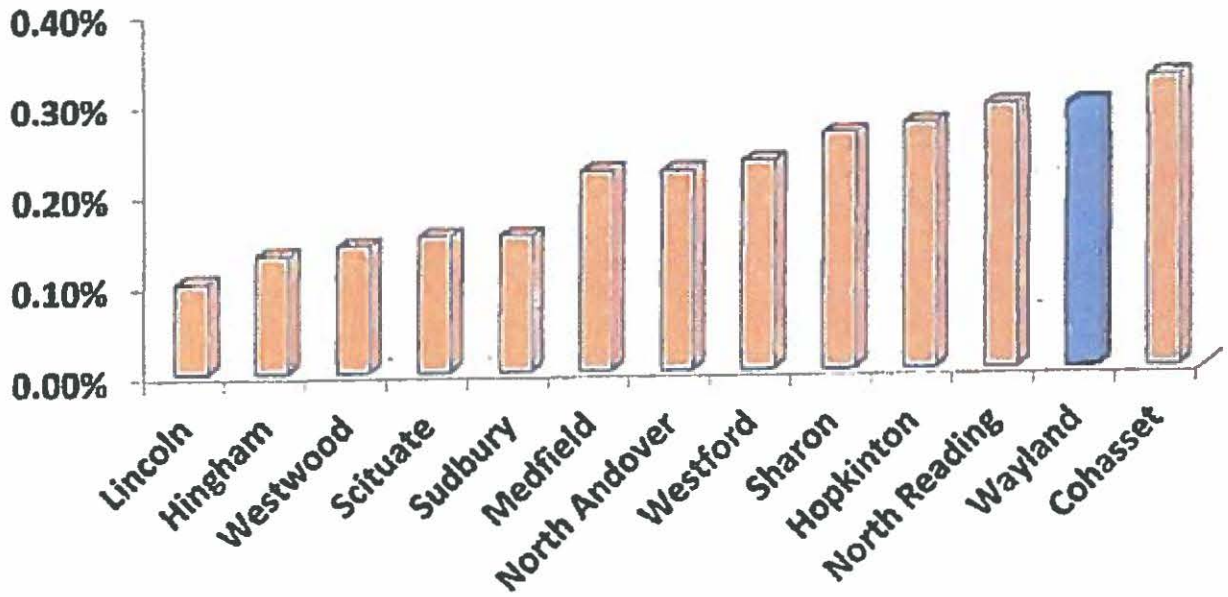
Source: Finance Dept.

FY2014
Enterprise and General Fund Debt Service as a Percentage of Budget



Source: www.mass.gov/dor

FY 2014
Debt Service as a Percentage of Equalized Market Valuation



Source: www.mass.gov/dor

Town and School Payroll
Fiscal 2012 thru Fiscal 2017

Payroll	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Approved	5-Year Avg. Inc.
Town Payroll	10,128,055.00	10,225,580.00	10,441,866.00	10,502,869.48	10,885,086.65	11,871,337.00	3.44%
$ chg year to year		97,525.00	216,286.00	61,003.48	382,217.17	986,250.35	
% chg year to year		0.96%	2.12%	0.58%	626.55%	9.06%	
School Payroll	25,599,405.00	26,643,494.00	27,232,916.00	28,397,607.82	29,601,102.00	30,882,080.00	4.13%
$ chg year to year		1,044,089.00	589,422.00	1,164,691.82	1,203,494.18	1,280,978.00	
% chg year to year		4.08%	2.21%	4.28%	4.24%	4.33%	
Total Payroll	35,727,460.00	36,869,074.00	37,674,782.00	38,900,477.30	40,486,188.65	42,753,417.00	3.93%
$ chg year to year		1,141,614.00	805,708.00	1,225,695.30	1,585,711.35	2,267,228.35	
% chg year to year		3.20%	2.19%	3.25%	4.08%	5.60%	

Trends in Number of Personnel Employed by Town Departments FY 14 - FY 17

Year	Total FTE's	New FTE's
2014	162.82	
2015	165.06	2.24
2016	168.09	3.03
2017	171.47	3.38
TOTAL		8.65

· Town assumes 40% of base salary costs as additional cost to add new personnel

General Fund Cost Drivers					
	2014	2015	2016	2017	3-Year Avg Incr.
Debt	7,348,946.00	7,789,058.00	7,751,620.00	7,507,251.00	0.72%
$ chg year to year	(317,018.00)	440,112.00	(37,438.00)	(244,369.00)	
% chg year to year	-4.14%	5.99%	-0.48%	-3.15%	
% of budget	10.79%	11.08%	10.67%	10.06%	
Health Insurance	6,477,859.00	6,339,710.00	6,925,218.00	7,165,000.00	3.54%
$ chg year to year	(1,572,141.00)	(138,149.00)	585,508.00	239,782.00	
% chg year to year	-19.53%	-2.13%	9.24%	3.46%	
% of budget	9.52%	9.02%	9.24%	9.60%	
Retirement Assesssment	3,507,480.00	3,740,468.00	3,971,988.00	4,235,414.00	6.92%
$ chg year to year	(1,114,147.00)	232,988.00	231,520.00	263,426.00	
% chg year to year	-24.11%	6.64%	6.19%	6.63%	
% of budget	5.15%	5.32%	5.47%	5.67%	
School	33,397,005.00	35,433,047.00	36,719,239.00	37,722,833.00	4.32%
$ chg year to year	870,301.00	2,036,042.00	1,286,192.00	1,003,594.00	
% chg year to year	2.68%	6.10%	3.63%	2.73%	
% of budget	49.06%	50.40%	50.55%	50.53%	

Wayland Public Schools

- The Wayland School Committee is in the process of developing a long range financial model that defines major budget drivers and their underlying assumptions.
- For modeling purposes, the draft model assumes a 1% cost of living adjustment increase for FY18 to FY20.
- The School Committee will enter into negotiations later this year for a successor contract beginning in FY18.
- The draft model does not include any major programmatic changes.
- In the slides that follow, you will find the underlying assumptions for the major budget drivers.

Student Enrollment Forecasts

- All enrollment forecasts are based on NESDEC's projections.
- FY17 enrollment is forecasted to decrease by 11 students overall K-12; however, one new kindergarten classroom has been added due to the increase of enrollment at the kindergarten level.
- FY18 enrollment is forecasted to increase by 1.8%.
- FY19 to FY20 enrollment is projected to increase by approximately 1% per year overall, starting at a higher rate at the elementary level and then increasing at each subsequent level over time.
- Enrollment for our special needs students is estimated at 20% of total enrollment per year, based on historical actuals.
- FY17's enrollment in Grade 8 reflects the largest class size throughout the district.

Staffing FTEs Forecasts

- FY15 staffing increase reflected new Elementary Reconfiguration.
- FY16 staffing increase reflected high needs student requirements and grade 7 enrollment "bubble".
- FY17 staffing increases are enrollment and programmatic driven, which include staff for high needs students and new kindergarten classroom, Part-time Assistant Principal for large elementary school, staff for Grade 8 enrollment "bubble" and secondary schools' class sizes, and Health & Wellness and Student Services leadership positions.
- FY18 to FY20 staffing increase aligns with enrollment forecast by level and maintains staff to student ratios with FY16 as a base year.
- Each year, as the district's capacity to meet student needs is assessed, staffing FTE's may fluctuate.

Non-Personnel Expense Forecasts

- SPED OUT OF DISTRICT TUITION - assumes annual 7% increase based on historical results.
- TRANSPORTATION - assumes annual 5% increase based on historical results. Contract will go out to bid for services for FY18 to FY21. Anticipate premium for garaging buses outside of Wayland, unless location in Wayland is found.
- UTILITIES - assumes annual 2% increase for electricity, 5% increase for natural gas and 7% increase for wastewater. Projections reflect energy saving contracts (ESCO) and solar panel savings.
- Each year, as the district assesses its capacity to meet student needs, student contracted services (e.g. out of district tuition and transportation) may fluctuate.

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

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

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

BOARD OF SELECTMEN
Tuesday, September 6, 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 Signing of the Deed to Transfer Land on Pond Drive to Carol B. Nichols, 5 Crest Road, as Authorized by the Vote of the 1988 Town Meeting

3. Vote the Question of Approving the Police Chief's Recommendation to Install a "No Parking Here to Corner" in the area of 53 Lake Road, and a "No Parking" Sign at 9 Lake Road Terrace

4. Vote the Question of Authorizing the Town Administrator to Send Letters to Mass Housing, DHCD and CHAPA Requesting Reviews be Completed for Wayland Gardens, Oxbow Road and Wayland Commons Affordable Housing Projects

5. Vote the Question of Approving the Appointment of Police Detective Tyler Castagno to the Youth Advisory Committee as the Police Designee for a Term to Expire on June 30, 2018

Memorandum

To: Board of Selectmen, NanBalmer

CC: John Senchysyn, Mark Lanza

From: Alf Berry, Town Surveyor

Date: 8/11/2016

Re: 1988 Town Meeting parcel swap

Board of Selectmen,

In 1988 the town voted to transfer a parcel of land, Assessor's parcel #47A-037, to Richard J. and Carol L. B. Nichols in exchange for a portion of their property for roadway purposes to make improvements to Crest Road. In 1994 the town followed through on the taking of a portion of Crest Road as was authorized by article 16 of the 1988 Annual Town Meeting; see book 24832, page 2.

Town Counsel has reviewed the various documents and prepared the deed to complete the transfer of parcel 47A-037 to The Nichols' as authorized by article 17B of the 1988 Annual Town Meeting.

I have attached copies of the various supporting Town Meeting votes, deeds and plans. At this stage, all that remains to be completed is a signing of the deed by the Board of Selectmen.

I can make myself available for discussion if necessary.

Respectfully submitted,

Alf Berry
Town Surveyor

Attachments:
Town Meeting minutes
GIS map
Land Court plan #14025A
1929 Plan of Dudley Lake Shores
Deed Book 24832, Page 2

NOTE: ATTACHED ALSO ARE MS. NICHOLS' APPROVAL OF THE DEED AND THE DEED PREPARED BY TOWN COUNSEL. AN ATTESTED COPY OF THE 1988 TOWN MEETING VOTE WILL BE ATTACHED TO THE SIGNED DEED.

Ms. Nichols' Approval

Balmer, Nan

Subject: FW: 5 Crest Road Land Issues

From: Carol Bacon Nichols [mailto:cbaconnichols@framingham.edu]
Sent: Tuesday, August 23, 2016 8:21 AM
To: Berry, Alfred; Balmer, Nan; mjlanza@comcast.net
Cc: Morette, Paul (paul@sharptool.com)
Subject: RE: 5 Crest Road Land Issues

I approve the language of the new deed.

Carol Nichols
Administrative Assistant
Framingham State University
College of Education
Dwight Hall 302
P: 508-626-4569
F: 508-626-4734
cbaconnichols@framingham.edu

DEED:
5 CREST RD.
CAROL NICHOLS

QUITCLAIM DEED

The Town of Wayland, a Massachusetts municipal corporation, having a principal office at 41 Cochituate Road, Wayland, Massachusetts 01778, for consideration paid of one and 00/100 dollar ($1.00), grants to Carol L.B. Nichols of 5 Crest Road, Wayland, Massachusetts 01778, with ***quitclaim covenants***,

the parcels of land on Pond Drive, Wayland, Massachusetts containing, in the aggregate, 4,000 square feet, more or less, being Lots 172 and 173 (Sheet 3), the boundaries of which are determined by the Land Court to be located as shown on a plan, as modified and approved by the Land Court, filed in the Land Registration Office, a copy of a portion of which is filed in the Registry of Deeds for the South Registry District of Middlesex County in Registration Book 207, Page 161, with Certificate 31406 (Plan No. 14025[A]); excepting and excluding therefrom the fee in the street abutting said lots to the middle line thereof. There is appurtenant to said lots the right to use the whole of the ways shown on said plan in common with others entitled.

For title, see Certificate of Title No. 145894 registered in the Land Registration Office at said Registry of Deeds in Registration Book 860, Page 34.

The grantee herein has fully complied with the provisions of M.G.L. c. 44, § 63A.

This deed is exempt from documentary stamp excise taxes pursuant to M.G.L. c. 64D, §1.

The Town of Wayland reserves to itself a restriction prohibiting the merger or combination of said Lot 172 and said Lot 173 with other land to create an additional building lot or to increase the number of dwelling units on such land. By accepting and recording this deed, the grantee covenants for herself and her heirs, successors and assigns that this restriction shall be a restriction held by any governmental body within the meaning of

M.G.L. c. 184, §26 and a gift for public purposes within the meaning of M.G.L. c. 184, §23.

This conveyance was authorized by vote of the 1988 Annual Town Meeting of the Town of Wayland held on April 27, 1988. An attested copy of said vote is registered herewith.

In Witness Whereof the said the Town of Wayland has caused its corporate seal to be hereto affixed and these presents to be signed, acknowledged and delivered in its name and behalf by its duly authorized Board of Selectmen this 6th day of September, 2016.

TOWN OF WAYLAND, by:

_____
Cherry C. Karlson, Chair

_____
Lea Anderson

_____
Mary M. Antes

_____
Louis M. Jurist

_____
Joseph F. Nolan

its Board of Selectmen

Approved as to form.

_____
Mark J. Lanza, Town Counsel

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this 6th day of September, 2016, before me, the undersigned notary public, personally appeared Cherry C. Karlson, Lea Anderson, Mary M. Antes, Louis M. Jurist and Joseph F. Nolan, proved to me through satisfactory evidence of identification, which was personal recognition, to be the persons whose names are signed on the preceding document, and acknowledged to me that they signed it voluntarily for its stated purpose, as Selectmen of the Town of Wayland,

_____, Notary Public
My Commission Expires:

1988 ATM MINUTES

ANNUAL TOWN MEETING MAY 2, 1988

AT THE WAYLAND HIGH SCHOOL FIELD HOUSE

C. PETER R. GOSSELS, MODERATOR:

The Moderator called the Meeting to order at 7:50 P.M., declared a quorum to be present, and the meeting proceeded to transact the following business:

MOTION

Lucile "Cile" Hicks, Representative to the General Court, moved and was duly seconded that the Meeting return to Article 1. in order to present Resolutions from the General Court to former Selectmen, Thomas Linden and Catherine Seiler.

VOTED: UNANIMOUS CONSENT OF MEETING TO RETURN TO ARTICLE 1.

Mrs. Hicks offered a Resolution from Senator Paul Celluci on behalf of the Massachusetts Senate (An Official Citation) and presented to Mrs. Seiler the following:

RESOLUTION FROM REPRESENTATIVE LUCILE "CILE" HICKS AS A MEMBER OF THE GREAT AND GENERAL COURT REGARDING CATHERINE SEILER

WHEREAS: Catherine Seiler, the first woman ever to be elected a Wayland Selectmen, recently announced that she would not be running for re-election; and

WHEREAS: Catherine Seiler has served three consecutive terms since 1979; and

WHEREAS: She has distinguished herself during her service, ever conscious of her obligations to her position and has won the respect and admiration of everyone with whom she came in contact because of her friendly, courteous manner, integrity and keen sense of duty; and

WHEREAS: Catherine Seiler, a woman of upright character and deep interest in public service has endeared herself to all and she has given generously of her time and talents to many civic and community efforts;

WHEREAS: The actions of Catherine Seiler have reflected the highest principles of humanity, charity and love of one's fellow man; and be it

RESOLVED: That the Massachusetts House of Representatives joins with the friends of Catherine Seiler and extends its congratulations on her retirement and best wishes for good health and many years of happiness in her future life."

as Thurlow or other lands adjacent to said parcel, on a plan entitled "Plan of Dudley Lake Shores Wayland Mass. developed by The Irving Realty Co., Inc." dated March 1929 by Rosenblatt Bros. Civil Engineers recorded in book 5347 page end in the South Middlesex Registry of Deeds containing 4,000 square feet; or take any action relative thereto.

MOTION

Christopher Lynch moved and was duly seconded that the Town hereby authorizes the Board of Selectmen to convey an easement to Debbie & David Dean for septic system purposes over a portion of a parcel of land on Pond Drive, containing 4,000 square feet, more or less, shown on a plan entitled "PLAN OF DUDLEY LAKE SHORES WAYLAND, MA. DEVELOPED BY THE IRVING REALTY CO., INC. DATED MARCH 1929 BY ROSENBLATT BROS. CIVIL ENGINEERS" and recorded in book 5347, page end in the South Middlesex Registry of Deeds.

AMENDMENT TO MOTION

Jack Peters moved and was duly seconded that the Town of Wayland shall retain the right to grant an easement over a part or all of this parcel for a septic system serving two or more dwellings. In this eventuality, the Dean septic requirements could be served by the multi-user septic system.

VOTED ON AMENDMENT: MOTION NOT CARRY

VOTED ON MAIN MOTION: UNANIMOUSLY IN FAVOR

ARTICLE 16. ACQUIRE LAND FROM NICHOLS FOR ROADWAY
Proposed by: Board of Selectmen

Article 16. To see if the Town will authorize the Selectmen to acquire by purchase, eminent domain, gift or otherwise for roadway purposes, to be held in the care and custody of the Road Commissioners, the fee or any lesser interest in a parcel of land with the trees thereon on Pond Drive standing in the name of Richard J. and Carol L.B. Nichols containing 2,000 sq. ft. and shown as Parcel "A" on a plan entitled "Plan of Land in Wayland, Mass. Owned by Mary R. Goodnoh" dated February 25, 1965 by MacCarthy Engineering Service, Inc.; or take any action relative thereto.

MOTION

Robert West moved and was duly seconded that the Town hereby authorizes the Board of Selectmen to acquire by purchase, eminent domain, gift or otherwise for roadway purposes, the fee or any lesser interest in a parcel of land with the trees hereon on Pond Drive standing in the name of Richard J. and Carol L. B. Nichols containing 2,000 square feet, more or less, and shown as Parcel "A" on a plan entitled "PLAN OF LAND IN WAYLAND, MASS. OWNED BY MARY R. GOODNOH" dated February 25, 1965 by MacCarthy Engineering Service, Inc.; and that the care, custody, management and control of said land be placed in the charge of the

Board of Road Commissioners.

George Mead moved to terminate debate.

VOTE TO TERMINATE DEBATE: UNANIMOUSLY IN FAVOR

1ST VOICE VOTE ON MOTION: SCATTERING OF NOES

2ND VOICE VOTE ON MOTION: SCATTERING OF NOES

STANDING COUNTED VOTE: OPPOSED: NONE

3RD VOICE VOTE ON MOTION: UNANIMOUSLY IN FAVOR

ARTICLE 17.

ARTICLE 17A. TRANSFER LAND FROM PARK AND RECREATION COMMISSION TO SELECTMEN

Proposed by: Board of Selectmen

Article 17A. To see if the Town will vote to instruct the Park and Recreation Commission, with the approval of Town Counsel as to form, to convey, abandon, release or otherwise dispose of to the Board of Selectmen an interest in Lots 172 and 173 as shown on a plan entitled "Plan of Land in Wayland, Rosenblatt Bros., Civil Engineers, January 1930, recorded in Book 207, page 161, at the South Middlesex Registry of Deeds, containing 4,000 sq. ft.; or take any action relative thereto.

MOTION

Robert West moved and was duly seconded that the Park and Recreation Commission, with the approval of Town Counsel as to form, transfer the care, custody, management and control of Lots 172 and 173, containing 4,000 square feet, more or less, as shown on a plan entitled "PLAN OF LAND IN WAYLAND, ROSENBLATT BROS., CIVIL ENGINEERS, JANUARY 1930" and recorded in Book 207, page 161, at the South Middlesex Registry of Deeds to the Board of Selectmen.

VOTED: UNANIMOUSLY IN FAVOR

John McEnroy moved to adjourn the Meeting.

VOTE ON MOTION TO ADJOURN: MOTION NOT CARRY

ARTICLE 17B. CONVEY LAND TO NICHOLS

Proposed by: Board of Selectmen

Article 17B. To see if the Town will authorize the Selectmen to convey to Richard J. and Carol L. B. Nichols, Lots 172 and 173 as shown on a plan entitled "Plan of Land in Wayland, Rosenblatt Bros., Civil Engineers, January 1930", recorded in Book 207 Page 161 South Middlesex Registry of Deeds, containing 4,000 sq. ft.; or take any action relative thereto.

MOTION

Robert West moved and was duly seconded that the Town hereby authorizes the Board of Selectmen to convey to Richard J. and Carol L. B. Nichols, Lots 172 and 173, containing 4,000 square feet, more or less, as shown on a plan entitled "PLAN OF LAND IN WAYLAND, ROSENBLATT BROS., CIVIL ENGINEERS, JANUARY 1930" and recorded in Book 207, page 161 at the South Middlesex Registry of Deeds.

VOTED: UNANIMOUSLY IN FAVOR

ARTICLE 18. TRANSFER AND SELL TAX TITLE AND SURPLUS LAND
Proposed by: Board of Selectmen

Article 18. To see if the Town will authorize the Selectmen to sell and convey at public auction after setting up set bid prices, the following parcels of land which have been acquired by the tax title procedure for non-payment of taxes or otherwise:

Parcel #1

#4 Sycamore Road, containing 4,900 square feet, being a part of Lot 99 as shown on a plan entitled "Plan of Castle Gate North Section Wayland, Mass." dated May 11, 1918 by E. Worthington Engineer and recorded as Plan 17 in Plan Book 268 at the Middlesex Registry of Deeds, South District, Cambridge, Mass.

Parcel #2

#8 Sycamore Road, containing 5,975 square feet, being a part of Lot 99 as shown on (See title above)

Parcel #3

#70 Hawthorne Road, containing 3,725 square feet, being a part of Lot 90 as shown on (See title above)

Parcel #4

#11 Woodland Road, containing 2,950 square feet, being Lot 682 and part of Lot 683 as shown on plan entitled "Plan of Woodland Park, Wayland, Mass." dated Sept. 3, 1914 by E.

Wayland, MA

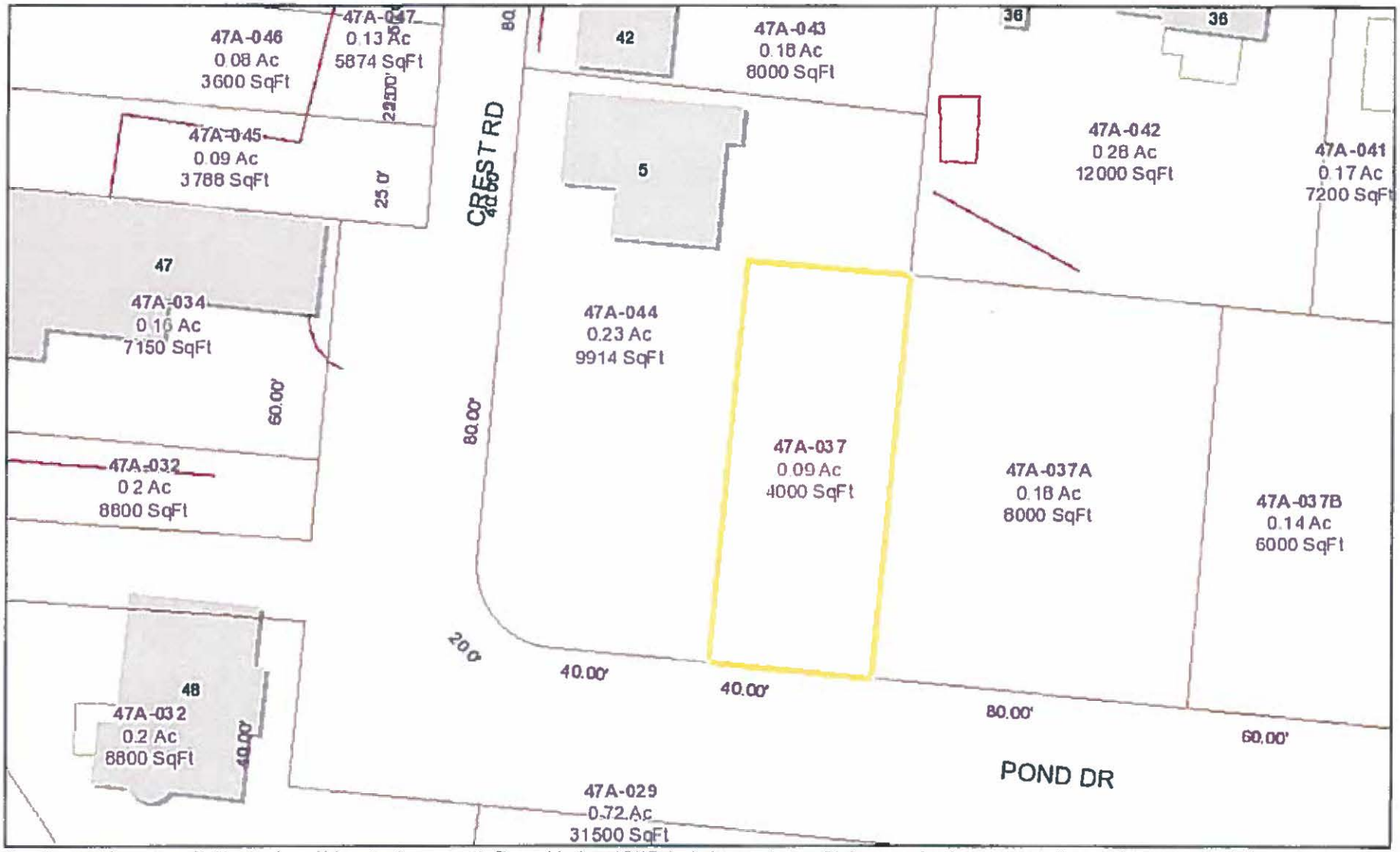
August 4, 2016

1 inch = 33 Feet

0 33 66 99

CAI Technologies

www.cai-tech.com



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

GIS MAP

DEED BK / ORDER OF TAKING

PORTION CREST ROAD

3-M

BK 24832 PG 002

COMMONWEALTH OF MASSACHUSETTS
TOWN OF WAYLAND

MIDDLESEX, ss.

ORDER OF TAKING - PORTION OF CREST ROAD

Plan No# 862

24832 PAGE 1

At a meeting of the Road Commissioners of the Town of Wayland held this 29th day of August, 1994, it is ordered:

The Road Commissioners of the Town of Wayland , duly elected, qualified, and acting as such, on behalf of the Town and by virtue of and in accordance with the authority of the vote under Article 21 of the Warrant of the 1994 Wayland Annual Town Meeting legally called and held on April 28, 1994, and of the provisions of Chapter 40, Section 14 of the Massachusetts General Laws, as amended, and of any and every other power and authority hereunto in any way enabling it, does hereby take in fee simple absolute on behalf of the Town of Wayland, to be managed and controlled by the Board of Road Commissioners of the Town of Wayland:

a certain parcel of land situated on Crest Road in Wayland, Middlesex County, Massachusetts shown as Parcel A on a plan entitled "Plan of Land in Wayland, Mass. Showing Portions of Pond Drive and Crest Road "Scale 1"=20', dated March 12, 1993, prepared by MacCarthy & Sullivan Engineering, Inc., recorded herewith.

Said parcel of land contains 2,000 square feet according to said plan.

Said parcel is taken for roadway purposes.

Subject to all utility easements of record, if any.

MSD 09/01/94 04:09:16 1248 10.00

Any and all trees upon the land hereby taken are specifically included in this taking.

We determine that damages are sustained by the persons whose property is taken by this Order as shown on Schedule A, annexed hereto and made a part hereof, and we accordingly award said damages.

IN WITNESS WHEREOF, we, the duly elected and qualified Road Commissioners

of the Town of Wayland, have hereunto set our hands this 29th day of August, 1994.

ROAD COMMISSIONERS OF THE TOWN OF WAYLAND

Philip L. Pattison, Chairman

Robert H. Loring

John B. Wilson

Approved as to Form:

Mark J. Lanza, Town Counsel

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss. August 29, 1994

Then personally appeared the above-named Philip L. Pattison, Robert H. Loring and John B. Wilson, Road Commissioners of the Town of Wayland, and acknowledged the foregoing instrument to be their free act and deed as Road Commissioners of the Town of Wayland, before me,

Mark J. Lanza, Notary Public
My Commission Expires: 3/3/2000

SCHEDULE A

ORDER OF TAKING - PORTION OF CREST ROAD

LOT # ON REFD PLAN	OWNER(s) & PROP. INTEREST(S)	TITLE REF*.	DAMAGES
Parcel A	1) Richard J. Nichols & Carol L. B. Nichols - Wayland, MA 01778	Book 13058, Page 384	$5,000.00
	2) GMAC Mortgage Corp. of Iowa - Mortgagee 51 Hammond Ave. Waterloo, IA 50702	Book 21748 Page 58	-

* All title references are to the Middlesex South Registry of Deeds.

1930 LAND COURT

Cert. 31406 Book 207 Page 161

14025A
SHEET 3.

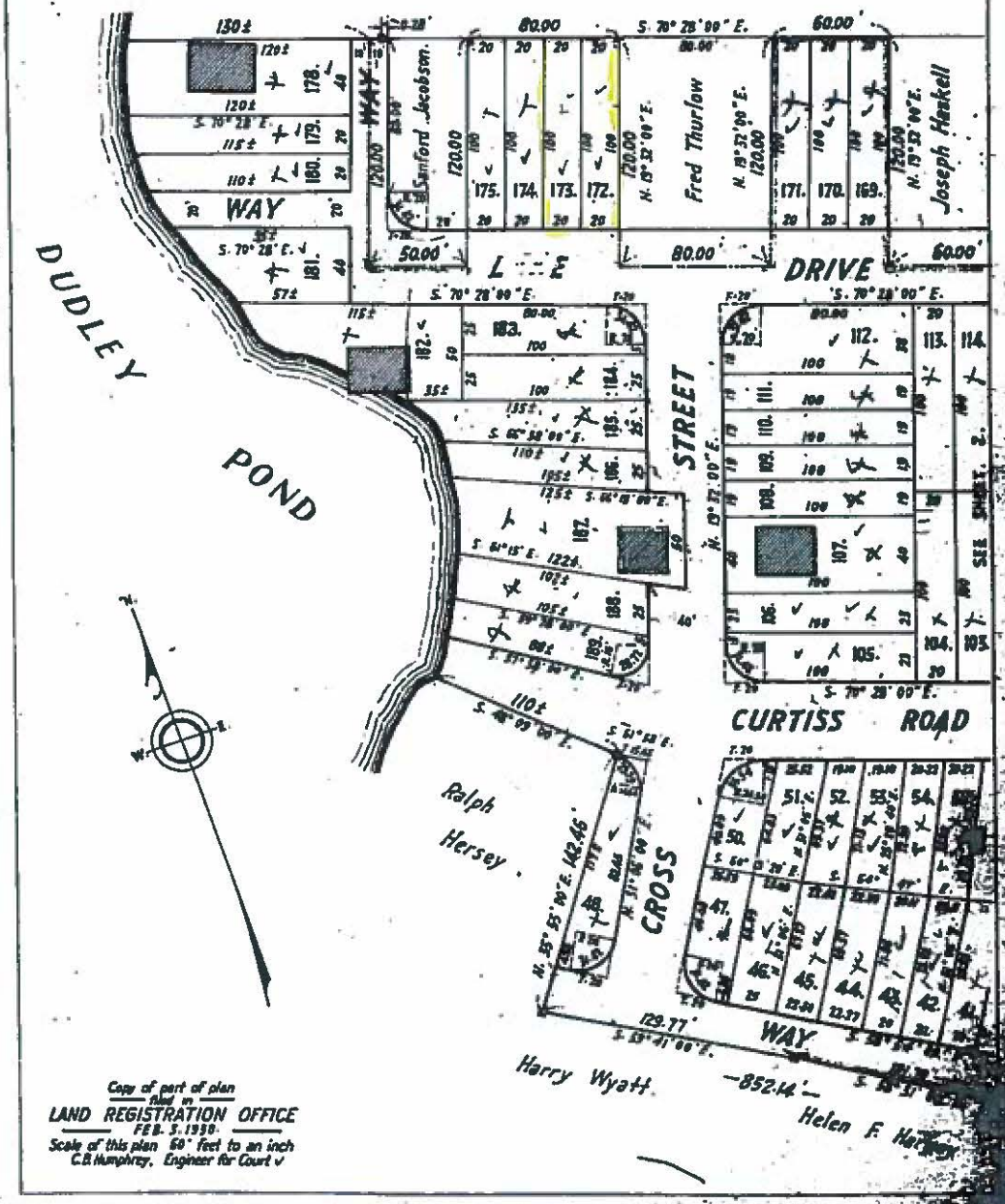
PLAN OF LAND IN WAYLAND

Rosenblatt Bros. Civil Engineers.

JANUARY 1930

Middlesex South Registry District
JUL 22 1930
RECEIVED FOR REGISTRATION
3 O'CLOCK 47 m. M

Arthur D. Brown Jr.
L. C. No. 4027.
Plan filed with Cert. No. 4107

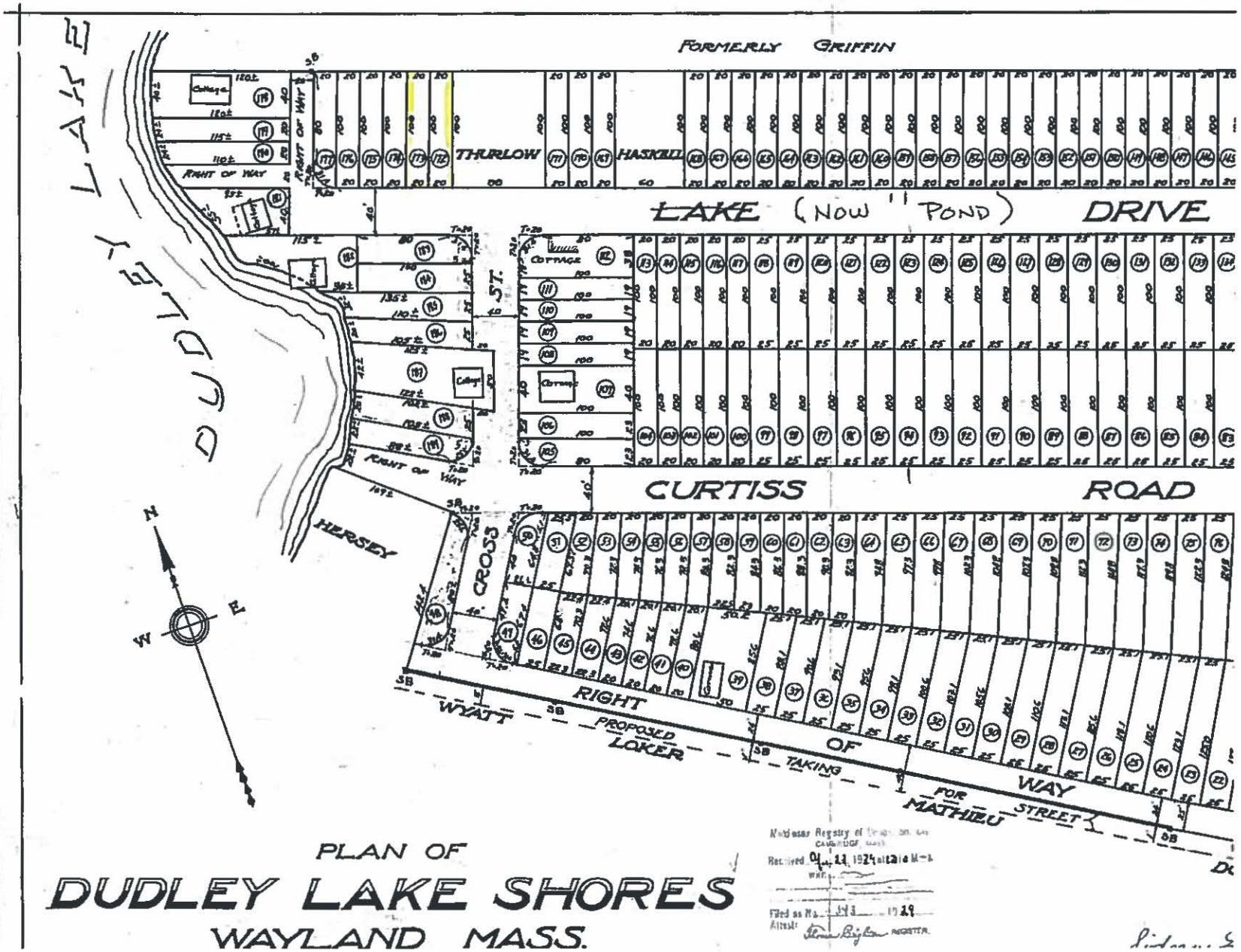


Copy of part of plan filed in
LAND REGISTRATION OFFICE
FEB. 5. 1930.
Scale of this plan 60 feet to an inch
C.B. Humphrey, Engineer for Court

14025A

14025A
SH 3

PLAN OF DUDLEY LAKE SHORES



WAYLAND POLICE DEPARTMENT

WAYLAND, MASSACHUSETTS 01778

ROBERT IRVING
CHIEF OF POLICE

Memorandum

08/15/2016

To: Nan Balmer, Town Administrator

From: Lt. Patrick Swanick

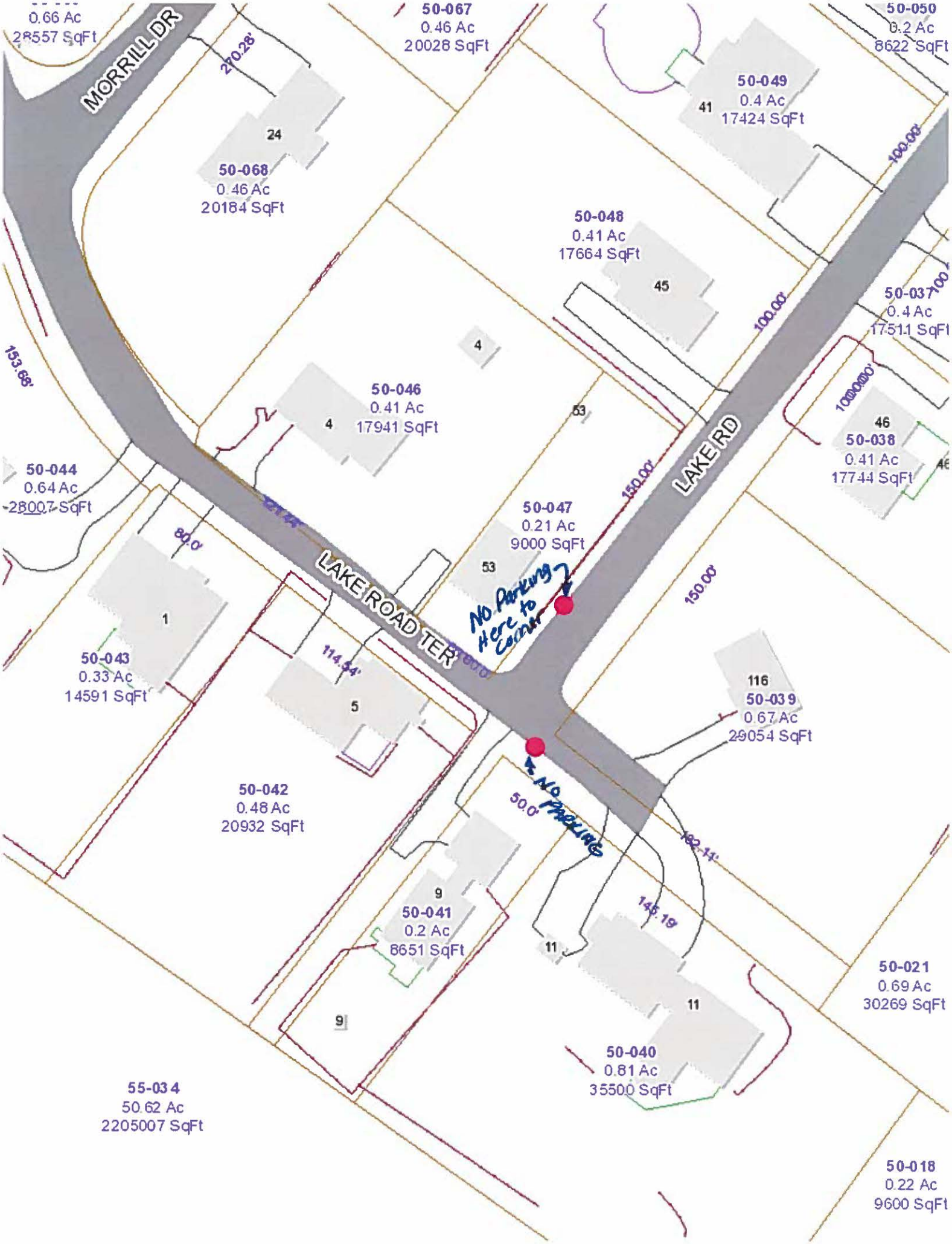
Subject: Recommendation for No Parking Sign

I have received a request from Tim O'Brien of 116 Lake Road Terrace to post "NO PARKING" signs in the vicinity of intersection of Lake Road and Lake Road Terrace. The streets are narrow and could become inaccessible for emergency vehicles.

I recommend that the Board of Selectmen, as the Traffic Authority for the town, authorize the placement of a "NO PARKING HERE TO CORNER" in the in the area of 53 Lake Road, and a NO PARKING sign at 9 Lake Road Terrace. (See Attached map). This will keep the intersection clear and allow for emergency vehicles to respond to the area.

NOTE: LT SWANICK CONFIRMED THAT LAKE RD AREA NEIGHBORS WERE ADVISED OF, AND SUPPORT THIS RECOMMENDATION.

NJB - 9/1/16


0.66 Ac
28557 SqFt
MORRILL DR
270.28'
50-067
0.46 Ac
20028 SqFt
50-050
0.2 Ac
8622 SqFt
50-049
0.4 Ac
17424 SqFt
41
24
50-068
0.46 Ac
20184 SqFt
100.00'
50-048
0.41 Ac
17664 SqFt
45
50-037
0.4 Ac
17511 SqFt
100.00'
153.68'
4
50-046
0.41 Ac
17941 SqFt
4
53
LAKE RD
46
50-038
0.41 Ac
17744 SqFt
50-044
0.64 Ac
28007 SqFt
150.00'
50-047
0.21 Ac
9000 SqFt
80.0'
LAKE ROAD TER
53
No Parking Here to Center
150.00'
1
50-043
0.33 Ac
14591 SqFt
114.44'
5
116
50-039
0.67 Ac
29054 SqFt
50-042
0.48 Ac
20932 SqFt
No Parking
50.0'
182.14'
9
50-041
0.2 Ac
8651 SqFt
145.19'
11
50-021
0.69 Ac
30269 SqFt
11
9
50-040
0.81 Ac
35500 SqFt
55-034
50.62 Ac
2205007 SqFt
50-018
0.22 Ac
9600 SqFt

REQUEST OF JOINT AFFORDABLE HOUSING COMMITTEE: 40 B COST CERTIFICATIONS

Town of Wayland
Massachusetts

To: Wayland Board of Selectmen

From: Daniel C. Hill, Member
Wayland Joint Affordable Housing Committee

Re: Chapter 40B Monitoring

Date: May 4, 2016

The Joint Affordable Housing Committee, which you convened last year and which is comprised of representatives of the Housing Authority, Housing Partnership, Housing Trust and the Planning Board, met last night to discuss a number of affordable housing initiatives and policy matters. One of these issues was the monitoring of recently-completed Chapter 40B projects in town. There are four such projects– Wayland Gardens (Cochituate Road), Wayland Commons (Town Center), Post Road Village (Route 20), and the Nike Site housing. Each of these projects is governed by a "regulatory agreement" that caps the project's profit at 20% of development costs. Any profit in excess of this profit cap must be given to the Town of Wayland for reinvestment in affordable housing.

The regulatory agreements each provide that upon "substantial completion" of the project, the developer must commission a "cost certification," prepared by an independent certified public accountant, attesting to the costs and income from the project, which certification must then be filed with the respective project's "monitoring agent" for review. The purpose of the cost certification is to determine whether there are any excess profits from the project. Of the four projects identified above, only two have filed cost certifications (Wayland Gardens and Nike Site), and neither of those cost certifications has been reviewed for completeness or veracity. The monitoring agent for the two projects that have <u>not</u> filed a cost certification (Wayland Commons and Post Road Village) is MassHousing, which was also the "subsidizing agency" for those projects. I have communicated with MassHousing staff over the last two weeks concerning the missing cost certifications, and they have informed me that they have attempted to contact the developers about this issue, but have not received a response.

Noncompliance with the regulatory agreements governing the Post Road Village and Wayland Commons projects is a serious concern to the Town of Wayland, in that these projects could have realized profits above the 20% profit cap, and these excess profits would have been owed to the Town of Wayland upon completion of the projects. The Joint Affordable Housing Committee and its member boards have been busy conceiving ideas for the creation of new affordable

housing opportunities, all of which require the investment of public funds. Excess profits from these projects, if any, could be difference in making these initiatives financial feasible.

Importantly, Wayland is still below the state-mandated 10% threshold for affordable housing under Chapter 40B, and will remain below that threshold even after the Rivers Edge project is built. The Joint Housing Committee is unanimous in its desire to create more affordable housing in Wayland, and unanimously voted to respectfully request the Board of Selectmen to communicate with MassHousing, asking it to enforce the profit cap and cost certification requirements in the regulatory agreements for these projects. The Committee further decided that it would review the cost certifications for the Wayland Gardens and Nike Site projects over the next month, and discuss what actions, if any, should be taken on those projects at its next meeting on June 21, 2016.

Thank you for your consideration.

August 4, 2016

BY ELECTRONIC MAIL: gwatson@masshousing.com
AND FIRST CLASS MAIL

Greg Watson, Manager
Comprehensive Permit Programs
MassHousing
One Beacon Street
Boston, MA 02108

Re: Comprehensive Permit Cost Certifications: Post Road Village (137 Boston Post Road, Wayland) and "Wayland Commons" (Old Sudbury Road, Wayland)

Dear Mr. Watson:

I am writing on behalf of the Wayland Board of Selectmen to inquire as to the status of the cost certification review of the two Chapter 40B projects referenced above. It has come to our attention that the developers of these projects have not filed cost certification reports with MassHousing as they should have under their respective regulatory agreements. This matter was brought to our attention by the Town's Joint Affordable Housing Committee, which the selectmen convened in 2015 to make recommendations on affordable housing policy. The Committee is comprised of representatives of the Town's Housing Authority, Housing Partnership, Housing Trust and Planning Board.

The regulatory agreements for these projects provide that upon "substantial completion" of the project, the developer must commission a "cost certification," prepared by an independent certified public accountant, attesting to the costs and income from the project, which certification must then be filed with the respective project's "monitoring agent" for review. The purpose of the cost certification is to determine whether there are any excess profits from the project.

Noncompliance with the regulatory agreements governing the Post Road Village and Wayland Commons projects is a serious concern to the Town of Wayland, in that these projects could have realized profits above the 20% profit cap, and these excess profits would have been owed to the Town of Wayland upon completion of the projects. The Joint Affordable Housing Committee and its member boards have been busy conceiving ideas for the creation of new affordable housing opportunities in Wayland, all of which would benefit from the investment of public funds. Excess profits from these projects could contribute to making these initiatives financially feasible.

The Board would greatly appreciate your cooperation in seeing that these cost certifications are submitted, and thoroughly vetted, without any further delay. We would also appreciate an opportunity to review MassHousing's examination and report before it is finalized, in order to provide comment as contemplated by your cost certification guidelines.

Thank you for your cooperation and support of the Town's affordable housing initiatives.

Very truly yours,

Nan Balmer
Town Administrator

cc: Joint Affordable Housing Committee

August 4, 2016

BY FIRST CLASS MAIL

Ms. Chrystal Kornegay
Undersecretary of Housing and Community Development
Department of Housing & Community Development
100 Cambridge Street
Boston, MA 02114

Re: Comprehensive Permit Cost Certification: 89 Oxbow Road 40B Project
(89 Oxbow Road, Wayland)

Dear Ms. Kornegay:

I am writing on behalf of the Wayland Board of Selectmen to inquire as to the status of the cost certification review of the Chapter 40B project referenced above. It has come to our attention that the developer of this project filed its cost certification report with CHAPA in December, 2009, but that DHCD has not yet completed its review of the cost certification as contemplated under the regulatory agreement governing this project. This matter was brought to our attention by the Town's Joint Affordable Housing Committee, which the selectmen convened in 2015 to make recommendations on affordable housing policy. The Committee is comprised of representatives of the Town's Housing Authority, Housing Partnership, Housing Trust and Planning Board.

This project is one of four Chapter 40B projects completed in Wayland within the last eight years, none of which have had cost certification reviews completed. The delay in reviewing these cost certifications is a serious concern to the Town of Wayland, in that these projects could have realized profits above the 20% profit cap, which would have been owed to the Town of Wayland upon completion of the projects. The Joint Affordable Housing Committee and its member boards have been busy conceiving ideas for the creation of new affordable housing opportunities in Wayland, all of which would benefit from the investment of public funds. Excess profits from these projects could contribute to making these initiatives financially feasible.

The Board would greatly appreciate your cooperation in completing the review of this cost certification. We would also appreciate an opportunity to review your examination and report before it is finalized, including the Developer's CPA's work papers and the developer's financial records, in order to provide comment as contemplated by MassHousing's revised

guidelines governing cost certifications, which we understand DHCD has accepted.

Thank you for your cooperation and support of the Town's affordable housing initiatives.

Very truly yours,

Nan Balmer
Town Administrator

cc: Joint Affordable Housing Committee

August 4, 2016

BY ELECTRONIC MAIL: CMarine@chapa.org
AND FIRST CLASS MAIL

Ms. Carol Marine
Senior Program Manager
Citizens' Housing and Planning Association
18 Tremont Street
Boston, MA 02108

Re: Comprehensive Permit Cost Certification: Wayland Gardens Condominium
(336 Commonwealth Road, Wayland)

Dear Ms. Marine:

I am writing on behalf of the Wayland Board of Selectmen to inquire as to the status of the cost certification review of the Chapter 40B project referenced above. It has come to our attention that the developer of this project filed its cost certification report with CHAPA in November, 2012, but that CHAPA has not yet completed its review of the cost certification as contemplated under the regulatory agreement and monitoring services agreement governing this project. This matter was brought to our attention by the Town's Joint Affordable Housing Committee, which the selectmen convened in 2015 to make recommendations on affordable housing policy. The Committee is comprised of representatives of the Town's Housing Authority, Housing Partnership, Housing Trust and Planning Board.

The delay in reviewing the developer's cost certification is a serious concern to the Town of Wayland, in that this project could have realized profits above the 20% profit cap, which would have been owed to the Town of Wayland upon completion of the project. The Joint Affordable Housing Committee and its member boards have been busy conceiving ideas for the creation of new affordable housing opportunities in Wayland, all of which would benefit from the investment of public funds. Excess profits from this project could contribute to making these initiatives financially feasible.

The Board would greatly appreciate your cooperation in completing the review of this cost certification without any further delay. We would also appreciate an opportunity to review your examination and report before it is finalized, including the Developer's CPA's work papers and the developer's financial records, in order to provide comment as contemplated by MassHousing's revised guidelines governing cost certifications of New England Fund projects.

Thank you for your cooperation and support of the Town's affordable housing initiatives.

Very truly yours,

Nan Balmer
Town Administrator

cc: Joint Affordable Housing Committee

WAYLAND POLICE DEPARTMENT

WAYLAND, MASSACHUSETTS 01778

ROBERT IRVING
CHIEF OF POLICE

Memorandum

8/25/2016

To: Ms. Nan Balmer, Town Administrator

From: Robert Irving, Chief of Police

Subject: Police Designee to the Youth Advisory Committee

I have selected Detective Tyler Castagno to fill the vacant position as the police designee on the Wayland Youth Advisory Committee.

Det. Castagno is a lifelong resident of Wayland and attended Wayland Schools. He has been a police officer in Wayland for the past eight years and worked as a dispatcher here for a year prior to his police career. He has been assigned as a temporary detective since January of this year and has expressed an interest in a permanent position in the Detective Division. He is also a member of the department's Honor Guard.

Det. Castagno has a Bachelor's Degree in Criminal Justice from Curry College and he is a graduate of the 22nd Municipal Police Officers Class at the Massachusetts Bay Transit Authority Police Academy in Quincy.

Det. Castagno, his wife, Claire, and their two children live in the Damon Farms neighborhood. He is active in youth issues in the community and has coached several different youth sports.

Normally, the department's Youth Officer would be the police representative to the Youth Advisory Committee. However, Youth Officer Bowles is not eligible for the position because he is not a Wayland resident.

cc: Ms. Lynn Dowd, Director, Wayland Youth and Family Services

Annual Town Meeting 1971

ARTICLE 28. To see if the Town will vote to establish the position of Detached Social Worker, and will raise and appropriate a sum of money for the staffing and administration of such a position; or take any action relative thereto Duly seconded, Mr. Glenn S. Johnson offered the following MOTION: That the Town create the position of Detached Social Worker; that the Town create a seven-member committee to be called the Wayland Youth Advisory Committee to promote and coordinate the activities of the Detached Social Worker and the citizens of the Town in providing assistance to and improved means of communication between citizens of the Town of all ages, their families and persons interested and available to assist them, whether in official or volunteer capacities, with respect to the problems of adolescence, the use and abuse of drugs and other related matters of concern to the youth of the Town and their parents; that the membership of the committee, which shall receive no compensation, shall consist of the following to be elected or designated by April first of each year: two members (who shall be high school students) elected by the student body of the High School, one member by the Wayland Clergymen's Council, one member by the Selectmen, one member by the School Committee, one member by the Chief of the Police Department, and one member by the Board of Health; that the Detached Social Worker and the Committee be under the jurisdiction of the Board of Health which shall report to the Town on the activities of the Committee and the Detached Social Worker at the Annual Town Meeting; and that the Town appropriate and assess the sum of $15,000 for the salary of the Detached Social Worker and to defray the expenses of the Committee and of the Detached Social Worker for the ensuing year.

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

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

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

REVISED LIST OF PUBLIC DOCUMENTS PROVIDED TO THE BOARD OF SELECTMEN FROM AUGUST 12, 2016, THROUGH AND INCLUDING SEPTEMBER 1, 2016, OTHERWISE NOT LISTED AND INCLUDED IN THE CORRESPONDENCE PACKET FOR SEPTEMBER 6, 2016

Items Distributed To the Board of Selectmen – August 12-September 1, 2016

1. None

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of August 15, 2016

1. Email correspondence, from May 2, 2016 to July 14, 2016, between Geoffrey Larsen, Building Commissioner, and Matthew Levy, Levy Properties LLC, re: 150 Main Street Zoning Review related to Building Permit Application
2. Draft Town Administrator Evaluation Form, September 2015-August 2016
3. Explanatory Statement of Changes in Expenses Template, Facilities Department, from Public Buildings Director Ben Keefe

Items Included as Part of Agenda Packet for Discussion During the September 6, 2016 Board of Selectmen's Meeting

1. Memorandum of 9/1/16 from Jorge Pazos, IT Director, to Board of Selectmen re: Information Technology Department Update
2. Article List for November 15, 2016 Special Town Meeting, with Submitted Articles Attached
3. Memorandum of 9/6/16 from Nan Balmer, Town Administrator to Board of Selectmen re: Legal RFP: Evaluation Committee
4. Memorandum of 9/6/16 from Nan Balmer, Town Administrator to Board of Selectmen re: Town Administrator Goals Update
5. Town Administrator Evaluation Form 2015-2016, and Town Administrator Evaluation Process 2016
6. Draft Minutes of August 3, 2016, and August 15, 2016
7. Report of the Town Administrator for the Week Ending September 2, 2016

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

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

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

BOARD OF SELECTMEN
Tuesday, September 6, 2016
Wayland Town Building
Selectmen's Meeting Room

Selectmen

1. Public Comment, Wayland Water Supply
2. Public Comment, 150 Main Street
3. Public Comment, Heard Road Paving Project
4. Memorandum of 8/22/16 from Board of Assessors to Board of Selectmen re: Habitat for Humanity – Deed Recordings
5. Memorandum of 8/23/16 from Board of Assessors to Board of Selectmen re: Vacant Position on Board of Assessors
6. Memorandum of 8/23/16 from Ellen Brideau, Director of Assessing, to Nan Balmer, Town Administrator, and Brian Keveny, Finance Director, re: Release of Excess Overlay
7. Director of Public Health Report, August 17, 2016

Conservation Commission

8. Order of Conditions and Chapter 194 Permit, 8/9/16, from Brian Monahan, Conservation Administrator, re: 171/177 Commonwealth Road and 25 Main Street
9. Determination of Applicability, Wetlands Protection Act (WPA), and Chapter 194 Permit, 8/12/16, from Brian Monahan, Conservation Administrator, re: 29 Old Weston Road
10. Determination of Applicability, Wetlands Protection Act (WPA), and Chapter 194 Permit, 8/12/16, from Brian Monahan, Conservation Administrator, re: 17 Snake Brook Road
11. Determination of Applicability, Wetlands Protection Act (WPA), and Chapter 194 Permit, 8/16/16, from Brian Monahan, Conservation Administrator, re: 72 Concord Road
12. Order of Conditions and Chapter 194 Permit, 8/22/16, from Brian Monahan, Conservation Administrator, re: Wayland Public Library Drainage Project
13. Order of Conditions and Chapter 194 Permit, 8/23/16, from Brian Monahan, Conservation Administrator, re: 5 Erwin Road

Minutes

14. Community Preservation Committee, February 29, 2016, May 31, 2016, June 6, 2016,
15. Economic Development Committee, July 14, 2016
16. Finance Committee, February 29, 2016
17. Board of Library Trustees, July 7, 2016, July 13, 2016, July 20, 2016, July 26, 2016, July 27, 2016, August 10, 2016
18. Board of Library Trustees with Library Planning Committee, July 7, 2016

Region

19. Email of 9/1/16 from Dennis Giambotti, Framingham, re: Reelection to the MetroWest Seat on the Boston MPO (Metropolitan Planning Organization)

State

20. Letter of 5/25/216 from School Building Authority to Board of Selectmen re: Loker Elementary School, Accelerated Repair Program, Window/Door Replacement Project
21. Letter of 8/11/16 from Massachusetts Historical Commission, to Wayland and Framingham Boards of Selectmen, re: National Register of Historic Places, Stone's Bridge
22. Letter of 8/25/16 from Town Counsel Mark J. Lanza to Office of the Attorney General re: Settlement Agreement, Open Meeting Law 2016-98

1

Wayland's Dwindling Water Supply

To: **Members of the Wayland Board of Selectmen**

From: **Mark Hays**
Cell: 508.661 9733
Email: MarkAllenHays@Gmail.com (best bet)

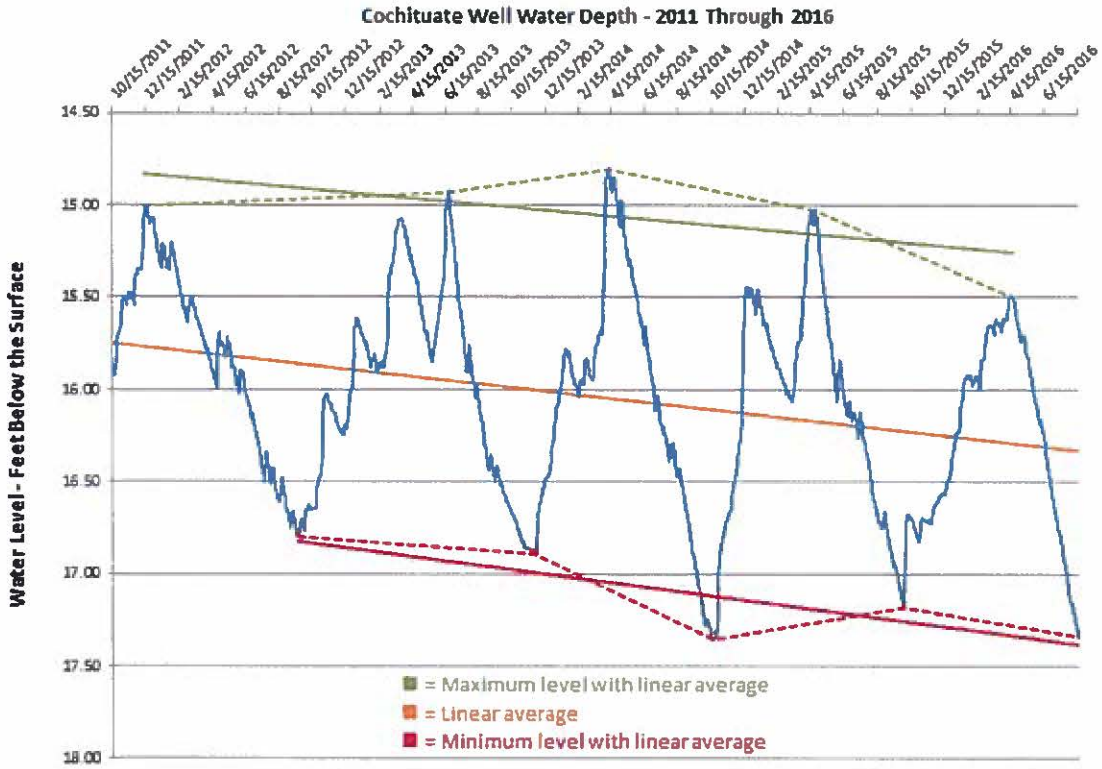
Date: 29 August, 2016

Dear members of the Wayland Board of Selectmen:

The Wayland area is experiencing a serious drought. "Watering Ban" signs around Town are a constant reminder and "Massachusetts drought" is often part of our local news.

I grew up in Southern California where water shortages are a constant challenge. So I decided to check on our local aquifer and well-based water system. It turns out that this "2016 drought" is a longer term trend and significant risk. A few key points:

1. **Water in our aquifer has been steadily dropping for the past five years**
   The US Geological Survey (USGS) maintains a monitoring well near Lake Cochituate to track ground water. USGS data from this well shows that the average water level and annual high / low have all been dropping steadily for the past five years:



2. **Two Wayland wells ran dry in 2015**
   During the height of the summer last year, two of Wayland's wells ran so low that the pumps automatically shut off. This cut water volume and pressure. More important, there is no quick and easy fix. It takes time to obtain a permit from the Commonwealth to drill a deeper well, and to drill deeper and re-install the pump. Water shortages call for long term preparation, not last-minute catch up.

3. **Water shortages affect Wayland's fire department and homeowners**
   As water supplies decline, Wayland fire hydrants may not be able to deliver the volume of water our fire department needs if they rush to your home to put down a fire. This was highlighted in the 'water study' done for the Rivers Edge development. The only 'real world' test they ran was for the water supply from a nearby hydrant, for fire safety.

4. **Water shortages affects development**
   If Wayland does not have enough water to support our existing residents, and well levels are steadily dropping, how can we add new developments with hundreds of new residents? This is a common issue in the Western US, where limited water limits development.

5. **What can Wayland do?**
   We need to start the conversation in Wayland that western states struggled with for years. Wayland can also leverage decades of work and tested solutions; we do not have to start from scratch. For example, the Wayland Board of Selectmen could pass a regulation requiring low-flow shower heads, toilets and faucets – the Big Three that consume over 50% of the water in every Wayland home. This is a proven solution that will also save money for Wayland homeowners.

   The Board of Selectmen can also use well-vetted regulations drafted by other cities, e.g. Los Angeles and New York City, that Wayland can simply copy and edit to match our community. (Attached is a copy of 2014 regulations from Los Angeles, and a report from California on water conservation measures.)

One thing we should all know: delay is a bad option. The hard reality of a dry well should be in the back of our minds, as we debate this problem.

Copies of key documents are attached for your review.

Mark Hays

Wayland Water Levels – 2011 to 2016

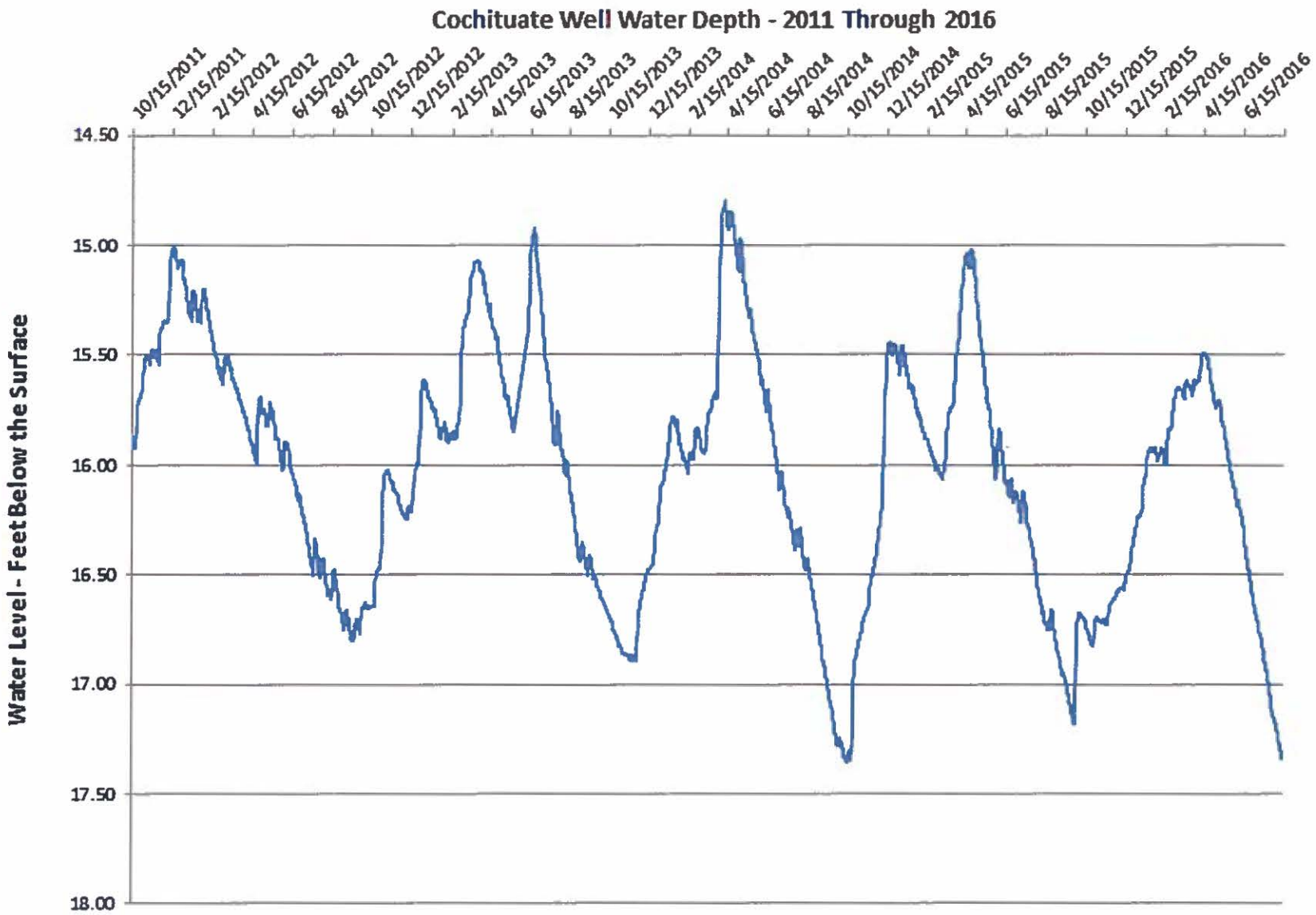
The US Geological Survey (USGS) maintains a monitoring well in Cochituate State Park, which provides a reference point for ground water levels in the Wayland area:

- **LOCATION**: Lat 42°18'52", long 71°22'05", Middlesex County, Hydrologic Unit 01070005, 0.25 mi west of State Highway 27 and 125 ft southeast of State Highway 30, at Cochituate State Park Headquarters in Wayland, MA.
- **AQUIFER**: Sand and gravel, glaciated regions; outwash deposits.
- **WELL CHARACTERISTICS**: Drilled observation water-table well, depth 33 ft, screened 31 ft to 33 ft.
- **INSTRUMENTATION**: Data Collection Platform with telephone telemeter, October 2010 to current year. Monthly measurements prior to October 2010.
- **DATUM**: Elevation of land-surface datum of well is 153.78 ft above National Geodetic Vertical Datum of 1929. Measuring point: top of well casing, 2.76 ft above land-surface datum.
- **PERIOD OF RECORD**: January 1965 to current year.

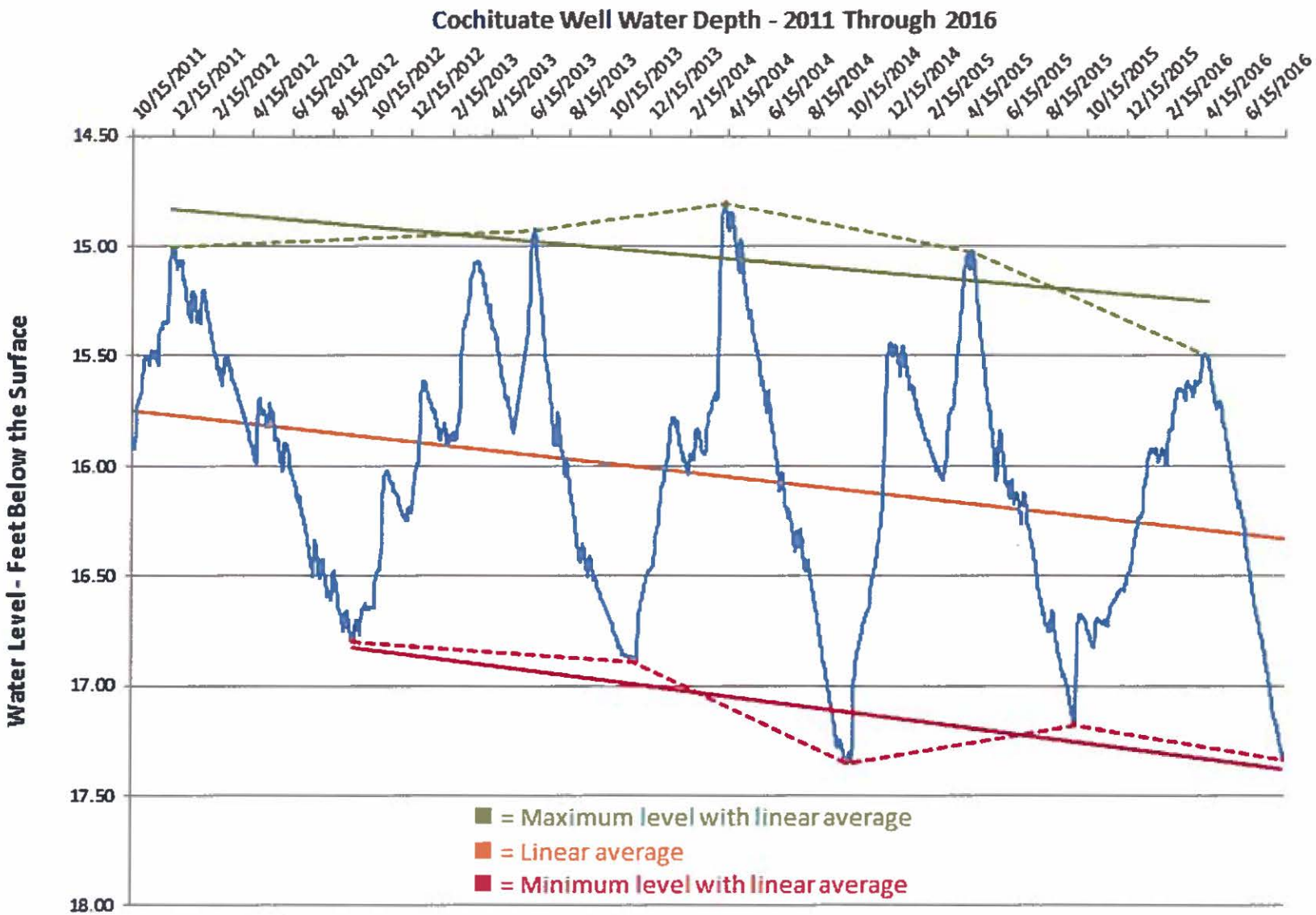
The following slides include graphs of water levels from October, 2011 through August 14, 2016, using the available daily records from this well. Seasonal variations are clear. Linear averages are shown for all records and the annual minimum and maximum level.

We have not reached the minimum for 2016. The average date based on 2012 – 2015 will be October 13. The projected minimum is 18.27 feet, another a sharp drop.

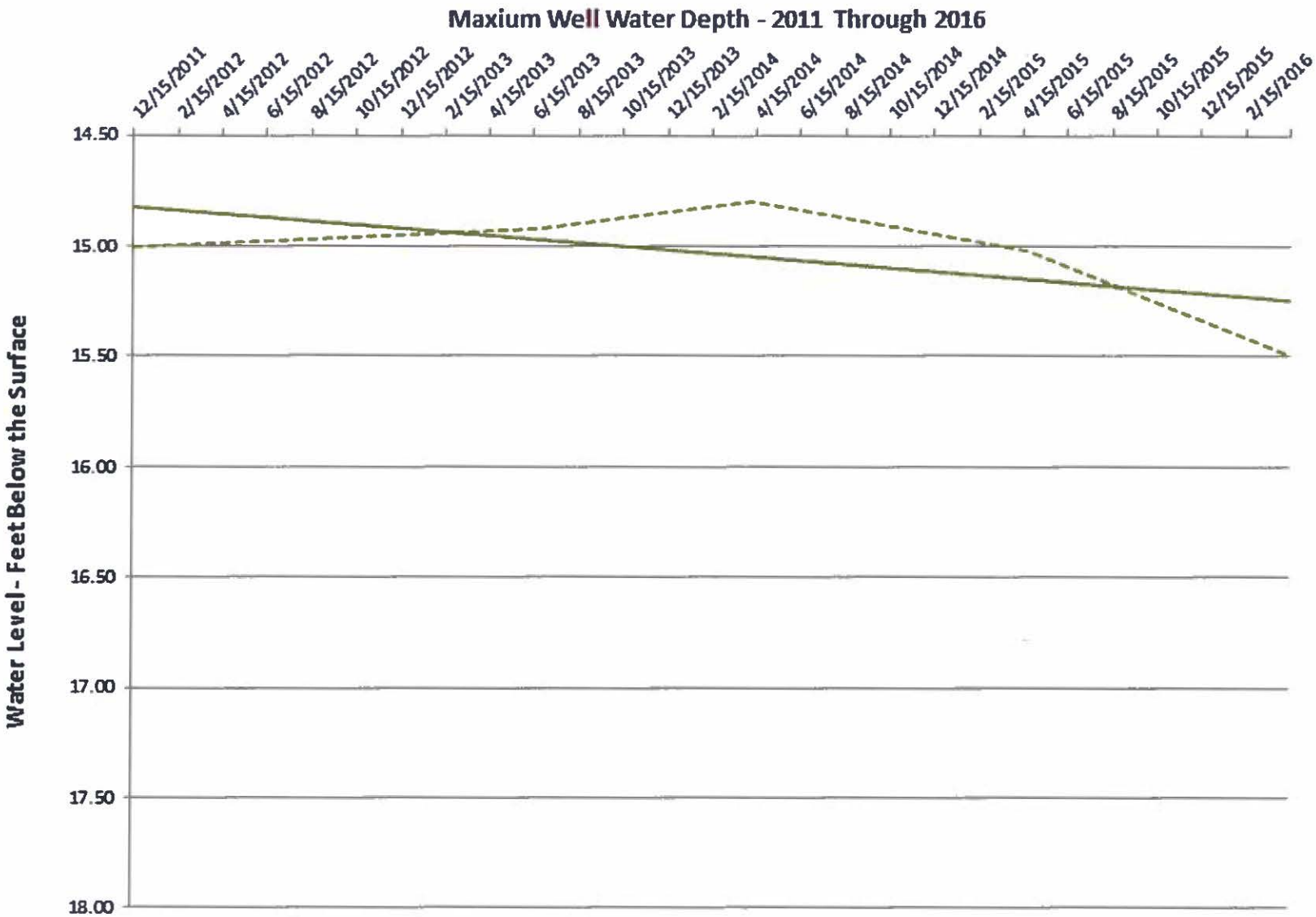
Wayland water: annual cycles



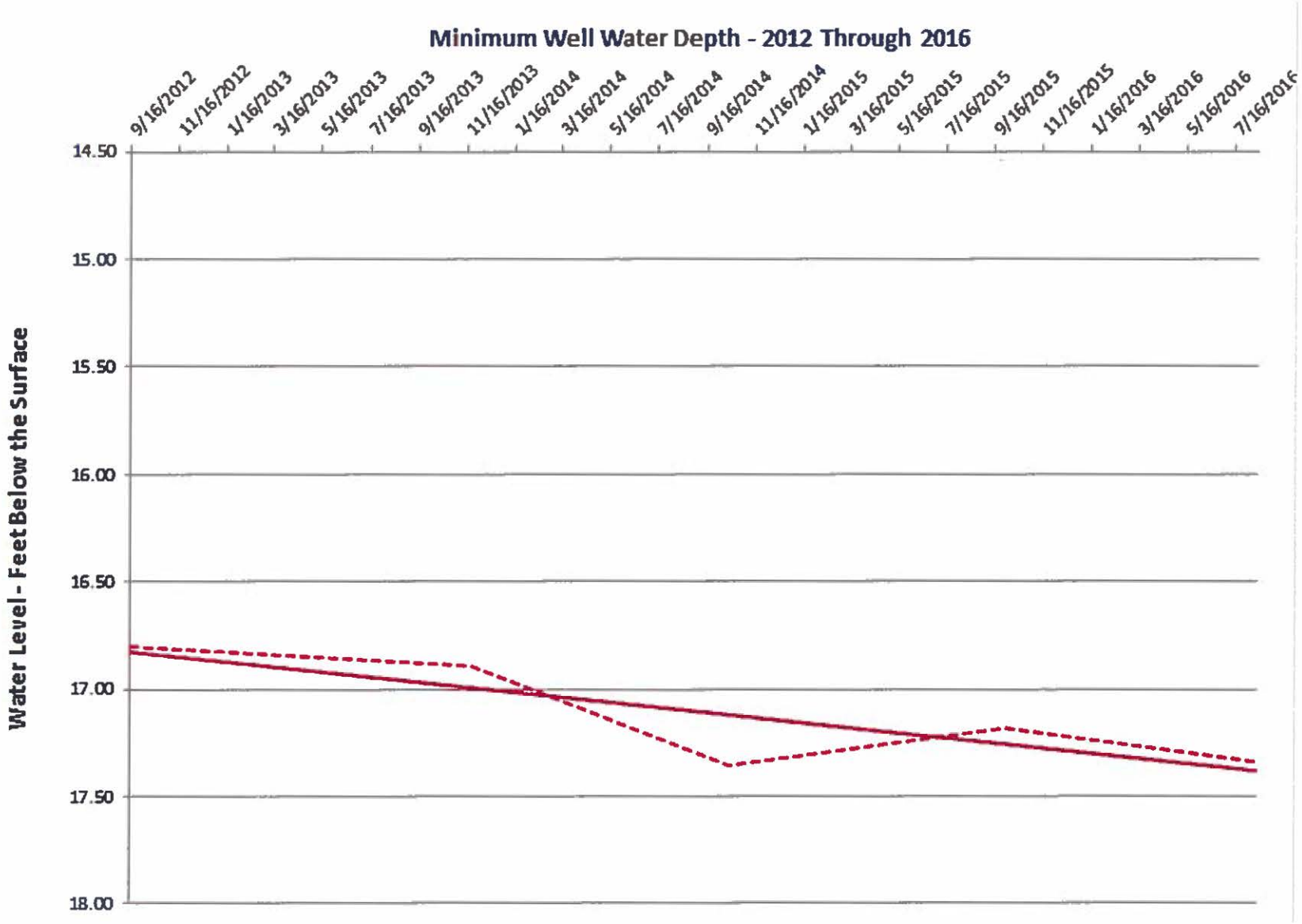
Wayland water: steadily declining averages



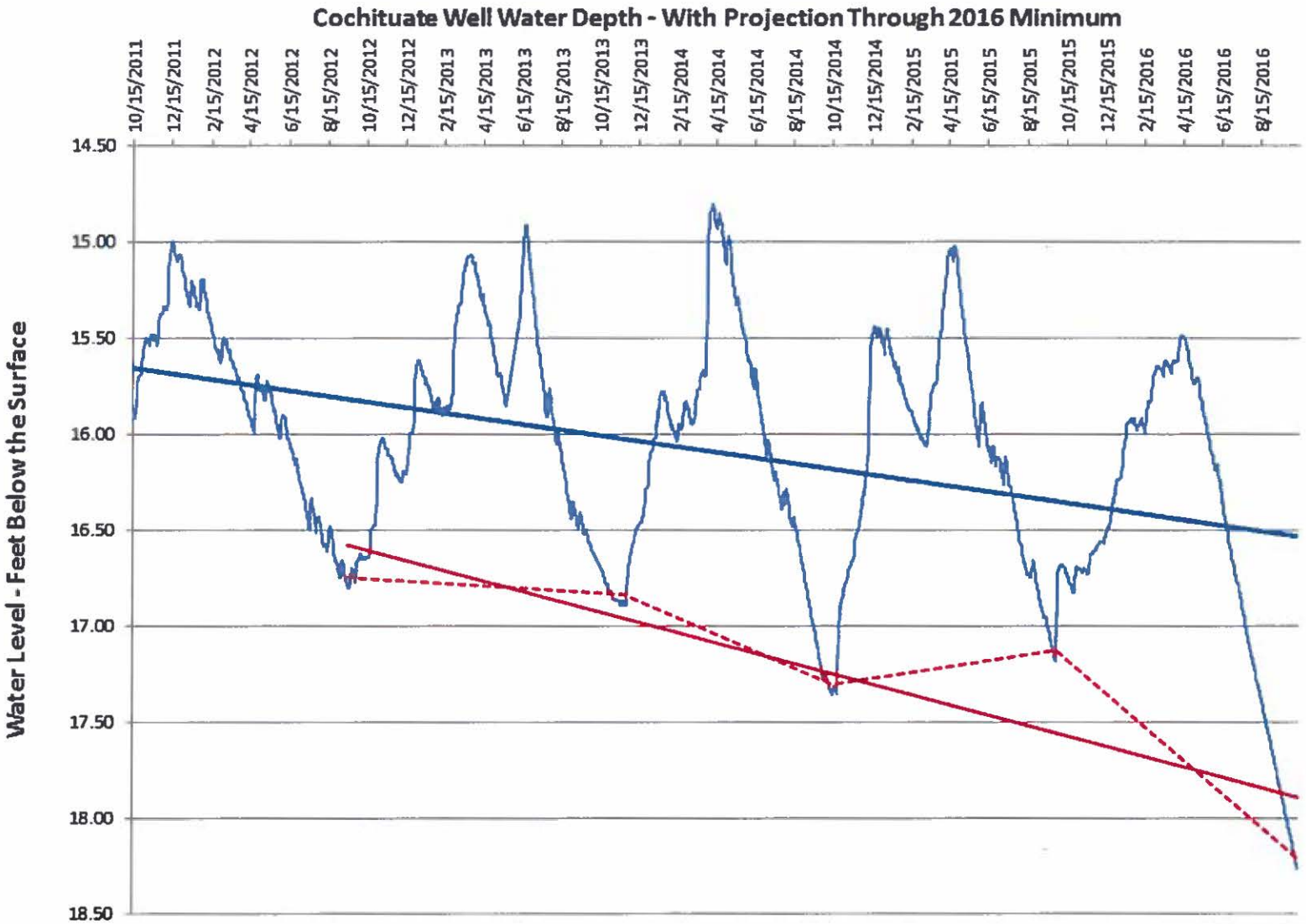
Wayland water: maximum levels with trend



Wayland water: minimum levels with trend



Wayland water: projection through 2016



We have not reached the minimum for 2016. The average 'low date' based on 2012 – 2015 will be October 13. The projected minimum is 18.27 feet, another a sharp drop.

DiNapoli, MaryAnn

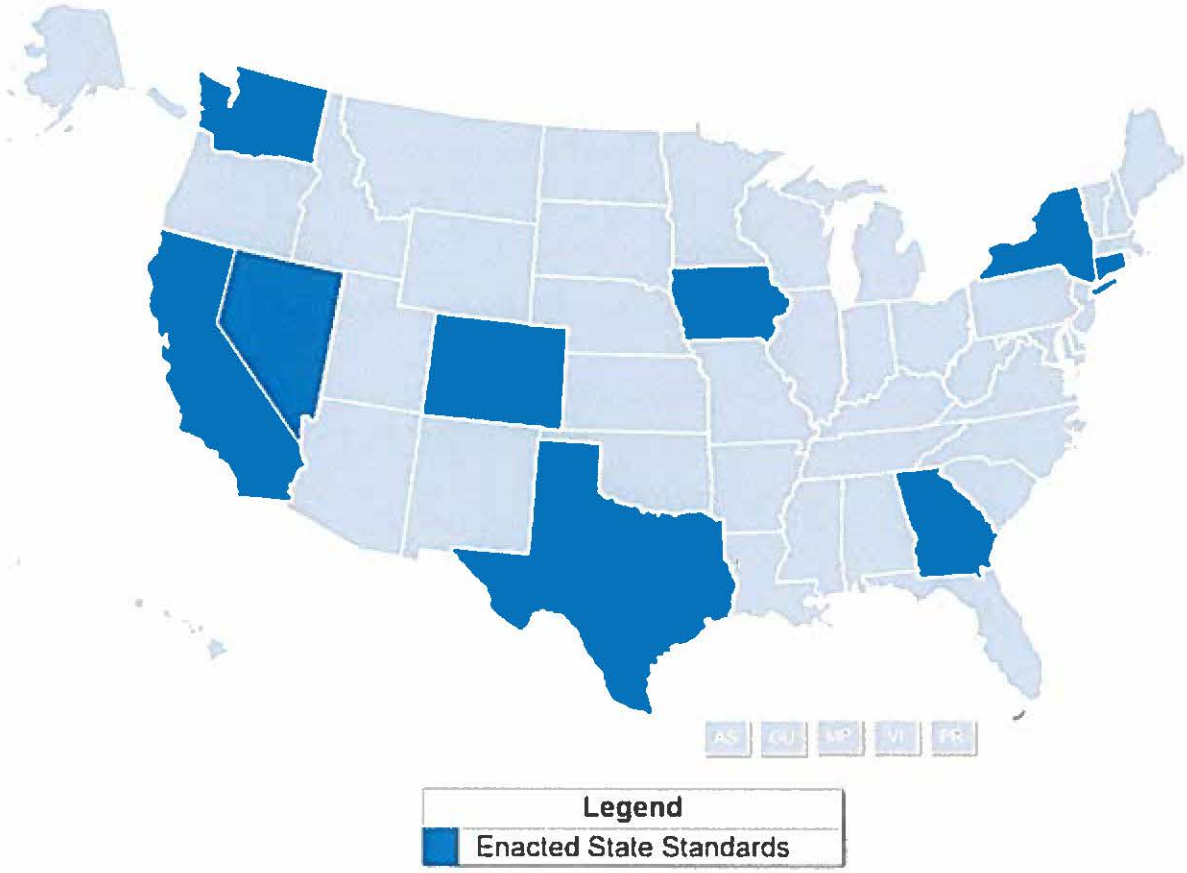
From: Mark Hays <markallenhays@gmail.com>
Sent: Thursday, September 01, 2016 9:58 AM
To: Millette, Don
Cc: Alias, SWQC; Chris Brown; Selectmen
Subject: Re: Private wells in Wayland - any monitoring or limits?

Dear Don:

Thanks for your reply and the additional info. A few notes:

- **Ground water levels:** The USGS monitoring well in Cochituate is obviously not as deep as Wayland's wells. They are connected to the same aquifer, however, which has been steadily declining. That's why two of Wayland wells ran so low last year that the pumps automatically shut off, and the reason for watering bans in Wayland, Sudbury, Natick, Lincoln, Concord etc. I am sure we can agree: this is not a minor, short term problem.

- **Legislation and regulation:** Massachusetts has basic rules based on old federal standards, like almost every state. Massachusetts has not, however, enacted tougher regulations. A bill was considered in 2015 but not passed. Here is a map of states that have passed more restrictive low-flow water regulations. For more info see: www.ncsl.org/research/environment-and-natural-resources/water-efficient-plumbing-fixtures635433474.aspx



What could Wayland do?

1. In addition to the steps you noted, we could work with surrounding towns that are similarly affected, and encourage every town to (a) pass local low-flow regulations governing the sale or use of low-flow shower heads, toilets and faucets, and (b) formally ask the Massachusetts Legislature to take effective action.

2. Review the water usage of private wells and potential regulations.

3. Work together to encourage Framingham not to install new wells that will make this problem worse.

4. Raise awareness in Wayland, to help everyone understand the gravity of this problem.

- **Smart meters:** I agree. Some folks in town are worried about RF radiation and other smart meter issues, and I think we could assuage most of their concerns with information on newer meter designs, what data is collected and how it is used etc. More information is key; as you noted, many people believe that new smart meters have high-power transmitters that constantly broadcast -- like many did ten years ago.

Thanks,

Mark

On Thu, Sep 1, 2016 at 7:22 AM, Millette, Don <dmillette@wayland.ma.us> wrote:
Good Morning Mark,

Sorry for the delay in my response, we've been prepping for our DEP Sanitary Survey of our water system. I have a few points to bring up regarding the issues that you raised.

1. The data shown in the USGS groundwater well in Cochituate is not an apples to apples comparison of what is happening directly around our drinking water wells. Our wells on average are 50 to 60 feet deep. We track the drawdown of the well. Drawdown is the difference in well level when it is off, compared to when the well is pumping at full capacity. I will get you more info on this topic as discussed in a previous email.

2. We do have a water conservation program that promotes low flow fixtures in homes and businesses. It is not as in depth as other communities in our area such as Concord, but we do offer indoor and outdoor low flow conversion kits and hose nozzles free of charge to any resident that wants one. We also have a Rain Barrel program that offers discounts on rain barrel purchases for any town resident. A few things I would like to add to our conservation program is a low flow toilet rebate program and an irrigation system leak detection rebate. I have been researching programs that other Towns are offering in our area and found that those two are the most popular.

This is a topic that is going to be written into our upcoming Water Management Act Permit. DEP is expecting all water suppliers to do more in this area in the years to come. That being said, we as water suppliers are responsible for the quality of water to the last free flowing tap in each home or business. We are limited on what we can require in a residential house or business, but that is where the State Plumbing Code takes over. Low flow fixtures have been a requirement under the plumbing code for a few years now.

3. Mike Lowery's point about the Radio Read meters is a huge issue for us. Most of the folks in Town do not realize that if they have electricity or natural gas in their homes right now, those meters are already read by a radio read device (and have been for about 10 years). The ability to read all of the water meters in Town in a 7 hours (rather than in the 5 months that it takes us now) will drastically reduce our operating costs and allow us to bill on a more frequent basis.

We have spent the last year researching 4 different metering system vendors and have narrowed them do 2 different systems. One has a low power radio that transmits a few times per day. The other system is cellular based that transmits once per day for a matter of seconds. The technology has come along so much in the last few years that the "old" high power radios that are on all the time are a thing of the past. We have one more site visit to take to see one of the systems in operation. I will be bringing my results to the Board in early November.

Please let me know if you need additional information.

Have a great day,

Don Millette

Water Superintendent

Wayland DPW

office 508-358-3699

fax 508-358-5325

From: Mark Hays <markallenhays@gmail.com>
Sent: Wednesday, August 31, 2016 6:45:45 PM
To: Alias, SWQC
Cc: Millette, Don; Chris Brown; Selectmen
Subject: Re: Private wells in Wayland - any monitoring or limits?

Dear Mike:

Thanks for the quick reply and info. This would give Wayland the data it needs to create a regulation, although this would be fraught with special interest politics -- as always!

Mark

On Wed, Aug 31, 2016 at 5:00 PM, Mike Lowery <lowery.mike@gmail.com> wrote:
Mark,

Speaking as the non-authoritative guy...

1. All private well's require a permit from the Board of Health. http://www.wayland.ma.us/Pages/WaylandMA_Health/apps/AppConstructWell.pdf They have an inventory of the wells. Some of them have reporting requirements. The data goes to the board of health.

2. The Commonwealth has a searchable database of wells - and one can filter by town and type
http://public.dep.state.ma.us/searchwell/

120 Lakeshore Drive
Cochituate, MA 01778
508-397-8828

On Wed, Aug 31, 2016 at 4:27 PM, Mark Hays <markallenhays@gmail.com> wrote:
Dear Mike, Don and Chris:

Does Wayland have any regulations that govern private wells, or require any monitoring of the volume of water drawn from them? Do we even know how many private wells there are?

See:

https://www.bostonglobe.com/metro/regionals/south/2016/07/29/should-private-well-owners-required-follow-local-water-restrictions/500Ag6Gms8RZUKGxtrrASL/story.html

Thanks!

Mark Hays

On Tue, Aug 30, 2016 at 12:12 PM, Mark Hays <markallenhays@gmail.com> wrote:
Dear Mike:

Thanks for your quick reply. A few followups:

- I did send the analysis of the USGS Cochituate well to you and Don first, on 16 August -- thanks to the link to USGS data you kindly provided.
- The process for drafting and approving potential water use regulations in Wayland, e.g. limiting plumbing fixture flows, was unclear. Would the BPW draft this type of regulation and simply approve it, or submit it to the BoS for approval -- and/or Town Meeting?
- Low-flow fixtures help to cut base residential water use -- which would reduce pumping demand year-round. That's why this is a key initiative in California, New York, etc. Peak summer usage is also important; the decline in well levels occurs just when people are watering their gardens etc. It is also easier to encourage reductions in summer watering. Reductions in base residential use take more time, which means that we should get started now to begin to bend the curve.
- Let's coordinate on Framingham's Birch Road well plan. Perhaps Framingham itself does not know that they would be investing in a source that is already in decline. Sudbury and Natick may also be interested in this issue. Could we meet, maybe in a couple of weeks?
- RE radio-read water meters, there are some folks in town who are very concerned about RF and health etc. I think we could present a 'smart meter' plan that would overcome most of these objections. I would be happy to work with you on this effort as well.

Thanks,

Mark

On Tue, Aug 30, 2016 at 8:35 AM, Mike Lowery <lowery.mike@gmail.com> wrote:
Mark,

My personal comments in response to your letter the the Selectmen:

- The five year trend graph is very telling - thank you for using local USGS groundwater data to highlight the trend.
- While I welcome your concerns about long-run trends, you should understand that any regulations regarding water consumption, rates, and requirements are

promulgated by the Board of Public Works, as water commissioners - not the Selectmen. BoPW authority derives from state law and from Wayland's bylaws. Your letter may help raise awareness, but it would have been more politically thoughtful for you to have appeared before the Board of Public Works first- I'm sure the Board will welcome it. You've added some noise to the process - but perhaps that's not all bad.

- Requiring low-flow shower heads, toilets, and faucets might help some, but they don't level demand - and it is the peak season demand (read: landscape irrigation) that causes problems. Though it could be said that problems at peak are like the canary in the mine.

- You are free to bring a petitioner's article to Town Meeting - whether or not you ever choose to present to the Board of Public Works.

- I hope you will oppose Framingham's attempt to reactivate the Birch Road wells which if activated would add a huge demand to the aquifer shared with our Happy Hollow wells. I see this as a significant threat to Wayland's water supply.

  See:
  pubs.usgs.gov/sir/2012/5172/pdf/sir2012-5172.pdf
  pubs.usgs.gov/sir/2015/5174/sir20155174.pdf

- I hope you will encourage the town to give itself more immediate consumption feedback by requiring radio-read meters. What we can't measure, we can't improve. For water customers now its one data point every six months - useless. We should have a daily/weekly/monthly/quarterly graph of the system consumption as a whole, and one's household in particular. As you suggest, we should retain water levels in wells data. We might even show the levels on a public water consumption dashboard.

- Wayland's decisions will benefit from public education and awareness. Willingness to adopt, accept, and fund water conservation measures comes when everyone shares an understanding.
  We should not simply impose regulations by fiat - but by educating, as you are doing. But not just the Selectmen and the Fire Chief.
  To educate the municipal system, I suggest starting with the political body elected to perform the function you seek to educate.

Regards
Mike Lowery/BoPW

120 Lakeshore Drive
Cochituate, MA 01778
508-397-8828

On Tue, Aug 30, 2016 at 12:09 AM, Mark Hays <markallenhays@gmail.com> wrote:
Dear Don, Mike and Chris:

We are not at the annual low well level for 2016 just yet, so I updated the spreadsheet with projections for the low date and level.. A copy is attached, along with an updated PDF and copy of the original Powerpoint -- in case you want to make changes and add your own content. 2016 will drop to a record low, unless we are hit by a tropical depression or hurricane with lots of rain.

Also attached is a copy of the letters I sent to the Wayland Board of Selectmen and Fire Chief Houghton, to highlight this issue. I hope this is helpful to your mission, and does not lead to any problems. I wanted to let you know to avoid any surprises.

Let me know if you have any questions.

Thanks,

Mark Hays

On Thu, Aug 25, 2016 at 2:54 PM, Mark Hays <markallenhays@gmail.com> wrote:
Hello again:

Is there any news on the SCADA well data? Did the SCADA rep provide a copy?

Thanks!

Mark

On Tue, Aug 16, 2016 at 10:53 AM, Mike Lowery <lowery.mike@gmail.com> wrote:
Mark -

Thanks! I'll distribute this at our next BoPW meeting.

This *may* be a rational basis for the state indicating that Wayland's withdrawal permit would be cut back - but I doubt it was considered. Half a foot decline over 5 years is significant though. Also notable is that after a relatively dry winter, the 2016 April peak was much lower than in years past.

Wayland's wells are 40-60' deep (not sure on the new Happy Hollow wells).

You would think if ground water level declines were obvious, then that the state would not be granting Framingham 1.6M$ toward re-opening the Birch Road wells on the same aquifer:
http://www.metrowestdailynews.com/article/20160106/NEWS/160107768

Mike Lowery

120 Lakeshore Drive
Cochituate, MA 01778
508-397-8828

On Tue, Aug 16, 2016 at 9:23 AM, Mark Hays <markallenhays@gmail.com> wrote:
Dear Mike, Don, Chris and Michael:

I pulled and cleaned USGS data for the Cochituate well from 2011 through 2016. Attached is an Excel spreadsheet with the data and graphs, and a Powerpoint with a description of the USGS well and screen caps of the graphs. A PDF copy of the Powerpoint is also included.

The steady decline in max, min and overall average water levels is probably the reason for the cut that will probably be imposed in Wayland's new 20 year permit.

Let me know what you think.

Thanks!

Mark Hays

On Mon, Aug 15, 2016 at 2:50 PM, Mike Lowery <lowery.mike@gmail.com> wrote:
Mr Hayes,

This would certainly be interesting data; I don't know if it is regularly measured at all wells, nor if it is retained in a machine-readable format. Don Millette can tell us that.

As you may know, our DPW directory Stephen Kadlick has retired, and the acting DPW directory is Mike Lindeman.

Chris Brown is now the Board of Public Works chair (I'm the vice chair).

I too would be interested in this historical data if it is available.

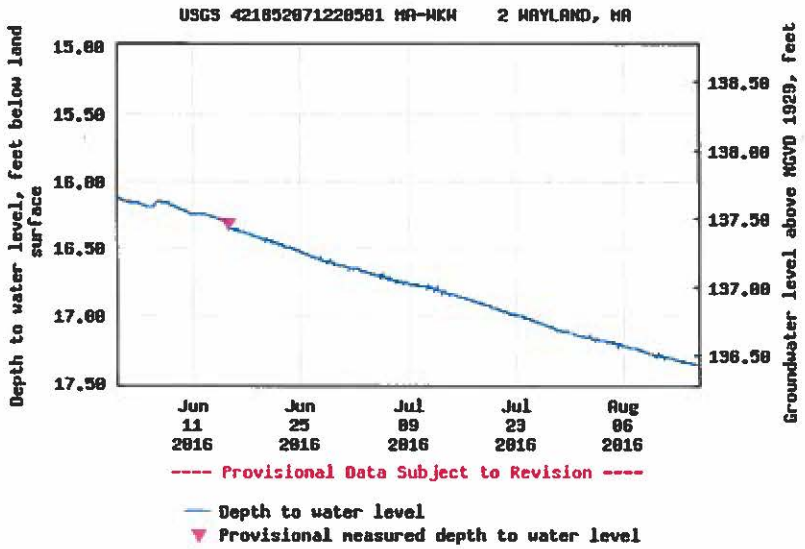
I'm sorry that we didn't answer all the questions fully in your first email. With the water emergencies, applying for our 20 year water withdrawal permit, and commissioning the new Happy Hollow wells - and the DPW directors retirement, Don has been a busy man. I will follow up on your request.

Regards,
Mike Lowery/BoPW

The level in our wells is affected by both demand (volume pumped) and groundwater supply. The USGS has a groundwater monitoring well in Cochituate which I look at when thinking about groundwater in southern Wayland.

http://waterdata.usgs.gov/nwis?program=uv&site_no=421852071220501&agency_cd=USGS

Depth to water level, feet below land surface
Most recent instantaneous value: 17.35 08-15-2016 13:15 EDT



120 Lakeshore Drive
Cochituate, MA 01778
508-397-8828

On Mon, Aug 15, 2016 at 1:28 PM, Mark Hays <markallenhays@gmail.com> wrote:
Dear Don:

Did you have an opportunity to pull the log data for all of the Wayland wells for the past five years? Is it available in CSV or Excel format, or??

Thanks!

Mark Hays

On Sat, Jul 16, 2016 at 3:16 PM, Mark Hays <markallenhays@gmail.com> wrote:
Dear Don:

Now that our area is experiencing another drought, a question: I am sure the DPW has a log of the water level in each well throughout the year. Is this available in a spreadsheet or other document format that you could email to me? I would appreciate log data for the past five years.

Please let me know if you have any questions.

Thanks!

Mark Hays

On Mon, Aug 10, 2015 at 10:55 AM, Millette, Don <dmillette@wayland.ma.us> wrote:
Good Morning Mr. Hayes,

The DPW Director asked me to respond to your question regarding our current water situation. The main issue that we have right now is that our Wells have been running for an average of 17 - 18 hours per day, longer at other locations. The ground water level in the wells with the pumps running is getting dangerously low at a few locations. This weekend, we received Low Water Level Lock-out's at 2 wells at the Baldwin Pond Treatment Facility. This means that the water level dropped low enough to trip the safety alarm so the pumps did not get damaged. The way to properly manage this problem is to rotate pumping to another well, giving the groundwater a chance to recharge. We do not have this luxury because all wells are being utilized to meet the system demand.

I apologize for not having more information available on the website, we will be correcting this soon. I met with a reporter from the Town Crier on Friday afternoon in an effort to get more information out to the public, the interview should be in the next issue. Please feel free to give me a call if you have any other questions.

Have a great afternoon,

Don Millette
Water Superintendent
Wayland DPW Water Division

office 508-358-3699
cell 508-975-5762

2

DiNapoli, MaryAnn

From: Larsen, Geoffrey
Sent: Tuesday, August 30, 2016 4:27 PM
To: Paul and Gretchen Dresens
Cc: Cuttell, Sheila; Balmer, Nan; Karlson, Cherry; Anderson, Lea; Antes, Mary; Jurist, Louis; Nolan, Joseph F.; Selectmen; Fuller, David; Klein, Beth
Subject: ZBA application Paul and Gretchen Dresens
Attachments: ZBA application policy 8.30.16.pdf

Good afternoon Mr. and Mrs. Dresens,

Regarding your e-mail I will respectfully answer those matters under my jurisdiction.

As head of the Building Department I note with regret the Department's timing in transmitting your ZBA appeal to the Town Clerk's office of the approved site plan and the decision to issue a building permit for the CVS store at 150 Main Street.

As you point out your application was received by the Building Department on August 17, 2016 and on August 19, 2016 the day after the ending of the legal appeals period it was certified by the Town Clerk as filed.

As a result I understand that the Massachusetts General Laws 40A §15 requirement that the Town Clerk certify the time of the petitioner's filing within 30 days of the issuance of the building permit was not satisfied.

Again, please be advised that regarding your zoning concerns I understand that another future opportunity to appeal the same site plan when a second required building permit (demolition of Finnerty's structure) is either issued or denied by the Building Official may also provide you with what you seek, a chance to be heard by the ZBA in a public hearing concerning this same matter.

Regarding fees the ZBA checklist with the fee schedule is available on line by link with the Building Department Town site and the application provides a line for the fee that is to be paid.

Finally, following your e-mail and in order to help avoid such occurrences in the future I have written a policy (see attached) regarding the administration of ZBA applications that intends to follow in a more precise way the statute, specifically MGL 40A §15.

Respectfully,

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

From: Paul and Gretchen Dresens [mailto:pdresens@yahoo.com]
Sent: Tuesday, August 30, 2016 7:42 AM

To: Larsen, Geoffrey
Cc: Cuttell, Sheila; Balmer, Nan; Karlson, Cherry; Anderson, Lea; Antes, Mary; Jurist, Louis; Nolan, Joseph F.; Selectmen; Gretchen Dresens
Subject: Re: 150 Main Street; status of ZBA application submitted 8.17.2016 to Building Department

Commissioner Larsen,

To review the sequence of events:

* The 30 day appeal period for the building permit issuance for the CVS ended **8/18/16.**

* I brought my appeal to the town clerk to get stamped in on the morning of **8/17/16**. Per a note on the window, the Town Clerk's office was closed until 1:30pm. I went to Town Administrator, as I would be out of town the afternoon of 8/17/16 and 8/18/16. The Town Administrator stated that the Board of Selectmen stamp could be used to serve the same purpose in stamping in my appeal as the Town Clerk's stamp since the Town Clerk's office was closed. The Board of Selectmen's stamp was used to stamp in my appeal at **10:22am on 8/17/16**.

* I then brought the stamped appeal to the Building Department, and the Building Department stamped in my appeal late morning on **8/17/16**, one day prior to the end of the appeals period of **8/18/16**. My appeal was then left with the Building Department's office, not the Board of Selectmen's office.

* The appeal was brought back to the Town Clerk's office by the Building Commissioner's office on **8/19/16**, one day after the appeal period ended.

* Town Counsel has hence advised the Building Commissioner to deny my appeal as the second Town Clerk stamp was after the appeal period ended (please see below email chain).

This is outrageous, and highly suspect.

To your below reference that there was no application fee attached to my appeal, there is no information on the Zoning Board of Appeals Application that references (1) a fee or (2) how much any possible fee would be. Therefore, I did not include one in my application and only mentioned waiving any potential fee as I would present my reasons for waiving any possible fees at my Zoning Board Hearing. There is no indication of a required fee on the Application, nor do the schedule of fees listed on the Building Department's website list a fee for appeals. If this is not the case, then I fully expect the Town to update it's Application form as well as the website. In the interim, what do I need to do to assure that this appeal will be processed?

The Town Clerk's office always needs to be open. At 9:30 on the morning of 8/17/16, a note on the Town Clerk's window indicated that the office would be closed until 1:30, thereby precluding my getting a stamp. The Town Administrator assured me that the Board of Selectmen's stamp, in this case, could be used and satisfy the same need, as the Town Clerk's stamp.

I did what was required of me and undertook extraordinary measures to make certain that my appeal was filed appropriately. The Town is at fault for: 1) closing the Town Clerk's office without advance notice to the public 2) not following through and getting the Town Clerk stamp that day or the next (when the Building Department had been informed of the difficulties created by the closure of the Town Clerk's office); 3) advising me that the Board of Selectmen's time stamp would suffice.

This appears to be a tactic being used to dismiss any legal claims I may have as an abutter.

I am fully expecting that my appeal will be accepted by the Town without any further involvement. Please confirm.

Thank you
Gretchen Dresens

From: "Larsen, Geoffrey" <glarsen@wayland.ma.us>
To: Gretchen Dresens <pdresens@yahoo.com>
Cc: "Cuttell, Sheila" <SCuttell@wayland.ma.us>; "Balmer, Nan" <nbalmer@wayland.ma.us>
Sent: Tuesday, August 23, 2016 2:08 PM
Subject: 150 Main Street; status of ZBA application submitted 8.17.2016 to Building Department

Good afternoon Ms. Dresens,

Thank you for your patience. Following my review:

I understand that your ZBA application appealing the building official's 7.19.2016 determination to issue a building permit for the CVS store was left by you at the BOS office on 8.17.2016.

I understand as well that the town clerk's office was apparently closed at the time you were at the Town Building and as you note below the town clerk's stamp represents the legal clock for the petitioner's appeal under MGL 40A.

My review of your application file indicates that the building department stamped your application the same day on 8.17.2016 (that is 1 day prior to the close of the appeals' period) following a transfer from your initial point of drop off.

As you may be aware it is current practice that the Wayland building department transmits the overwhelming majority of ZBA applications to the town clerk's office for the town clerk's certification or date stamp.

Unfortunately, regarding this appeal which is controlled by MGL 40A §§ 8 and 15 the transmission of your ZBA application from the building department to the town clerk occurred on 8.19.2016 and after the apparent close of the 30 day appeals' period.

A strict reading of MGL 40A §§8 and 15 would have the submission of your petition falling outside the appeals period and as a result your appeal would not be on the ZBA's agenda to be heard as a separate case.

However, please be advised that I am currently of the opinion that when application is made for a required building permit to demolish the Finnerty's structure in the future redevelopment of this site that §198-604.9.1 of Town zoning may allow for a separate appeals' process.

I note that there was apparently no application fee paid by you at the time of delivery and as a result a refund is not part of this notice.

Please contact me with any questions regarding this zoning matter.

Respectfully,

Geoff Larsen
Geoffrey S. Larsen, CFM

Building Commissioner
Town of Wayland, MA
glarsen@wayland.ma.us

From: Gretchen Dresens [mailto:pdresens@yahoo.com]
Sent: Tuesday, August 23, 2016 8:22 AM
To: Balmer, Nan
Cc: Larsen, Geoffrey; Gretchen Dresens
Subject: Re: Confirmation

Nan

I just want to confirm that the Board of Selectmen stamp on my appeal serves the same legality as the Town Clerk stamp, as the town clerks office was closed.

Thanks
Gretchen

Sent from my iPhone

On Aug 23, 2016, at 8:17 AM, Balmer, Nan <nbalmer@wayland.ma.us> wrote:

> Gretchen,
> The Building Commissioner was away for a few days. Geoff is reviewing status.
> Thanks
> Nan
>
> ---
>
> **From:** Gretchen Dresens [mailto:pdresens@yahoo.com]
> **Sent:** Sunday, August 21, 2016 3:48 PM
> **To:** Balmer, Nan
> **Subject:** Confirmation
>
> Nan
>
> I hope you enjoyed the weekend.
>
> Last Wednesday, 8/17, I was attempting to get an appeal stamped in at the town clerks office. As you might remember, since the office was closed until early afternoon, you recommended that the Board of Selectmen stamp be used instead. I am confirming that the Board of Selectmen stamp on my appeal serves the same purpose as the Town Clerk's stamp.
>
> Thanks
> Gretchen
>
> Sent from my iPhone

DiNapoli, MaryAnn

From: Balmer, Nan
Sent: Wednesday, August 31, 2016 11:21 AM
To: DiNapoli, MaryAnn
Subject: FW: Independent counsel for 150 Main issues

correspondence

From: molly upton [mailto:23mupton@gmail.com]
Sent: Wednesday, August 31, 2016 10:00 AM
To: Balmer, Nan
Cc: Karlson, Cherry; Anderson, Lea; Antes, Mary; Jurist, Louis; Nolan, Joseph F.
Subject: Independent counsel for 150 Main issues

Hi Nan,

I am requesting you and the Board of Selectmen immediately retain a separate counsel to deal with all matters pertaining to 150 Main Street.

Why? and why immediately?

Lanza has been advising the building commissioner.... this advice conveniently resulted in ruling out two appeals (so far) of the four filed, mine included. They were rejected because the appeals were not stamped in time by the town clerk after timely submission to the Building Department. The other rejected appeal even had obtained a timely BOS stamp because the town clerk's office was closed.

Now, the building commissioner will consult Lanza on my other appeal, which was filed timely to the town clerk within the 20 days specified in the Planning Board's site plan approval with conditions.

I very much hope that an independent counsel can be found for advice to the building commissioner on this matter because basically Lanza's actions and inaction are at the center of that appeal. I would think that an appeal would go to the next highest authority, which in the Planning Board's case is the ZBA, but I have no faith this matter will receive a fair consideration by our current town counsel.

Independent counsel is needed on all matters relating to 150 Main. The ZBA will be addressing appeal(s) in two weeks, I understand. So for several reasons, time is of the essence.

Part of my 20 day appeal addressed the fact that the Planning Board's site plan approval decision required a restrictive covenant that precluded any street on the 150 Main St. property and said it should be acceptable to town counsel. This should be filed prior to the building permit.

The covenant filed said that 150 could ask Planning Board for a street on the property.

Two very different things.

The email trail in the building office indicates that Lanza said he ok'd a restrictive covenant of 150 Main's in May, long before talk of such an item emerged in PB discussions.

There is no separate indication of whether the covenant filed was or was not approved by Lanza.

This would seem to be a requirement of any well run process.

The building commissioner is of the mind that my (20 day) appeal should Not go to the ZBA, but perhaps directly to the courts, but said he will ask Lanza after I provide him with my written thoughts.

The building commissioner earlier told me (verbally) that my two appeals could not be joined if my 20 day appeal were to reach the ZBA. Again, I disagree, as the 20 day appeal was rather broad in scope.

In addition, I think it would be in the town's best interests to at least attempt to handle such matters locally. And for 150 Main, a process in Wayland would be far more expeditious.Thank you for your prompt attention to this matter.

Sincerely

Molly Upton

--
Please note my new email

23mupton@gmail.com

3

9 Heard Road
Wayland, MA 01778

August 18, 2016

RECEIVED
AUG 22 2016
Board of Selectmen
Town of Wayland

Wayland Conservation Commission
Wayland Selectman
Wayland Planning Department
41 Cochituate Road
Wayland, MA 01778

Wayland Department of Public Works
66 River Road
Wayland, MA 01778

Dear Mr. Monahan, Mr. Sarkisian, Mr. Kadlik, and Selectman,

Attached is an email that I sent to you in early July. Kindly acknowledge receipt and provide an update on the concerns raised, as well as next steps.

Sincerely,

Rachel and Ben Rice

Cc:
Paul and Mary Cincotta
Keith and Debby Keogh
Paul and Emily Jo Rubinfeld
Sander and Lauren Reynolds

From: **Rachel Rice** rachel.ringel.rice@gmail.com
Subject: Heard Road Paving Project
Date: July 7, 2016 at 10:06 PM
To: **Brian Monahan** bmonahan@wayland.ma.us, selectmen@wayland.ma.us, ssarkisian@wayland.ma.us, SKadlik@wayland.ma.us
Cc: **Paul Rubinfeld** prubinfeld@comcast.net, **Emily Rubinfeld** emilyjo@comcast.net, **Paul Cincotta** pcincotta@nedevelopment.com, **Mary Cincotta** mbowe9@gmail.com, **Ben Rice** matester56@yahoo.com, **Lauren Reynolds** beachfish621@aol.com, **Sander Reynolds** sander_518@yahoo.com, **Debby Keogh** dkkeogh@msn.com, **Keith Keogh** kkeogh43@gmail.com

Dear Conservation Commission, Selectman, Planning Department and Department of Public Works,

We are writing about the potential paving of Heard Road, oversight of such, increased traffic and speed related to such, and culvert drainage issues related to the same.

It is our understanding that the Conversation Commission recommended to itself and approved of its own proposal at the 5/26/16 Conservation Commission Meeting to permit paving of the last 200 feet of Heard Road, 19 feet wide extending equally in each direction from the midline. The minutes mention that funding was provided three years ago but reference to the source and approval of the funding was not mentioned. A review of the past three years of town meeting minutes as currently available on the Town of Wayland website has not yielded an answer as to the source of the funding for the project. Please provide this insight at your earliest convenience.

The approval of this project is without support of the residents of the Heard Road, which is considered private with public access (according to the attached map, surveyed by Town of Wayland, and the deed for 9 Heard Road). The attached map and the deed for 9 Heard Road specifically show the road as entirely private. As a private road, residents and owners of property along the road own up to the midline of the road but not beyond. Paving the road requires our buy-in which you do not yet have.

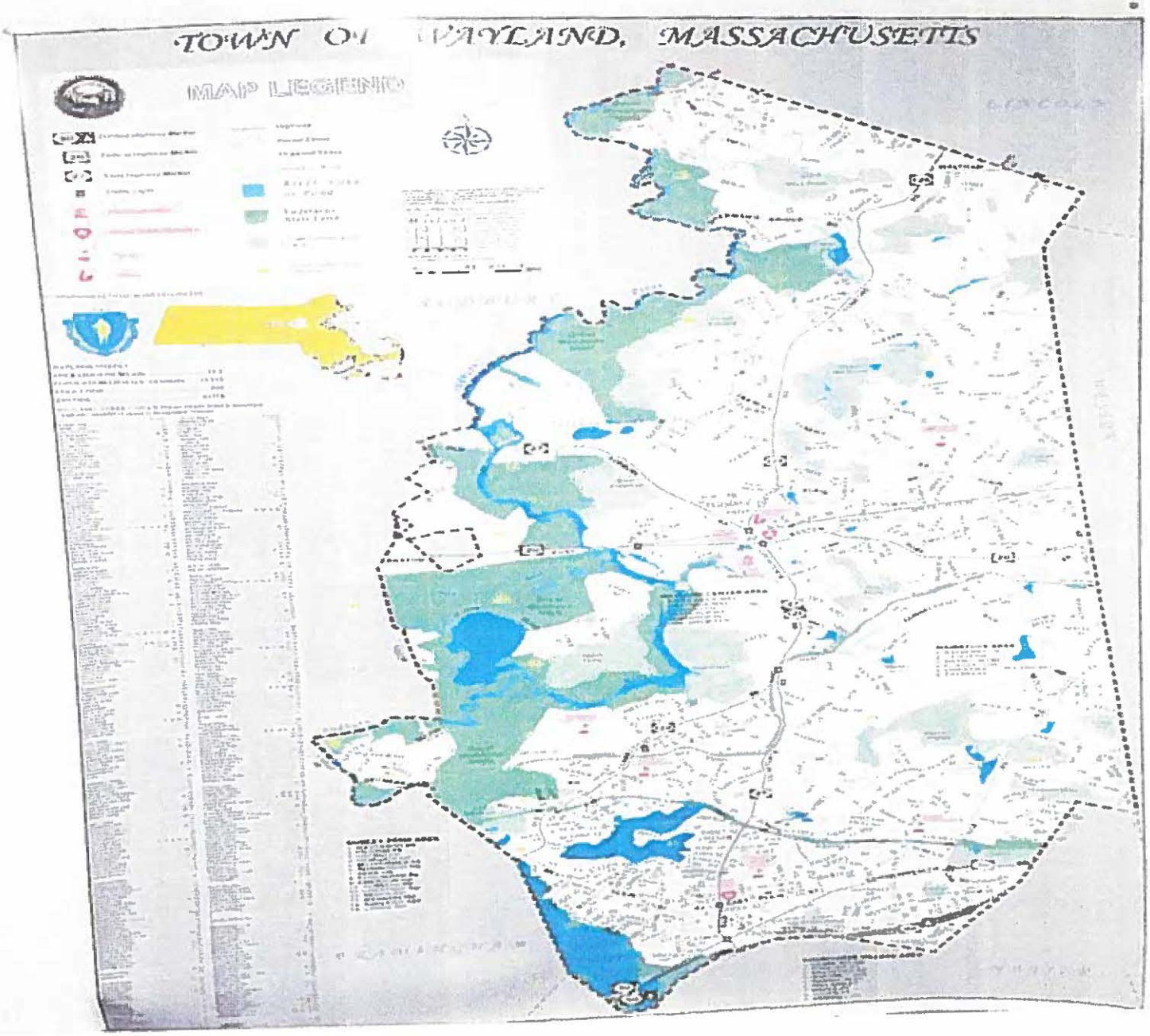
We would like to have a collaborative approach to addressing our concerns. Please address our concerns in writing to our satisfaction.

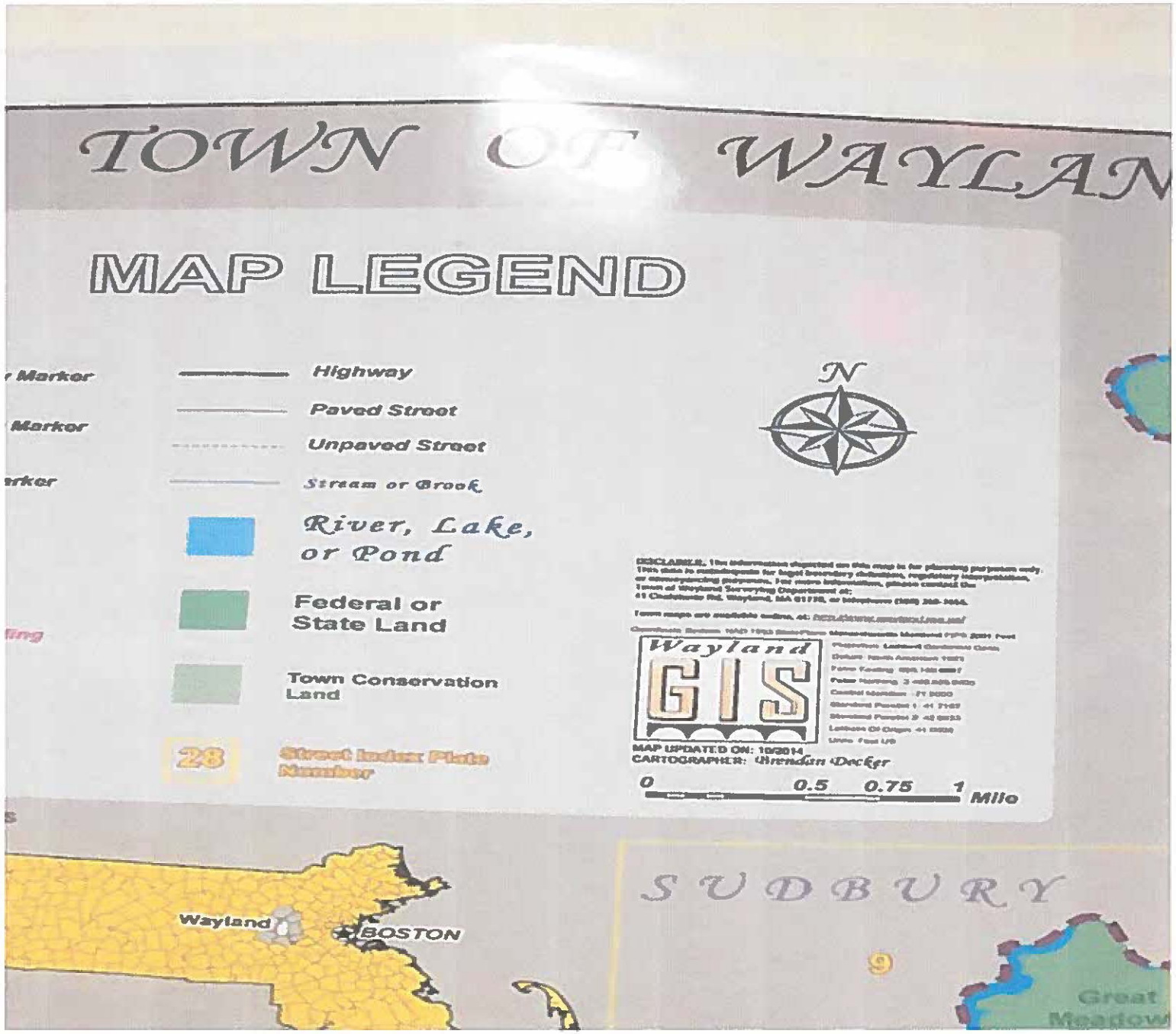
1. **As residents of this private road, we have the right to vote on (in favor or not) whether the paving occurs and have veto ability in relation to it. It is our road and it is private.** Nothing should move forward on it without our approval unless it is with respect to passage of emergency vehicles and maintenance of the road for passage of emergency vehicles. If this is not the case, please share with us documentation that proves otherwise.
2. **The increase in traffic speed and volume that we anticipate will lead to both an increase in expense and hazard to residents of the road. There are already visitors to the road who speed on this road and drive recklessly. Who will bear the increase in expense and risk of injury? Will the Conservation Commission pay for the injuries, snow removal, repair of the road that it is paving as well as the remainder of the road that is impacted by the increase in traffic?** We would like to know what the mitigation and maintenance plans are.
3. **We believe that the culvert drainage issues will be worse with a paved road in place and should take a higher priority.**The culvert drainage issue at the end of Heard Road needs to be addressed (this is a more serious issue and we believe that town funds would be used more wisely if they were directed at minimizing the potential town liability regarding water drainage issues).

We look forward to your response.

Sincerely,

Ben and Rachel Rice
Paul and Mary Cincotta
Keith and Debby Keogh
Paul and Emily Jo Rubinfeld
Sander and Lauren Reynolds


TOWN OF WAYLAND, MASSACHUSETTS
MAP LEGEND


TOWN OF WAYLAN
MAP LEGEND
Marker
Marker
Highway
Paved Street
Unpaved Street
Stream or Brook
River, Lake, or Pond
Federal or State Land
Town Conservation Land
28
Street Index Plate Number
N
Wayland
GIS
MAP UPDATED ON: 10/2014
CARTOGRAPHER: Brendan Decker
0
0.5
0.75
1
Mile
Wayland
BOSTON
SUDBURY
9
Great Meadow

Town of Wayland

41 COCHITUATE ROAD
WAYLAND MASSACHUSETTS 01778
www.wayland.ma.us TEL. 508-358-3788

OFFICE STAFF
Ellen M. Brideau, MAA Director of Assessing
Denise Ellis, Assistant Assessor
Jessica Marchant, Administrative Assessor
Savitri Ramgoolam, Department Assistant

BOARD OF ASSESSORS
Susan M. Rufo, Chair
Jayson Brodie, Vice Chair
Zachariah L. Ventress
David Hill
Cheryl Kane

MEMO

TO: BOARD OF SELECTMEN

FROM: BOARD OF ASSESSORS

SUBJECT: HABITAT FOR HUMANITY – DEED RECORDINGS

DATE: 8/22/2016

We have discovered an anomaly in the Habitat for Humanity recorded deeds for two units at 91 and 93 Stonebridge Road. The deeds have been recorded for (what appears to be) the full market value and the deed restriction notes the maximum resale price as the affordable price. In addition, the two units both have four mortgages totaling the full market value with Habitat for Humanity as the mortgagee.

We are requesting that the Board of Selectmen consider taking the following steps:

1. Request that Habitat for Humanity address the two units with a Confirmatory Deed at the actual sale price and discharge the additional mortgages.

2. Ensure that future units are conveyed for the correct affordable sale price.

3. Withhold the Certificate of Occupancies for the remaining two units until this matter is resolved.

4. Notify the Department of Housing and Community Development of Wayland's concerns for both past and future units.

Susan M. Rufo
Zachariah L Ventress
Jayson N Brodie
Cheryl Kane

Town of Wayland

41 COCHITUATE ROAD
WAYLAND MASSACHUSETTS 01778
www.wayland.ma.us TEL. 508-358-3788

5

OFFICE STAFF
Ellen M. Brideau, MAA Director of Assessing
Jessica Marchant, Administrative Assessor
Savitri Ramgoolam, Department Assistant

BOARD OF ASSESSORS
Susan M. Rufo, Chair
Jayson Brodie, Vice Chair
Zachariah L. Ventress
Cheryl Kane

MEMO

TO: BOARD OF SELECTMEN

FROM: BOARD OF ASSESSORS

CC: NAN BALMER, TOWN ADMINISTRATOR

SUBJECT: VACANT POSITION ON BOARD OF ASSESSORS

DATE: 8/23/2016

This memo is to advise the Board of Selectmen that on August 22, 2016, the Board of Assessors discussed the vacancy created by the recent resignation, of Board of Assessor member David Hill.

The Board of Assessors decided that due to their current schedule of finalizing valuation for FY2017 and the upcoming Tax Rate setting, their work would not be impeded by having a four member board. Thus the Board of Assessors believes waiting until Spring Elections to fill the position would be appropriate.

RECEIVED
AUG 23 2016
Board of Selectmen
Town of Wayland

Town of Wayland

41 COCHITUATE ROAD
WAYLAND MASSACHUSETTS 01778
www.wayland.ma.us TEL. 508-358-3788

(6)

OFFICE STAFF
Ellen M. Brideau, MAA Director of Assessing
Denise Ellis, Assistant Assessor
Jessica Marchant, Administrative Assessor
Savitri Ramgoolam, Department Assistant

BOARD OF ASSESSORS
Susan M. Rufo, Chair
Jayson Brodie, Vice Chair
Molly Upton
Zachariah L. Ventress
David Hill

MEMO

TO: NAN BALMER, TOWN ADMINISTRATOR
BRIAN KEVENY, FIANANCE DIRECTOR

FROM: ELLEN BRIDEAU, DIRECTOR OF ASSESSING

SUBJECT: RELEASE OF EXCESS OVERLAY

DATE: 8/23/2016

On August 22, 2016 , the Board of Assessors unanimously voted to release the following Excess Overlay from the Overlay Reserve Account to Overlay Surplus Account:

Fiscal Year	Amount	Date of Vote:
FY 15	$200,000	8/22/16
Total	**$200,000**	

(7)

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

RECEIVED
AUG 22 2016
Board of Selectmen
Town of Wayland

Julia Junghanns, R.S., C.H.O.
DIRECTOR OF PUBLIC HEALTH
TEL. (508) 358-3617
www.wayland.ma.us

Wayland Board of Health
Director's Report
August 17, 2016

Septic work and building approvals- construction continues to be very busy this season. Soil testing appointments have continued. We also continue to have numerous meetings with residents to provide guidance for potential home renovations/septic projects.

Health Agent/Sanitarian Darren MacCaughey initiated an IT request to provide a short cut to our website to make it easier to provide links for press releases, searches and other inquiries and promotions: www.wayland.ma.us/health. Thanks to IT and Darren this request has been completed.

Flu Clinic Dates for Senior and Community Clinics have been set for this fall, a press release will be going out this week with the dates, times and locations. There will be no flu mist provided only injectable vaccine will be available. Department staff have begun preparing for flu clinics.

Summer Intern-We had an intern assisting in the Health Department last week. We had him help with the private well project. He did some research on properties where there are outstanding questions as to whether they have a private well (irrigation or potable) or not.

Vaccine refrigerator battery backup setup-the Fire Chief and Assistant Fire Chief completed the assembly of the battery backup system. We also had help from the Town Electrician. The system is now up and running. We are very thankful for all the time and help that Chief Houghton and Assistant Chief McPherson provided as well as the Town Electrician. We now have back up energy to run the vaccine refrigerator if there is a power outage. Although it does not provide the number of hours we expected it gives us approximately 8 hours of backup power during a power outage.

Mosquito Control – EMMCP, Wayland is still in the low risk category for West Nile Virus and remote risk for EEE. Mosquito testing is still ongoing by EMMCP.

Retail Tobacco Compliance checks-Tobacco compliance checks (stings) were conducted of all Retailer establishments that sell tobacco. These compliance checks were conducted by the Wayland Police Department, organized by Detective Sergeant Jamie Berger. There were no violations.

New process for deposits-a new process for depositing checks will be implemented sometime at the beginning of September. Checks will be deposited directly at the Treasurer's office instead of through our department. The same change is being implemented with the Building Department. Department staff have been working on workflow processes and coordinating with the Treasurer's office to ensure a smooth transition. There will be an additional step for our department and the homeowner due to this change.

The Hoe down at "Lovelane" benefit at 48 Lincoln Road – Duck Puddle Farm, will take place on September 24th evening. Department staff has met with the project coordinators for this event and will need to correspond with all the vendors also. There will be about 20 vendors from various restaurants in the Metrowest that will be serving food at the event. We will be onsite to ensure proper food handling and storage the day of the event.

Department staff met today to discuss various projects and initiatives, process improvements and other work related subjects in the department.

Respectfully,

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

(8)

TOWN OF WAYLAND
MASSACHUSETTS
01778
CONSERVATION COMMISSION

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

August 9, 2016

Main Street Property Inc.
c/o Barkan Management
77 Main Street
Hopkinton, MA 01748

RE: Order of Conditions and Chapter 194 Permit for 171/177 Commonwealth Road and 25 Main Street, Wayland (DEP File 322-872)

Dear Sir or Madam:

Enclosed please find the original Chapter 194 Permit and Order of Conditions, including Attachment A, for the commercial septic project at 171/177 Commonwealth Road and 25 Main Street, Wayland. **You are responsible for meeting all the conditions of both the Order of Conditions and the Chapter 194 Permit.** The Order and Permit must both be filed at the Middlesex South Registry of Deeds. Thereafter, evidence of the recording must be submitted to the Commission prior to commencing work.

Written notice must be submitted to the Conservation Commission not less than two or more than five business days prior to the commencement of the work permitted by these decisions. All submissions must refer to the DEP file number and condition or conditions, which the submission is intended to address.

Please note that any modification of your plans must be reported to the Commission and may necessitate either an amendment to the Order of Conditions or the submission of a new Notice of Intent. If you have any questions, please call 508-358-3669.

Sincerely,

Brian J. Monahan
Conservation Administrator

Enc. (2 Original Decisions)

cc: Town Clerk w/enc.
DEP NERO w/enc.
Building Commissioner w/enc.
Collins Civil Engineering Group, Inc. w/enc.
Board of Selectmen
Board of Health
Planning Board
Town Assessor
Abutters
File

(9)

TOWN OF WAYLAND

MASSACHUSETTS
01778

CONSERVATION COMMISSION

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

August 12, 2016

Mark Frank
Jessie Winslow
29 Old Weston Road
Wayland, MA 01778

Re: DETERMINATION OF APPLICABILITY [D-883] - WETLANDS PROTECTION ACT (WPA) and Chapter 194 Permit – 29 Old Weston Road, Wayland

Dear Mr. Frank and Ms. Winslow:

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 deck/stairway project at 29 Old Weston 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 /ou

Brian J. Monahan
Conservation Administrator

Enclosure

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

(10)

TOWN OF WAYLAND

MASSACHUSETTS
01778

CONSERVATION COMMISSION

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

August 12, 2016

Rajiv & Nancy Shridhar
17 Snake Brook Road
Wayland, MA 01778

Re: DETERMINATION OF APPLICABILITY [D-884] - WETLANDS PROTECTION ACT (WPA) and Chapter 194 Permit – 17 Snake Brook Road, Wayland

Dear Mr. and Mrs. Shridhar:

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 deck construction project at 17 Snake Brook 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/ou

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

(11)

TOWN OF WAYLAND

MASSACHUSETTS
01778

CONSERVATION COMMISSION

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

August 16, 2016

David McHarg
72 Concord Road
Wayland, MA 01778

Re: DETERMINATION OF APPLICABILITY [D-882] - WETLANDS PROTECTION ACT (WPA) and Chapter 194 Permit – 72 Concord Road, Wayland

Dear Mr. McHarg:

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 shed relocation project at 72 Concord 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 /ou

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

(12)

TOWN OF WAYLAND
MASSACHUSETTS
01778
CONSERVATION COMMISSION

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

August 22, 2016

RECEIVED
AUG 22 2016
Board of Selectmen
Town of Wayland

Mike Lindeman, Acting Director
Department of Public Works
Town of Wayland
66 River Road
Wayland, MA 01778

RE: Order of Conditions and Chapter 194 Permit for Wayland Public Library Drainage Project, Wayland (DEP File 322-869)

Dear Mr. Lindeman:

Enclosed please find the original Chapter 194 Permit and Order of Conditions, including Attachment A, for the Wayland Public Library Drainage Project at 5 Concord Road and 1 Cochituate Road, Wayland. **You are responsible for meeting all the conditions of both the Order of Conditions and the Chapter 194 Permit.** The Order and Permit must both be filed at the Middlesex South Registry of Deeds. Thereafter, evidence of the recording must be submitted to the Commission prior to commencing work.

Written notice must be submitted to the Conservation Commission not less than two or more than five business days prior to the commencement of the work permitted by these decisions. All submissions must refer to the DEP file number and condition or conditions, which the submission is intended to address.

Please note that any modification of your plans must be reported to the Commission and may necessitate either an amendment to the Order of Conditions or the submission of a new Notice of Intent. If you have any questions, please call 508-358-3669.

Sincerely,

Brian J. Monahan /an

Brian J. Monahan
Conservation Administrator

Enc. (2 Original Decisions)

cc: Town Clerk w/enc.
DEP NERO w/enc.
Building Commissioner w/enc.
Janet Moonan, P.E., Tighe & Bond w/enc.
Board of Selectmen
Board of Health
Planning Board
Town Assessor
Abutters
File

(13)

TOWN OF WAYLAND
MASSACHUSETTS
01778
CONSERVATION COMMISSION

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

August 23, 2016

Erik Ramanathan
5 Erwin Road
Wayland, MA 01778

RE: Order of Conditions and Chapter 194 Permit for 5 Erwin Road, Wayland (DEP File 322-873)

Dear Mr. Ramanathan:

Enclosed please find the original Chapter 194 Permit and Order of Conditions, including Attachment A, for the dock replacement project at 5 Erwin Road, Wayland. **You are responsible for meeting all the conditions of both the Order of Conditions and the Chapter 194 Permit.** The Order and Permit must both be filed at the Middlesex South Registry of Deeds. Thereafter, evidence of the recording must be submitted to the Commission prior to commencing work.

Written notice must be submitted to the Conservation Commission not less than two or more than five business days prior to the commencement of the work permitted by these decisions. All submissions must refer to the DEP file number and condition or conditions, which the submission is intended to address.

Please note that any modification of your plans must be reported to the Commission and may necessitate either an amendment to the Order of Conditions or the submission of a new Notice of Intent. If you have any questions, please call 508-358-3669.

Sincerely,

Brian J. Monahan/ac

Brian J. Monahan
Conservation Administrator

Enc. (2 Original Decisions)

cc: Town Clerk w/enc.
DEP NERO w/enc.
Building Commissioner w/enc.
Arthur Allen, EcoTec, Inc. w/enc.
Board of Selectmen
Board of Health
Planning Board
Town Assessor
Abutters
File

RECEIVED
AUG 23 2016
Board of Selectmen
Town of Wayland

Community Preservation Committee
APPROVED Minutes of Meeting Held on February 29, 2016
At the Wayland Town Building

Present: Chair Gretchen Schuler *(representing Board of Selectmen)* and members John Sullivan *(Conservation Commission)*, Elisa Scola *(Historical Commission)*, Anna Meliones *(Recreation Commission)*, Woody Baston *(Board of Public Works)*, Susan Weinstein *(Housing Authority)*

Chair Gretchen Schuler called the meeting to order at 7:39pm.

Ms. Schuler reported that the Finance Committee voted not to support the purchase of the conservation restriction on Mainstone Farm by borrowing by the Town's regular funds (as opposed to Community Preservation Act funds). If the Mainstone article passes, there would be approximately $960,000 left in uncommitted Community Preservation funds but the balance is expected to exceed $1 million by November due to FY2017 taxes and funding from the Commonwealth's appropriation for community preservation.

The Committee reviewed a memorandum (to CPC from Chair, Gretchen Schuler) outlining costs of borrowing to fund the Mainstone conservation restriction purchase, dated February 23. Sudbury Valley Trustees is committed to raising $3 million by February 2017, with the intention of conducting the closing on the conservation restriction by June 15, 2017. The Committee discussed the possibility of and process for increasing the community preservation surcharge. Woody Baston moved that the Committee borrow $7 million, to be repaid from future Community Preservation revenues, for purchase of the conservation restriction on Mainstone Farm. Anna Meliones seconded. The motion carried, 5-1 (John Sullivan voting against).

The Committee discussed presentation of articles at Town Meeting. The annual set-aside into the three dedicated purposes and transfer of the housing set-aside to the Wayland Municipal Affordable Housing Trust Fund are expected to be considered under the abbreviated process, but Ms. Schuler will present the former and Susan Weinstein will present the latter.

Elisa Scola will present the article regarding North Cemetery. However, because the Historical Commission did not support funding of repair of the Town's clock in the Methodist Church in Cochituate without the Church providing a plan to cover the annual cost of maintenance ($600, beginning in 2018), Ms. Scola would not present that article. Ms. Schuler volunteered to present the article, as it was supported by the Committee.

Mr. Sullivan indicated that he or someone from the Conservation Commission will present the Mainstone article.

Ms. Schuler will schedule a public hearing for the articles on March 29 at 7:30pm.

Mr. Baston moved to adjourn, Ms. Scola seconded. The meeting adjourned at 8:18pm.

Respectfully submitted,
Susan Weinstein
Clerk pro tempore

Minutes of a Meeting of the
Wayland Community Preservation Committee
May 31, 2016

APPROVED

CPC Member Attendees: Gretchen Schuler, Chairman, Maureen Cavanaugh, Ira Montague, Elisa Scola, John Sullivan, Susan Weinstein. These members represented a quorum of the Committee.

Other Attendees: None

The meeting was called to order at 7:35 p.m.

Public Comment: None

Minutes: Susan Weinstein motioned for the minutes from the March 30, 2016 Community Preservation Committee (CPC) meeting be approved. John Sullivan seconded the motion. The minutes were unanimously approved (6-0-0).

Mainstone Farm Appraisal: The Town is applying for a Division of Conservation Resources (DCR) Land Grant (former Self Help grant program). The program requires two appraisals. The current appraisal can be used with either a second appraisal or appraisal review. If the application is successful, will need to go to Fall 2016 Special Town Meeting (STM) to ratify funding from Town and Sudbury Valley Trustees. John Avery will update appraisal prior to STM. The language of a STM article needs to accompany the DCR application and needs to reflect the accurate appraisal. Susan Weinstein motioned to appropriate a sum not to exceed $2,500 in Community Preservation Act (CPA) administrative funds for a review of the Mainstone appraisal. Elisa Scola seconded the motion. The motion was approved (6-0-0).

Community Preservation Coalition Dues: Wayland's Coalition membership is up for renewal. Susan Weinstein motioned to appropriate a sum not to exceed $3,000 in CPA administrative funds for Wayland's annual Coalition dues. Ira Montague seconded the motion. The motion was approved (6-0-0).

Housing Production Plan: The Planning Board prepared a Housing Production Plan for the Board of Selectmen. The plan is used by the Town to provide leverage with the Department of Housing and Community Development (DHCD) relative to 40B developments. DHCD is reviewing the plan and the Town will hear shortly if it is adequate. Susan reports that the plan needs to be updated. Ira Montague motioned to appropriate a sum not to exceed $2,500 in CPA administrative funds to update the Housing Production Plan to bring it to DHCD standards, if required. Elisa Scola seconded the motion. The motion was approved (6-0-0).

CPA Project Monitoring: The CPC needs to continue to closely monitor CPA projects, keeping in touch with project proponents. Susan Weinstein will take the lead in updating the CPA spreadsheet prepared by Gretchen with project contacts and other relevant information.

CPA Project Signs: Discussed having signs on current projects noting "This project supported by your CPC funds." Weston has implemented a project signage plan. Gretchen to follow up with Woody Baston to reach out to the Department of Public Works for assistance with this effort. Agreed it would be a simple sign, easily transportable, that could move from one project to another.

CPA Surcharge: Discussed a STM article to increase CPA surcharge from 1.5% to 2% or 3%. The group consensus was that this is a worthwhile effort to pursue.

Other Business: None

Next Meeting: The next meeting date is to be determined.

The meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Maureen A. Cavanaugh

Minutes of a Meeting of the
Wayland Community Preservation Committee
June 6, 2016

APPROVED

CPC Member Attendees: Gretchen Schuler, Chairman, Woody Baston, Maureen Cavanaugh, Anna Meliones, Elisa Scola, John Sullivan. These members represented a quorum of the Committee.

Other Attendees: None

The meeting was called to order at 7:15 p.m.

Public Comment: None

Minutes: None.

Mainstone Farm Appraisal: The Town is applying for a Division of Conservation Resources (DCR) Land Grant (former Self Help grant program). The program requires two appraisals. The current appraisal can be used with either a second appraisal or appraisal review. If the application is successful, will need to go to Fall 2016 Special Town Meeting (STM) to ratify funding from Town and Sudbury Valley Trustees. John Avery will update appraisal prior to STM and has submitted a proposal to complete the appraisal in a timely fashion to closely meet the DCR application deadline. The language of a STM article needs to accompany the DCR application and needs to reflect the accurate appraisal. John Sullivan motioned to appropriate a sum not to exceed $4,500 in Community Preservation Act administrative funds for an updated Mainstone appraisal. Woody Baston seconded the motion. The motion was approved (6-0-0).

Other Business: None

Next Meeting: The next meeting date is to be determined.

The meeting was adjourned at 7:25 p.m.

Respectfully submitted,

Maureen A. Cavanaugh

MINUTES
Economic Development Committee
Wayland MA
July 14, 2016

Present: Doug Levine, Jim Grumbach, Becky Stanizzi, Frank Panaccio, John Pugh, Jean Milburn, Seth Roman via phone, Mary Antes-selectman

The meeting was called to order at 8:08 a.m. in the Planning Office of the Wayland Town Building. There was no public comment. The Minutes of June 9 were read. One change was made to the copy about Finnerty's on page 2. Jim Grumbach made the motion for approval as revised. Jean Milburn made the second. Minutes were approved unanimously.

Business Community Issues

Seth Roman reported on Wayland Business Assoc. activities. The first Wailin' Wednesday event had approx. 100 attendees.

Jean Milburn reported that there is no change in the status of the ACE hardware. Their traffic and sales are still low. They have not reached a sustainable level of business.

Seth mentioned that Biogen operates a bus that travels up and down Boston Post Road for their employees. They do a pick-up at Lotus Blossom in Sudbury. Perhaps they could establish a pick-up at Town Center, which might increase the number of shoppers.

John Pugh suggested that the leasing manager from the Town Center property be invited to an EDC meeting soon, so that we can discuss community concerns related to the property.

Jim Grumbach provided an update on the Finnerty's property. Due to recent court decisions, development of the property may begin. The group wondered if their might be a way to motivate the developers to retain and repair the main block of the Finnerty's building.

River's Edge

Becky Stanizzi reported that two complete applications have been received by REAC. They will have a series of meetings to assess the proposals. Assessment of the merits of the projects' designs will be considered before the financial information is disclosed. REAC hopes to have a recommendation for the BOS before the end of August. It was noted that all issues with the town of Sudbury have been resolved.

Town Center Municipal Pad

Jean Milburn reported that there is no action on the Community/Senior Center at this time. The BoS intends to call a committee to take the project further, but it appears that little will occur until the Town acquires the municipal pad. The Boat House project is also on-hold for the moment although people are thinking about possible alternate locations for it.

Items on EDC 2015/16 goals list

Seth has talked to Morgan Stanley representatives about possible interest in the Wayland Automotive site. No interest was expressed. John Pugh will pursue additional possible organizations that might have interest in the site.

Whole Foods Plaza. Whole Foods seems to be delaying its departure since there will be a long lead time for permitting and construction of a new facility in Sudbury. No details are known.

John Pugh indicated that there is no action on a co-working space at this time.

Mary Antes spoke about Sarkis Sarkisian's interaction with an expert who works on "branding" projects for neighborhoods and shopping districts. Is this an idea that Wayland might pursue to develop an identity that would attract visitors and shoppers? John Pugh mentioned that Wayland has an outstanding music program in the public schools so perhaps a music theme could be developed. The town lacks a music venue at present which might really be needed to support a music identity.

Becky Stanizzi spoke about Steven Zieff's application to the state to build a 60-unit 4-story 40B apartment building on the Mahoney's garden center site. Although Wayland still needs additional affordable housing units, the proposed density is very high.

A motion to adjourn was made at 8:56 a.m. by Jean Milburn. Second by Doug. 6-0 approval

Respectfully submitted,

Jean Milburn

Town of Wayland Massachusetts

Finance Committee

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

Meeting Minutes

Monday, February 29, 2016, 7:00 pm
Town Building

In Attendance: N. Funkhouser (Chair); G. Cliff; C. Martin; W. Steinberg; D. Watkins; T. Abdella (Late 7:22); and Finance Director B. Keveny. Not in Attendance: G. Wolin. WayCam was taping the meeting

7:00 Call to Order
Ms. Funkhouser called the meeting to order at 7:01.

7:01 Public Comment
None.

7:02 Committee's response to Public Comment
None.

7:04 Finance Director's Update
Mr. Keveny indicated that he deducted $25,000 incorrectly which required the committee to re-vote the Omnibus budget.

7:15 FY2017 Potential Final Operating & Capital Budget Update/Modifications, if any, and possible vote
Mr. Cliff made a motion to recommend a budget of $71,137,604, Ms., Martin seconded the motion. Motion passed 5-0-0

7:30 Review, Discuss & Vote ATM Articles
Ms. Martin discussed Article XX. She communicated that after establishing the stabilization fund, the Recreation Committee requested that monies be immediately appropriated for two projects. The first was a soccer field near the Town Building for $100,000. The second project was a feasibility study to evaluate the field that the library was also considering. She indicated that both projects could be funded from the stabilization fund and not require an additional tax levy. She emphasized that there was not enough time to vet the requests in the CIP process for FY17 ATM. She said that the BOS may or may not take a position and the Recreation department voted 5-0-0. Ms. Funkhouser indicated that Town legal had evaluated the Article. Ms. Martin brought the committee through the chronology of events. Ms. Funkhouser and Mr. Cliff indicated that the Article referred to a parcel that does not exist. Ms. Martin suggested referring to the old DPW site. Ms. Funkhouser indicated that we should refer to a map and that it was merely an administrative issue. Ms. Martin distributed a comment and recommendation. Mr. Watkins asked for clarification. Ms. Martin indicated that she wanted to vote the issue. Ms. Funkhouser said that additional time might be needed and Ms. Martin indicated that she wanted to make sure that FinCom's commentary was included. Ms. Funkhouser provided additional commentary that the Article needed further vetting. Ms. Martin made a motion to recommend Article XX Funding to design a multi-purpose rectangular, Ms. Funkhouser seconded the motion. The Vote: 0-5-0.

Ms. Martin discussed the Minuteman article 29 and recommended that FinCom take no action. Ms. Martin made a motion to take no action. Mr. Cliff seconded the motion. Vote 5-0-0.

Ms. Funkhouser reviewed Article M, Hear reports. She communicated that rather that print the information in the warrant, it would be posted to the website. She recommended that we vote to post it online instead of being printed in the Warrant. The committee deliberated and Ms. Funkhouser made a motion to recommend approval, Ms. Martin seconded. Vote 5-0-0

Mr. Cliff discussed two articles. Specifically, the Library article and second the capacity planning issued. He discussed a letter that was recently received by the DEP. He indicated that the decision needed to go to the BOS versus the Library trustees and said that the BOS was changing the motion. The committee deliberated and Mr. Cliff clarified the reason for the re-vote. Ms. Martin suggested not re-voting and because of our concern of the financial impact of the suggested changes. Mr. Cliff discussed not re-voting the article.

Ms. Martin discussed Article 7. She indicated that the recreation commission did not support the language as written and that they did not feel that the local receipts not be counted as such.

Ms. Funkhouser discussed the Omnibus FY 2017 Budget. Mr. Keveny discussed questions that Mr. Cliff had regarding the breakdown of the $71,137,604. Mr. Cliff requested that Mr. Keveny include details about how that number is calculated. The committee deliberated and there was a suggestion that the reason it was not more detailed was that there was not a clear understanding regarding the amount. Mr. Cliff asked for clarification of the meaning of the report of the Finance Committee. He indicated that section 1, 3, 4 and 5 were required. Lastly he indicated that section two should be re-evaluated with Town Counsel. They discussed motion number 5. Ms. Martin indicated that the transfers were done as part of the individual Articles. She said that she needed to change the articles so that the monies would be transferred in Article 8 only. Ms. Funkhouser made a motion to recommend Article 8 and Mr. Cliff seconded. The Motion Passed 5-0-0.

Ms. Schuler, head of Community Preservation indicated that committee changed their vote to 5-0-1 and communicated that the project would now be funded 100% from CPA funds. Ms. Martin asked several questions including what happens if the Owner does not fulfill its obligation, Ms., Funkhouser asked how the relationship with SVT will work. Ms. Schuler answered and said that the P&S would be printed online and would be posted when the warrants are mailed. She indicated that there was a final meeting with all the parties and the lawyers, she spoke to SVT, owner of the property owner etc. and that all issues would be settled. Ms. Martin asked when it would be effective – Ms. Schuler said when it is closed. Ms. Schuler indicated that it was difficult to not have the full $15M. Mr. Watkins made a motion to recommend approval, Ms. Funkhouser seconded. Vote 4-0-1.

8:00 Review, Discuss & Update *Report of the Finance Committee* for Warrant
Mr. Cliff provided comments to the Finance Committee annual report. He discussed 3 points, the first related to the court order and that the property taxes were derived versus planned for. He asked for clarification and requested that the $1M needed explanation. The second sustentative point he noted was that the cash capital non-exempt and exempt should be eliminated. He indicated that the description is not accurate (e.g. the purchase of the Fire Truck). Lastly, the chart with the general fund budget as a percentage of total should start at 0 vs 6%.

After deliberation, the committee discussed re-labeling the financing and also indicated that the forecast would be 5 years forward. The committee deliberated the wording of the proposed Finance annual report. Mr. Cliff made a motion to recommend the annual report as modified. Mr. Watkins seconded. Vote 5-0-0.

Aida Gennis reported on the BOS vote regarding the Wastewater Article. She indicated that the two conditions were removed including the letter and the engineering study. It was voted 4-0 and it was move from the BOS and Sam Potter from Wastewater commission spoke. He indicated that the Town would be obligated to create a leaching field under certain circumstances. He indicated that that we were using 22,000 gallons at a 100% buildout. 820 gallons was very small and expectations 400 gallons as is non consequential. He indicated that it is low risk. Mr. Cliff confirmed his perceptions.

9:00 Liaison & Members' Reports, Concerns, and Topics
None.

9:15 Chair's Update & Items the chair did not reasonably anticipate would be discussed at the meeting
Discuss potential for newspaper article regarding budget
Mr. Cliff indicated that he would not submit a letter.
Ms. Martin asked for clarification of the WRAP group and Mr. Abdella indicated that there was information that was to be distributed to FINCOM.

Ms. Lewis discussed what the WRAP group position on the articles were. She indicated that the COA be delayed until a future Town meeting, parking current and future Town Meeting. No control of the parcel and should look at alternatives. WRAP also commented on the recreation article and said they would feel better I f the monies were used for a field study instead of artificial turf. She indicated that the study should be done with the two committee s working together. She indicated that there should be stronger collaboration between two departments.

9:45 Ms. Funkhouser made a motion to adjourn, Ms. Martin seconded the motion; Vote 5-0-0.

9:50 Meeting Adjourned.

Respectfully submitted,

Dave Watkins

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AUG 16 2016

Board of Selectmen
Town of Wayland

Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting Thursday, July 7, 2016
Raytheon Room, Wayland Free Public Library

Present: Library Director Ann Knight, Trustees Aida Gennis (chair, presiding), Anne Heller, Mark Peter Hughes, Suzanne Woodruff **Absent:** Sally Cartwright, Lynne Lipcon

Call to Order: 8:04 a.m.

Visitors and Public Comment

Former Trustee Nan Jahnke attended the meeting and took the minutes. There were no other visitors and no public comment.

Minutes of Previous Meeting(s)

Minutes of June 29 were presented but not voted by Trustees as Mrs. Knight had not had time to review them.

Special Legal Counsel

Mrs. Gennis reported that she and Mrs. Knight met with Town Counsel Mark Lanza, who has identified a candidate for special legal counsel who might be able to assist the Library in addressing possible deed restrictions on the parcels at 1 and 5 Concord Road. The candidate has given a quote for the approximately 20 hours of work expected to be required. The Board of Selectmen has agreed in principle to contract for the needed legal services, but will need to vote on this particular contract at an upcoming meeting. Trustees expressed concern that the work be done quickly, as the special counsel's findings may affect the discussion of the selection of a site for possible Library expansion.

Library Planning and Design Study: Site Selection Exercise

Trustees discussed their experiences with the site selection exercise they had recently completed, along with the Library Planning Committee (LPC), as part of the Library Planning and Design Study. The exercise used a custom-designed "Site Selection Matrix" to match the needs of a possible Library expansion project against the merits and drawbacks of **three sites** under consideration: 5 Concord Road (the site of the current Library), 207-195 Main Street (the site of the former Highway Garage near the Middle School), and 202 Old Connecticut Path (an undeveloped parcel that was formerly part of the Paine Estate).

The purpose of the exercise is to help the LPC and the Trustees winnow the field to **two sites** to investigate more fully, as directed by Town Meeting last November. The results of the exercise are currently being compiled by the Study's Design Team, Tappé Architects, who will present their findings at a joint meeting of the Trustees and LPC on the evening of July 7. Once finalized, the selected sites will be referred to the Town's Permanent Municipal Building Committee for its approval, and the architects will begin to develop concept drawings and initial cost estimates for the two sites. After review, **one site** may be chosen for more detailed consideration and possible presentation to the state in an application for a construction grant from the Massachusetts Public Library Construction Program (MPLCP).

Trustees, who completed the Site Selection Worksheet individually (as did LPC members), noted that the exercise clarified their thinking about the three sites. They also pointed out areas of potential confusion or misunderstanding in the wording of the selection criteria and factors, especially as regards "visual prominence," various technical criteria such as NHES and wetlands designations, and the determinants and weighting for "architectural significance." Mrs. Gennis reminded Trustees that the Site Selection Matrix is a tool to inform the participants' thinking and that any anomalous results and confusions will be addressed at the joint LPC/Trustees meeting on the evening of July 7, when participants consider the preliminary scores, which can be adjusted as the participants deem necessary.

Trustees then discussed two questions. First, after Mrs. Woodruff observed that some partisans of the building at 5 Concord Road are not interested in a full-scale Library expansion on that site but rather in a small renovation, Trustees discussed whether to put that option forward to the town for consideration at this time. They decided no, as the charge for the Library Planning and Design Study is to explore options that could be presented to the MPLCP for a state library construction grant, and such a project would not qualify. Of course, such a renovation could be investigated and undertaken at any time using Town funds, but as it is outside the scope of the study authorized at Town Meeting and ineligible for state funds, Trustees chose not to pursue it at this time.

Second, Trustees returned to the difficult question of what to do if 5 Concord Road emerges the third-place finisher in the site selection exercise. After completing the exercise individually, and accounting for the many constraints and deficiencies of the site, Trustees acknowledged that this outcome is not unlikely. And yet Trustees have long said that the current Library site would be one of two sites considered for expansion. Loath to go back on this assurance, but also reluctant to give short shrift to a more promising site, Trustees wondered if there might be a way to put all three sites in a fuller head-to-head comparison—with three concept drawings and three cost estimates—and then winnow the field directly from three sites to one. Would such a process contravene the expectation of Town Meeting, or would it expand the Town's options? What would it cost in terms of design fees and time? If more costly, where would the required funds come from? Would continuing to study three sites just delay the inevitably painful cut, or would it buy time for more thoughtful consideration?

Mrs. Gennis said she would put these questions to the design team. While hoping that all three sites might be fully explored before selecting one site for possible expansion, Trustees agreed to wait for the presentation of the preliminary site selection results at the joint meeting of the Trustees and LPC (on the evening of July 7) and to make their decision at that time.

Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of Meeting

Mrs. Woodruff reported on the June 30 meeting of the Board of Public Works (BoPW) at which there was discussion of the drainage project being conducted at the Library with funding from the Massachusetts Emergency Management Agency (MEMA). She noted that, though a MEMA deadline is looming, much work still needs to be done before the project can go to bid. Unresolved issues include necessary approvals from the Conservation Commission, abutters' concerns, wetland protections, and whether proposed remedies, designed to address a 25-year flooding event, are adequate. Mrs. Woodruff reported that the Department of Public Works has hired a peer reviewer to help evaluate ongoing work by the BoPW and its consulting engineers, Tighe & Bond. Trustees continue to express concern that the MEMA deadline be met so the drainage problems at the Library, well known since the spring flood of 2010, can be mitigated.

The Meeting Was Adjourned at 10:21 a.m. for loss of quorum, with discussion of the Library Director Search and Long-Rang Plan postponed to a later meeting.

Documents for This Meeting

1. Agenda for Meeting, Thursday, July 7, 2016
2. Minutes of Meeting June 29, 2016 [not brought to vote]
3. Draft, Site Selection Matrix, Version of June 27, 2016, for 5 Concord Road, 207-185 Main Street, 202 Old Con. Path. Prepared by Tappé Architects

Next Meeting(s)

- Thursday, July 7, 7 p.m., Raytheon Room, Wayland Free Public Library (joint meeting with the Library Planning Committee)
- Wednesday, July 13, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, July 13, 7 p.m., a quorum of Trustees might attend the meeting of the Permanent Municipal Building Committee, Town Building
- Wednesday, July 20, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, August 10, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, August 24, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, September 7, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, September 21, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)

Respectfully submitted by Nan Jahnke, a friend of the Wayland Free Public Library

Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting Wednesday, July 13, 2016
Conference Rm 2, Town Building

Present: Library Director Ann Knight, Trustees: Aida Gennis (chair, presiding), Anne Heller, Mark Peter Hughes, Suzanne Woodruff, Lynne Lipcon. **Absent:** Sally Cartwright.

Call to Order: 5:38 p.m.

Visitors and Public Comment There were no visitors and no public comment.

Library Planning and Design Study Update The site selection matrix form was submitted to the PMBC. At tonight's meeting, Library Planning Committee and PMBC member Tom White will speak to the process and architect Jeff Hoover will lead discussion of matrix, reviewing it line by line. The Trustees are confident about the effectiveness of the matrix. Several members of the public attended last week's LPC meeting and expressed appreciation for the time and work that went into site selection process. Trustees may prepare Q & A for July 26 Community Meeting (7 p.m., location TBD) where concept drawings will be presented by Tappe and for the July 27 joint LPC/Trustees meeting in the Raytheon Room. Tonight's PMBC meeting may bring to light some questions that we should be prepared to address. There was discussion of a request to expand the scope of work to develop concept drawings and costs for three sites, instead of two. Tappe said they have neither the time nor the staff to do so. There was a question about designing a smaller building at 5 Concord Road in order to remain at 5 Concord Road. Tappe noted that the Study is to determine how the Building Program can fit at the sites to be studied. Without the grant funding, the Town may get less than half of the program at 5 Concord Road while still paying the full cost of the Town's share of a grant. (A grant would pay about 45% of the construction costs and the Town would be responsible for 55%.)

Ms. Gennis met with town council and proposed Special Legal Counsel. Mr. Lanza has requested funding from Town Administrator and approval from Selectmen to review possible deed restrictions associated with current library site (5 Concord Road and the town owned 1 Concord Road used for overflow parking). Both the scope of the job and the time sensitivity were reviewed. It is thought that the task could be completed in a couple of weeks.

Ms. Gennis will prepare a press release for the Community Meeting on July 26 and a letter to the editor for next week's Town Crier.

Update on Library Drainage Project
At a recent Board of Public Works meeting, Tighe and Bond (T & B)presented a recap of the Conservation Committee meeting where they presented the design for the MEMA funded drainage project. They said it would be helpful to have more vocal support from those abutters who are in favor of the project proceeding. Town Council Lanza and Town Surveyor Alf Barry will be requested to do deed research to determine if there are any easements for the town over the neighboring properties. T & B will try to contact Verizon regarding the possible existence of an easement. Procurement of easements (both from Verizon and private owners) should not be a barrier to moving forward. Ms. Woodruff suggested drafting a strong letter of support that abutters could sign. Project could get approved with condition that swale be maintained. It was noted that the estimated costs of this project are so outdated that it may no longer be possible to accomplish the full scope of work. If the actual work is not completed, the cost of all the engineering studies will not likely be reimbursable by the MEMA grant.

Ms. Woodruff has done some preliminary investigation of what other towns have done to re-purpose historic library buildings and will continue with this investigation. Trustees are interested to know what might be possible with the current library building should a grant be applied for that is for the construction of a new library at a different parcel in town.

Update of Library Director search
Applications are due by July 15. Currently seven applications have been received. The review team will begin actively reading the applications as soon as all are available after the deadline.

OverDrive Sole Source Procurement
There was a unanimous vote to designate OverDrive as sole-source procurement.

There were no topics not reasonably anticipated 48 hours before the meeting.

Meeting suspended at 6:44 p.m. to attend the PMBC meeting.
Meeting reconvened at 9:10 p.m. and adjourned at 9:10 p.m.

Respectfully submitted by Lynne Lipcon.

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AUG 16 2016
Board of Selectmen
Town of Wayland

Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting Wednesday, July 20, 2016
Raytheon Room, Wayland Free Public Library

Present: Library Director Ann Knight, Trustees Aida Gennis (chair, presiding), Sally Cartwright, Anne Heller, Mark Peter Hughes (left at 10:25), Lynne Lipcon (left at 10:20), Suzanne Woodruff **Absent:** None

Call to Order: 8:10 a.m.

Visitors and Public Comment

Tim Marsters, Assistant Library Director Sandy Raymond, and Betty Salzberg, all members of the Library Planning Group, attended the meeting, as did Jeff Hoover, Principal, Tappé Architects, and John Sayre-Scibona, President, Design Technique, the Owner's Project Manager for the Library Planning and Design Study; all participated fully in the meeting. Former Trustee Nan Jahnke also attended the meeting and took the minutes. There were no other visitors and no public comment.

Minutes of Previous Meeting(s)

The minutes of the meeting of June 29 were approved unanimously.

Reports

The June Financial and Circulation Reports were submitted to Trustees, along with the July Director's Report. The Library ended the fiscal year having spent 97.88% of allocated Town funds. Overages in the books, materials, and training lines were balanced by savings for equipment and equipment repair. Circulation totaled 240,598 items, up slightly over the previous fiscal year.

Library Planning and Design Study: Site Selection

Trustees reviewed some preliminary designs for Library expansion at 5 Concord Road and 207/195 Main Street presented by Mr. Hoover, representing the design team from Tappé Architects, for the Town's Library Planning and Design Study. The design team is working to create concept drawings and initial cost estimates for the two sites in advance of a community forum on July 26 and a meeting of the Trustees and the Library Planning Committee on July 27, when members of those bodies are expected to decide which site, if any, to recommend to the Permanent Municipal Building Committee (PMBC) for presentation in an application for a Massachusetts Public Library Construction grant, should one be submitted.

Mr. Hoover said the preliminary designs were guided by a suggestion that the architects take advantage of each site's unique characteristics and opportunities. For 5 Concord Road, for example, the team took special account of the current building's history and architectural significance, as well its prominence in the center of town. For 207/195 Main Street, on the other hand, the team looked to qualities of openness, light, air, and distant views; the opportunity for program flexibility; and possible synergies with the neighboring Middle School and other potential Town functions, such as a recreation field.

Preliminary ideas for 5 Concord Road. Mr. Hoover presented several initial ideas, all taking into account the constraints of the site (including its small size and setbacks, the wet area to the east, parking

difficulties, and the desire to alter little or none of the 1900 building). Among the ideas explored were building two new, two-story pavilions, one connected to each side of the historical building by an area of interior open space (this would involve demolishing the 1987 addition to the north, as well as encasing the Rotunda and bringing it into an open interior space); locating the Children's Room and Young Adult functions in the south pavilion, and Adult materials and meeting space in the north pavilion; locating administrative functions in the existing basement and perhaps on the second floor; creating some historically "referential" architectural details; and creating a covered parking area below the south pavilion as well as additional parking in a long line to the east extending behind the Freight Shed. Architectural difficulties still to be surmounted include minimizing the massing on the Rotunda side of the building; establishing open areas on the upper floor to assure views of the Rotunda; improving sightlines; locating meeting spaces close to parking; and maximizing the availability of flexible spaces. Mrs. Salzberg asked that ADA compliance at 5 Concord Road be given full consideration.

On a question from Trustees about the cost of expanding at 5 Concord Road, Mr. Hoover said the cost could be more--or less—than the cost to build a new library at 195 Main. On the one hand, there is less square footage to build at the Concord Road site as the 1900 building would be incorporated into the expansion; on the other hand; there is a lot of perimeter to contend with, parking development costs, and a restoration component. There would also be temporary location costs for the duration of construction. Mrs. Gennis pointed out that there will also be costs for a wastewater connection. The design team will be developing some initial costs estimates for the two sites in the next week.

Preliminary ideas for 207/195 Main Street. Mr. Hoover presented several ideas for a new library on the old DPW garage site, all siting the building toward the east side of the parcel nearest the Middle School. This siting was chosen for three reasons: (1) to avoid the area of the old burn dump, (2) to provide a connection to the young adults who come through this site daily during the school year, (3) and to allow room for development of other Town functions, perhaps including a playing field, on the remainder of the 6-acre site. Mr. Hoover considered two different orientations for a new building (with the main entrance facing west and the main entrance facing north), but no firm decision was reached on this matter. Among the ideas explored were building a two-story building, with a small basement, comprising two wings joined by a two-story open entrance area offering new books, checkout, and a café on the first floor; other functions arrayed on both first and second floors (including a dedicated Teen Room and Roof Garden); a landscaped entryway with a hardscape seating area; access from the Children's Room to outdoor play space; a drive-up drop-off area; and a direct connection from the Middle School to a separate library entrance over a crosswalk from the school's side parking/traffic lane.

Trustees spent considerable time discussing three things at the 207/195 Main Street site: (1) parking and entrance arrangements, (2) synergies with other possible Town uses of the site, for example, a playing field or school bus parking, and (3) how best to capture, contain, and direct the youthful energy this site offers while continuing to offer quiet and contemplative spaces for all. They also discussed how elements of the current library building at 5 Concord Road, like the columns and plaster frieze in the Rotunda, might be incorporated into a new library building on the Main Street site, and how the current library building might be repurposed for other Town uses.

Revisiting the Site Selection Matrix. Mrs. Knight circulated a draft of a new Site Selection Matrix that Trustees and members of the Library Planning Committee might use to help inform their decision about which of the two sites might be recommended to the PMBC for possible library expansion. The draft was based on the earlier Site Selection Matrix, used to evaluate the initial three sites, differing chiefly in the addition of a new column to record factors known to be of concern to the Massachusetts Board of

Library Commissioners as they review applications for state construction grants. Trustees reviewed the items with Mr. Hoover, consolidating some items and clarifying others. After discussion, on a motion by Mrs. Cartwright, seconded by Mrs. Heller, Trustees voted to authorize Mrs. Gennis to modify the matrix to better clarify and weight questions, if that is deemed necessary during upcoming discussions with the Study Team and the PMBC, and to forward the completed draft on to the Library Planning Committee for review and implementation; the vote was unanimous (4-0, Mrs. Lipcon and Mr. Hughes having left the meeting for previously scheduled appointments). Trustees requested that the design team also complete the matrix so the Board and LPC can have the benefit of Tappé's professional opinion.

Community Forum on Library Site Selection

Mrs. Gennis reminded Trustees that there will be a Community Forum on Tuesday, July 26, at 7 p.m. in the Large Hearing Room in the Town Meeting at which Tappé's design team will present concept drawings and initial cost estimates for the two sites currently under consideration for library expansion.

Changes to the Library Planning Committee and Finance Committee

Mrs. Gennis reported that Jen Gorke has resigned her position on the Library Planning Committee, effective July 19, 2016, in order to accept an appointment to the Finance Committee. As the committee is already quite large and its work is in the late stages, Trustees voted unanimously (6-0) not to make a new appointment, but rather to reduce the number of members of the Library Planning Committee from 18 to 17; Mrs. Lipcon made the motion and Mrs. Woodruff seconded. Mrs. Gennis noted that with the new fiscal year, Carol Martin has been assigned the role of liaison from the Finance Committee to the Library.

Special Legal Counsel

Mrs. Gennis reported that the Board of Selectman has approved a contract and approved funds for the Town to engage a special legal counsel to address possible deed restrictions on the parcels at 1 and 5 Concord Road.

Library Drainage Project

Mrs. Woodruff reported that the Town is perilously close to missing the opportunity to implement a drainage mitigation project at 5 Concord Road for which the Town received a grant from the Massachusetts Emergency Management Agency (MEMA). The grant was awarded after the library building on that site suffered extensive damage in the spring flood of 2010. A peer reviewer has reviewed the project, but questions remain. It is the Trustees' understanding that if the project is not completed by April 2017 the grant money may be forfeited. MEMA has already extended the deadline for completion once. The Trustees continued to express their dismay at the holdup, noting that the state is unlikely to fund a construction project at 5 Concord Road unless the known risk of flooding at that site has been addressed.

Library Director Search

Mrs. Cartwright reported that nine candidates had submitted applications for the position of Library Director by the Town's July 15 deadline. A preliminary screening team is in place to review qualifying applications after they are forwarded from the Human Resources Director.

Long-Range Plan

Discussion of the draft of the recently revised Long-Range Plan was postponed to a later meeting for lack of time and quorum.

Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of Meeting

- **Pokémon GO.** After a member of the public expressed concern about a sign at the Library welcoming players of a popular augmented reality game called "Pokémon GO" to the Library, Trustees reviewed the game and agreed that the welcome sign was not inappropriate. On a motion by Mrs. Lipcon seconded by Mr. Hughes, Trustees voted unanimously to allow a welcome sign to remain on the Library door.

The Meeting Was Adjourned at 11:25 a.m.

Documents for This Meeting

1. Agenda for Meeting, Wednesday, July 20, 2016
2. Director's Report July 2016
3. Minutes of Meeting June 29, 2016
4. Financial Reports, June 30, 2016
5. Circulation Report, June 2016
6. PowerPoint slide presentation of preliminary design sketches for library expansion at 5 Concord Road and 195 Main Street (hard copy available, dated July 20, 2016)
7. Draft, Site Selection Questions for 5 Concord Road and 207-195 Main Street, with Known MBLC Concerns, [July 19, 2016], prepared by Mrs. Knight and John Sayre-Scibona.

Next Meeting(s)

- Tuesday, July 26, Community Forum on Library Site Selection, 7 p.m., Town Building Large Hearing Room (a quorum of Trustees may not be in attendance)
- Wednesday, July 27, 7 p.m., Raytheon Room, Wayland Free Public Library (meeting with the Library Planning Committee, a quorum of Trustees may not be in attendance)
- Tuesday, August 2, 5:45 p.m., Wayland Town Building; will include a meeting at 7 p.m. with the Permanent Municipal Building Committee
- Wednesday, August 10, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, August 24, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, September 7, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, September 21, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)

Respectfully submitted by Nan Jahnke, a friend of the Wayland Free Public Library

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AUG 16 2016
Board of Selectmen
Town of Wayland

Wayland Free Public Library
Board of Library Trustees
Minutes for Failed Meeting Tuesday, July 26, 2016
Large Hearing Room, Town Building

Present: Library Director Ann Knight, Trustees Aida Gennis, Sally Cartwright, Suzanne Woodruff **Absent:** Anne Heller, Mark Peter Hughes, Lynne Lipcon

Failed Quorum. The Board of Library Trustees was unable to meet before and after the Community Forum on site selection for a possible Library expansion, as posted, as it did not achieve a quorum of members. However three Trustees (Mrs. Gennis, Mrs. Cartwright, and Mrs. Woodruff) did attend the Community Forum, and Mrs. Gennis presented the speakers.

Next Meeting(s)

- Wednesday, July 27, 7 p.m., Raytheon Room, Wayland Free Public Library (meeting with the Library Planning Committee)
- Tuesday, August 2, 5:45 p.m., Wayland Town Building; will include a meeting at 7 p.m. with the Permanent Municipal Building Committee
- Wednesday, August 10, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, August 24, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, September 7, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, September 21, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)

Respectfully submitted by Nan Jahnke, a friend of the Wayland Free Public Library

Wayland Free Public Library
Board of Library Trustees
Minutes of Failed Meeting Wednesday July 27, 2016
Raytheon Room, Wayland Free Public Library

RECEIVED
AUG 16 2016
Board of Selectmen
Town of Wayland

Present: Library Director Ann Knight, Trustees Aida Gennis, Sally Cartwright
Absent: Trustees Anne Heller, Mark Peter Hughes, Lynne Lipcon, Suzanne Woodruff

Failed Quorum. The Board of Library Trustees was unable to meet during and after the Library Planning Committee's meeting on July 27, 2016, as posted, as it did not achieve a quorum of members. However, two Trustees (Mrs. Gennis and Mrs. Cartwright) did attend the Library Planning Committee meeting as a quorum of that body was present and its meeting was held.

Next Meeting(s)

- Wednesday, August 2, 5:45 p.m., Wayland Town Building; will include a meeting at 7 p.m. with the Permanent Municipal Building Committee
- Wednesday, August 10, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, August 24, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, September 7, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, September 21, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)

Respectfully submitted by Aida Gennis, Chair, Board of Library Trustees

Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting Wednesday, August 10, 2016
Raytheon Room, Wayland Free Public Library

Present: Trustees Sally Cartwright, Aida Gennis (chair, presiding), Anne Heller, Mark Hughes, Lynne Lipcon, Suzanne Woodruff.

Call to Order: 9:32 a.m.

Public Comment

There was no public comment.

Minutes of Previous Meeting(s)

Minutes of the last meeting (August 2, 2016) were not available and will be considered at a future meeting.

Long Range Plan Discussion

Mrs. Gennis distributed a timeline for the Massachusetts Public Library Construction Program and drew attention to the October 3, 2016, deadline for submission of the Library's new Long Range Plan. She asked the Trustees to comment on the plan that had been distributed earlier by Director Ann Knight. She reminded them that the plan was constructed with less specificity that in the past in order to allow the new library director the most flexibility in execution and adaptation. Mr. Hughes commented that he thought the plan was "fair and reasonable" but questioned the inclusion of the last paragraph of the appendix. After some discussion, it was agreed that the paragraph should be deleted and that the revised appendix be retained but not included in the document that will be sent to the Massachusetts Board of Library Commissioners (MBLC). Mrs. Lipcon made a motion to accept the Long Range Plan with the text changes discussed above and with the appendix removed in the MBLC copy. There was no discussion. Mr. Hughes seconded the motion; the motion was approved unanimously.

Library Director Search Update

Mrs. Lipcon reported that there were ten qualified applicants for the position of Library Director. The search team, which is made up of Sally Cartwright, Lynne Lipcon, Andy Moore, Neil Gordon, and Kim Steere, has narrowed the group to six individuals, who will participate in preliminary phone interviews in the next few days. Finalists will be invited for an in-person interview with Trustees and will meet informally with the library staff in September. Mrs. Knight's last day as Library Director will be Friday, October 28, 2016.

Mrs. Gennis suggested that it would be helpful for the Board and the new director to have a formal plan in place to insure that the director receives an annual performance evaluation. Mrs. Cartwright suggested that the MBLC might have some formats/questions that the Board can use.

Library Drainage Project Update

No update was reported by Mrs. Woodruff, although Mrs. Gennis said that she believed the project was advancing.

Library Planning and Design Study Update

Mrs. Gennis reported that she, Suzanne Woodruff, Tom Fay, and Christine Cipriani had met Alf Berry, Town Surveyor that morning at 207-195 Main Street. The purpose of the meeting was to walk around and better understand the site.

Mrs. Gennis also reported that she and Ann Knight will be meeting with representatives of the School Committee and the Recreation Committee next week to begin a discussion about intentions and needs and how the groups can work together on plans for the development of 207-195 Main Street.

Mrs. Gennis reminded the Trustees that they will be meeting with the Library Planning Committee and the architects from Tappe on Wednesday, August 24, to discuss design concepts for a library building on the proposed site (207-195 Main Street). Mrs. Cartwright asked if the architects had reviewed the design recommendation/preferences of the Library Planning Committee; Mrs. Gennis assured her that they had been included in the material given to the architects and the architects at the last LPC meeting had affirmed that they read the documents.

Mrs. Woodruff made a motion to adjourn, it was seconded by Mr. Hughes, and it was approved unanimously.

The Meeting Was Adjourned at 10:45 a.m.

Documents for This Meeting

1. Agenda of Meeting Wednesday, August 10, 2016
2. Massachusetts Public Library Construction Program time-line

Next Meeting(s)

Wednesday, August 24, 8 a.m., Raytheon Room, Wayland Library
Wednesday, August 24, 7 p.m., Raytheon Room, Wayland Library

Respectfully submitted by Anne Heller, Trustee

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Board of Selectmen
Town of Wayland

Wayland Free Public Library
Board of Library Trustees
In Joint Meeting with the Library Planning Committee
Minutes of Meeting Thursday, July 7, 2016
Raytheon Room, Wayland Free Public Library

Present for the Board of Library Trustees: Library Director Ann Knight, Trustees Aida Gennis, Anne Heller, Mark Peter Hughes, Lynne Lipcon (by phone because of geographical distance), Suzanne Woodruff **Absent:** Sally Cartwright

Present for the Library Planning Committee: Among the members present were Vicki LaFarge (Vice Chair, presiding), Lynne Cavanaugh (by phone because of geographical distance), Maureen Cavanaugh, Christine Cipriani, Aida Gennis (ex officio), Neil Gordon, Jen Gorke (by phone because of geographical distance), Anne Heller, Sarah Hubbell (taking the minutes for the LPC), Library Director Ann Knight (ex officio), Lynne Lipcon (by phone because of geographical distance), Daryl Mark, Tim Marsters, Assistant Library Director Sandra Raymond, Tom Fay, Chair (by phone because of geographical distance), and Thomas White (for the official list of attendees from the LPC, see the minutes of the Library Planning Committee)

Present for Tappé Architects: Chris Blessen, Principal; Jeff Hoover, Principal and Director of Library Design

Present for Design Technique, Inc.: John Sayre-Scibona, President, Project Manager for the Library Planning and Design Study

Call to Order: 7:10 p.m.

Visitors and Public Comment
There were four visitors including former Library Trustee Nan Jahnke, who took the minutes for the Board of Library Trustees; for the list of visitors, see the minutes of the Library Planning Committee. During the public comment period, one visitor expressed affection for the Library building at 5 Concord Road and asked that, whatever decision is made about a Library expression, the building not be left vacant for long. Another also expressed affection for the Library and appreciation for the work of the Trustees and LPC. Visitors also participated in the discussion as invited.

Minutes of Previous Meeting(s)
Minutes of the previous meeting of the Library Planning Committee were approved.

Library Planning and Design Study: Site Selection Exercise
Mr. Blessen and Mr. Hoover reviewed the site selection exercise that members of the Board of Library Trustees and members of the Library Planning Committee recently completed as part of the Library Planning and Design Study. They reported that 21 of the 23 members eligible to participate completed the exercise. The exercise used a custom-designed "Site Selection Matrix" to match the needs of a possible Library expansion project against the merits and drawbacks of **three sites** under consideration:

5 Concord Road (the site of the current Library), 207-195 Main Street (the site of the former Highway Garage near the Middle School), and 202 Old Connecticut Path (an undeveloped parcel that was formerly part of the Paine Estate).

The purpose of the exercise was to help the LPC and the Trustees winnow the field to **two sites** to investigate fully for possible Library expansion. Once finalized, the selected sites will be recommended to the Town's Permanent Municipal Building Committee for its approval, and the architects will begin to develop concept drawings and initial cost estimates for both sites. After review, **one site** may be chosen for more detailed consideration and possible presentation to the state for a construction grant from the Massachusetts Public Library Construction Program (MPLCP).

The design team led Trustees and committee members through the matrix item by item, reporting the preliminary scores, taking feedback, identifying anomalous findings, making changes, and tallying the final results. Among the factors receiving particular attention in the scoring review were architectural significance, environmental impacts, hazardous materials, aquifer protection, and existing infrastructure. Adjustments were made to the scoring in these categories as information came to light. A question about "prominent visual impact" was dropped altogether as participants had different understandings about what was being asked; the question will be reframed for the next round of site selection.

The final scores for the three sites as agreed at this meeting were:

	Raw Score	Rank
5 Concord Road	47.49	3
207-195 Main Street	78.26	1
202 Old Connecticut Path	67.42	2

Discussion then turned to the question of which sites to recommend to the PMBC and to the vexing problem of how to honor the Trustees' and the LPC's longtime commitment to look long and hard at the current Library site, 5 Concord Road, when it is the clear last-place finisher in a careful site-selection process. Should public affection for the current building carry the site into the final two as a political courtesy? Should 202 Connecticut Path, an undeveloped "greenfield site," be eliminated from consideration because of the high costs of providing infrastructure? Should the meeting recommend a closer look at all three sites before arriving at one? Would there be time and money for such a solution?

After much discussion, and with regard for the long-term potential of the site 202 Old Connecticut Path for municipal use, members of the meeting voted unanimously to recommend 5 Concord Road and 207-195Main Street to the Permanent Municipal Building Committee as the two sites for further consideration for a possible Library expansion.

Long-Range Plan

Discussion of the Library's new Long-Range Plan was postponed to another meeting for lack of time. In the meantime, Trustees and members of the LPC were urged to send their comments and concerns, if any, to Mrs. Knight by July 22.

The Meeting Was Adjourned at 9.45 p.m.

Documents for This Meeting that Concern the Board of Library Trustees

1. Agenda for Library Planning Committee Meeting, Thursday, July 7, 2016
2. Draft, Site Selection Matrix, Version of June 27, 2016, for 5 Concord Road, 207-185 Main Street, 202 Old Con. Path, prepared by Tappé Architects, with scores from initial responses of members of the Board of Library Trustees and Library Planning Committee
3. A final Site Selection Matrix, with revised scores, was generated electronically at the meeting and presented to the participants and guests.

Next Meeting of the Board of Library Trustees

- Wednesday, July 13, 8 a.m., Raytheon Room, Wayland Free Public Library

Respectfully submitted by Nan Jahnke, a friend of the Wayland Free Public Library

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From: Dennis Giombetti <dgiombetti@rcn.com>
Date: September 1, 2016 at 1:23:11 PM EDT
To: Joshua Ostroff <joshua@ostroff.net>, "jay@jmarsdenlaw.com" <jay@jmarsdenlaw.com>, Joe Nolan <Jnolan@citypointpartners.com>
Subject: Fwd: MetroWest MPO seat

Josh, Jay and Joe

Could I ask you to send the below email to your respective Chairs. I do not have their email addresses. Thank you!!! If you could put in a good word for them to sign the nomination papers it would be most appreciated.

Dennis

Recently Framingham BoS voted to seek reelection for the Metrowest seat on the Boston MPO. As you probably know I have served for the last four or five years as Framingham's appointee. First serving when I was Chair of the Framingham BoS and more recently appointed by the Chairs.

> As part of the reelection process I must submit nomination papers by Sept 30th with signature of the Chief Elected Officer in 5 communities within the Boston MPO region. I am hoping that as Selectmen Chairs you would sign the nomination papers. If you agree to sign them I will stop by before an upcoming BoS meeting for your signature.
>
> Thank you in advance for your consideration.
>
> Dennis Giombetti
>
> Sent from my iPhone

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Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

Maureen G. Valente
Chief Executive Officer

John K. McCarthy
Executive Director / Deputy CEO

May 25, 2016

Ms. Nan Balmer, Town Administrator
Town of Wayland
Office of the Board of Selectmen
41 Cochituate Road
Wayland, MA 01778

Re: Town of Wayland, Loker Elementary School

Dear Ms. Balmer:

I am pleased to report that on May 25, 2016, the Board of Directors (the "Board") of the Massachusetts School Building Authority (the "MSBA") voted to invite the Town of Wayland (the "Town") into the Accelerated Repair Program to partner with the MSBA in conducting a Schematic Design Study at the Loker Elementary School for a potential window/door replacement project.

I do want to emphasize that this invitation to partner on a Schematic Design Study is ***not*** approval of a project, but is strictly an invitation to the Town to work with the MSBA to explore potential solutions to the building needs that have been identified. Moving forward in the MSBA's Accelerated Repair Program process requires a partnership with the MSBA, and communities that "get ahead" of the MSBA without MSBA approval will not be eligible for grant funding. To qualify for any funding from the MSBA, local communities must follow the MSBA's statute, regulations, and policies, including the Accelerated Repair Program requirements, which require MSBA partnership and approval at each step of the process.

The Accelerated Repair Program will focus on the preservation of existing assets by performing energy-efficient and cost-saving upgrades, which will result in direct operational savings for school districts. Districts that are invited into the Accelerated Repair Program will be required to use Owner's Project Managers and Designers who are pre-selected and randomly assigned by the MSBA and must also adhere to other requirements that are unique to this program, such as implementing an accelerated project schedule and complying with the MSBA's reimbursement dollar thresholds. Districts will be expected to complete a Schematic Design Study and receive authorization for a Project Funding Agreement by the Board of Directors no later than 12 months from Program invitation. Districts seeking reimbursement under the Accelerated Repair

Program will be allowed to submit requests for reimbursement monthly, but only if the total value of the invoices being submitted equals more than $50,000.

During the Schematic Design Study phase, the MSBA will collaborate with the Town and its assigned Owner's Project Manager and Designer to find the most fiscally responsible, educationally appropriate and sustainable solution to the building needs identified at the Loker Elementary School. The Town must complete a number of pre-requisites prior to beginning work with its consultants. Please submit the following information to the MSBA by no later than the presented date in order to fulfill these pre-requisite requirements:

- a preliminary overview of available or projected local funding presented on district letterhead identifying actual or forecasted dates for funding votes through May 30, 2017 (submit prior to June 29, 2016). The Town must approve funding for the Feasibility Study/Schematic Design portion of this potential project within 60 calendar days of the date of invitation into the Accelerated Repair Program (July 27, 2016). Future funding for the total project budget will be required within 90 days after the date of the MSBA's approval of the project scope and budget;
- properly certified documentation that the Town has appropriated its Feasibility Study/Schematic Design funding (submit prior to August 23, 2016);
- a current routine and capital maintenance plan for the Town's school facilities, to be submitted electronically using the MSBA web-based tool (submit prior to August 23, 2016); and
- an Initial Compliance Certification (attachment to this letter) executed by the Town to ensure that the Town understands and will comply with the MSBA's requirements and regulations (submit prior to August 23, 2016).

The Town must approve funding for the Feasibility Study/Schematic Design portion of this potential project within 60 calendar days of the date of invitation into the Accelerated Repair Program (July 27, 2016). Submission of the properly certified documentation that the Town has appropriated its funding should be submitted to the MSBA prior to August 29, 2016. Future funding for the total project budget will be required within 90 days after the date of the MSBA's approval of the project scope and budget.

Once the Town has completed the pre-requisites listed above according to the MSBA's standards, the MSBA will assign an Owner's Project Manager and Designer using the MSBA's list of pre-selected and randomly assigned consultants for the Accelerated Repair Program. In the meantime, I wanted to share with you the Board's decision and provide a brief overview of what this means for the Town of Wayland.

I look forward to continuing to work with you as part of the MSBA's Accelerated Repair Program. As always, feel free to contact me or my staff at (617) 720-4466 should you have any questions.

Sincerely,

John K. McCarthy
Executive Director

Cc: Legislative Delegation
Cherry C. Karlson, Chair, Wayland Board of Selectmen
Ellen Grieco, Chair, Wayland School Committee
Dr. Paul Stein, Superintendent, Wayland Public Schools
File: 10.2 Letters

INITIAL COMPLIANCE CERTIFICATION
TOWN OF WAYLAND
LOKER ELEMENTARY SCHOOL

This Initial Compliance Certification must be completed by all Eligible Applicants who have submitted a Statement of Interest to the Massachusetts School Building Authority (the "MSBA") and have been invited to participate in the MSBA's Accelerated Repair Program. The MSBA will not consider a district to be eligible for a school building grant until the district has properly submitted an Initial Compliance Certification in the form and manner prescribed by the MSBA. Each District shall exercise due diligence in ascertaining and certifying the truth, completeness, and accuracy of each of the following statements, acknowledgements, agreements, and representations. The Eligible Applicant shall also have a continuing duty throughout a Proposed or Approved Project to inform the MSBA in writing when it becomes aware of information that impairs the truth, completeness, or accuracy of any of the following statements, acknowledgements, agreements, or representations. The MSBA's reference to certain regulations, policies, procedures, guidelines, and standards, or portions thereof, in this ICC shall not be construed in any way as a waiver of any other regulations, policies, procedures, guidelines, or standards and the MSBA's reference to a portion of a regulation, policy, guideline, or standard shall not be construed as a waiver of the remainder.

Unless otherwise specified, all capitalized terms shall have the meanings ascribed to such terms in M.G.L. c. 70B or 963 CMR 2.00 et seq.

1. The TOWN OF WAYLAND ("District") hereby certifies that it shall remain in compliance with the provisions of (a) M.G.L. c. 70B, (b) chapter 208 of the Acts of 2004, (c) 963 CMR 2.00 *et seq.*, and (d) all other applicable statutes, rules, policies, procedures, guidelines, and standards of the MSBA, including, without limitation, the rules of the MSBA's Accelerated Repair Program set forth in the attached Exhibit A.

2. The District hereby acknowledges and agrees that the Accelerated Repair Program is a discretionary program based on need, as determined by the MSBA. The District hereby further acknowledges and agrees that it shall have no entitlement to receive approval or funding for a proposed Accelerated Repair project or any other purpose except at the sole discretion of the MSBA.

3. The District hereby acknowledges and agrees that the eligible scope of Projects funded through the Accelerated Repair Program shall be determined by the MSBA.

4. The District hereby acknowledges and agrees that the MSBA will not award any incentive reimbursement points for Accelerated Repair Projects, and the reimbursement rate for any Accelerated Repair Projects approved by the MSBA will be the District's base reimbursement rate as determined by M.G.L. c. 70B § 10.

5. The District hereby acknowledges and agrees that it has demonstrated and shall continue to demonstrate a commitment to maintaining its existing educational facilities with the existence of (1) a capital maintenance program, (2) an ongoing financial commitment towards maintenance, and (3) dedicated professional staff to manage and direct the District's participation in the Accelerated Repair Program.

6. The District hereby agrees that the school building for which it has submitted a Statement of Interest for consideration under the Accelerated Repair Program has been and will remain in use as a public K-12 school facility, serving public school students, for the useful life of any repair project in which the MSBA may participate.

7. The District hereby certifies that the school building for which it has submitted a Statement of Interest for consideration under the Accelerated Repair Program (a) is structurally, functionally, and educationally sound, except of the condition of its roof, windows, and/or boilers, to the extent noted in the Statement of Interest, (b) that no other known deficiencies exist in addition to those identified in the Statement of Interest, and (c) that all other building systems are operational, safe, and adequate for the delivery of the required educational program, or that, if there are other conditions that may impair the structural, functional, and educational integrity of the school building, the District has notified the MSBA in writing prior to the execution of this Initial Compliance Certification and such written notification is attached hereto.

8. The District hereby certifies that the school building for which it has submitted a Statement of Interest for consideration under the Accelerated Repair Program has sufficient space to deliver the District's required educational program.

9. The District hereby agrees to comply with M.G.L. c. 70B and 963 CMR 2.00 *et seq.* and work in collaboration with the MSBA in all phases of the process, including: (a) identifying perceived deficiencies with school buildings, (b) validating those deficiencies, (c) identifying educationally and financially sound solutions to validated deficiencies, (d) agreeing on a project scope(s) and budget(s), (e) implementing a solution(s) as agreed upon, and (f) the final project audit(s) and close-out(s). The District hereby further acknowledges and agrees that, to remain eligible for project approval and potential funding from the MSBA, the District must work with the MSBA through all phases of the MSBA's process including, at a minimum, the phases described above, to the satisfaction of the MSBA. The

District hereby further acknowledges and agrees that any actions taken, costs incurred or agreements entered into for the repair of school facilities without the explicit prior written approval of the MSBA shall not be eligible for grant funding.

10. The District hereby acknowledges and agrees that it will comply with the MSBA's Accelerated Repair Program consultant assignment policy and use the MSBA's pre-qualified owner's project managers and designers that were procured by the MSBA for the Accelerated Repair Program and will be assigned to each Accelerated Repair Project by the MSBA. The District further agrees to use the MSBA's standard Accelerated Repair Program contracts for owner's project manager services and designer services.

11. The District acknowledges and agrees that, within ten months of the date upon which the Board of Directors votes to invite the District to participate in the Accelerated Repair Program, the District will fulfill every obligation that is required by the District for the MSBA Board of Directors to consider the District's Proposed Project for Approval. If the District fails to fulfill these obligations within that ten month period, the MSBA may, in its sole discretion, extend the period by a further two months. However, if the District fails to fulfill the obligations the MSBA may, in its sole discretion, remove the District from the Accelerated Repair Program.

12. The District hereby certifies, and can demonstrate, that it has expended at least the minimum amount of the District's calculated foundation budget amounts for the purposes of foundation utility and ordinary maintenance expenses and extraordinary maintenance allotment as defined in M.G.L. c. 70 and as required by the provisions of M.G.L. c. 70B, § 8 and 963 CMR 2.10(2)(c) & 2.17, and hereby further acknowledges and agrees that the MSBA may not approve any project for any school district that fails to meet such minimum maintenance expenditure requirements.

13. The District hereby certifies that the perceived deficiencies, as set forth in the Statement of Interest submitted to the MSBA for the school facility, are not the result of negligence; are not under warranty with material suppliers or installers; are not the subject of, nor could be the subject of, ongoing litigation by the District; are not the result of lack of adequate routine or capital maintenance by the District; and, are not covered by available insurance proceeds.

14. The District hereby acknowledges and agrees that, before the MSBA can grant final approval of a Project, the District must vote to authorize and appropriate the full amount of funding for the potential project that is necessary to meet the total project budget for the Accelerated Repair project, as agreed to by the MSBA and as described in 963 CMR 2.10 (10)(c) and shall use any standard language established or developed by the MSBA to draft local warrant articles, motions, orders, votes,

and ballot questions related to the funding for the proposed Accelerated Repair projects.

15. The District hereby acknowledges and agrees that, in connection with a proposed Accelerated Repair project or an Approved Project that is part of the Accelerated Repair Program, it shall use any standard forms, standard formats for local votes and approvals, standard contract documents, and any standard contract language and clauses that may be established or developed by the MSBA and as may be amended by the MSBA from time to time.

16. The District hereby acknowledges and agrees that it shall submit to the MSBA, and comply with the terms of, any certifications, statements, forms, and affidavits that the MSBA may require for a proposed Accelerated Repair project or an Approved Project that is part of the Accelerated Repair Program, and that any such certifications, statements, forms, and affidavits shall be prepared, executed, and submitted in a form and manner prescribed by or otherwise acceptable to the MSBA.

17. The District hereby acknowledges and agrees that no Total Facilities Grant, or any portion thereof, shall be disbursed by the MSBA for a proposed Accelerated Repair project or Approved Project that is part of the Accelerated Repair Program until after a Project Funding Agreement has been fully executed by duly authorized representatives of both the District and the MSBA.

18. The District hereby acknowledges and agrees that it may make monthly requests for reimbursement to the MSBA for an Approved Project, but it shall not make any requests for reimbursement that total less than $50,000. If the total value of a request for reimbursement is less than $50,000, the District hereby agrees that it shall hold that request until such time as it can meet the $50,000 threshold.

19. The District hereby certifies that it has provided or will provide the MSBA with all audit materials requested by the MSBA in connection with any Assisted Facility including, but not limited to, Prior Grant Projects, Waiting List Projects, and any other school building projects for which the District has received or will receive funding from the MSBA. The District hereby further acknowledges and agrees that it shall continue to cooperate with the MSBA and provide any additional documentation or information that may be requested by the MSBA in connection with any Assisted Facility.

20. The District hereby certifies that the school building for which it has submitted a Statement of Interest for consideration under the Accelerated Repair Program is not a school that has been the site of an approved school project pursuant to M.G.L. c. 70B or chapter 645 of the Acts of 1948 within the ten (10) years prior to the

submission of the Statement of Interest, respectively, or that the proposed Accelerated Repair project would be unrelated to such previously approved project in the same school building. The District acknowledges and agrees that only the MSBA in its sole discretion shall make the final determination as to whether a proposed Accelerated Repair project is unrelated to a previously approved project in the same school building and that any such determination shall be in writing.

21. The District hereby certifies that prior to submitting its Statement of Interest for the school that is the subject of the proposed Accelerated Repair project, it has not sold, leased, closed, or otherwise removed from service any school building or facility, or portion thereof, within the last ten (10) years, or that, if it has done so, the District has notified the MSBA in writing and the MSBA has determined in writing, pursuant to M.G.L. c. 70B, § 15(c): (1) that the grant sought by the District is not for the purpose of replacing such schoolhouse, or (2) that the need for the proposed Accelerated Repair project could not have been reasonably anticipated at the time that such schoolhouse was sold, leased, or otherwise removed from service. Further, the District acknowledges and agrees that the MSBA in its sole discretion shall make the final determination about whether a proposed Accelerated Repair project or Approved Project replaces a school facility that was sold, leased, closed, or otherwise removed from service.

22. The District hereby acknowledges and agrees that, if it sells, leases, closes, or otherwise removes from service an Assisted Facility, or portion thereof, that the MSBA may stop making grant payments associated with the Assisted Facility, may recapture the financial assistance that the Assisted Facility has received from the MSBA, and may decline to approve any future grants.

23. The District hereby acknowledges and agrees that throughout the planning and construction of an Approved Project, if such final approval is received from the MSBA, the District shall follow procedures and practices satisfactory to the MSBA such as will assure maximum attention to the operating and capital cost effects of program and design decisions, materials and systems selections.

24. The District hereby certifies that it is current on any payments that it may owe to the MSBA and does not have any outstanding amounts past due to the MSBA.

25. The District hereby certifies that it is unaware of any lawsuit pending against the MSBA to which the District is a party and further certifies that it is unaware of any other lawsuits pending against either the District or the MSBA in relation to the District's Statement(s) of Interest, proposed Accelerated Repair project, or any Approved Project.

26. The District hereby certifies that it has specifically read the provisions of 963 CMR 2:03 (2)(a)-(q) and certifies that it has met or will meet each of the requirements described therein and further acknowledges and agrees that the District's failure to comply with each requirement, as determined by the MSBA, may result in the MSBA rescinding its Total Facilities Grant or the suspension, termination, or recoupment of reimbursement payments made by the MSBA to the District.

27. The District hereby acknowledges and agrees that if the District and the MSBA execute a Project Funding Agreement, the District shall promptly develop, implement and actively pursue a fraud, waste, and abuse detection and prevention program in connection with any proposed Accelerated Repair project or Approved Project that is part of the Accelerated Repair Program, if any, and develop written procedures to detect and prevent fraud, waste and abuse.

28. The District hereby certifies that the Eligible Applicant or its designee who will be in charge of the procurement for any proposed Accelerated Repair project or any Approved Project that is part of the Accelerated Repair Program is designated as a Massachusetts Certified Public Purchasing Official ("MCPPO") for design and construction contracting in the MCPPO Program as administered by the Inspector General of the Commonwealth of Massachusetts.

29. The District hereby acknowledges and agrees that any Approved Project that is part of the Accelerated Repair Program for which the District is seeking partial funding from the MSBA shall materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program.

30. The District hereby certifies that it has read and understands the provisions of 963 CMR 2.19 and acknowledges and agrees that if the MSBA determines that any false or intentionally misleading information or documentation is submitted to the MSBA by or on behalf of the District either in relation to this Initial Compliance Certification or in support of any effort to influence any action by the MSBA or if the District or its agents do any other act affecting the integrity of the MSBA's Program, the MSBA may permanently revoke any and all grant payments due to the District; may recover any previous payments made to the District; and, may prohibit the District from receiving a Total Facilities Grant for a period of time to be determined by the MSBA.

31. The District hereby acknowledges and agrees that the MSBA shall have free access to, and open communication with, any Owner's Project Manager hired by and/or assigned to Projects under the Accelerated Repair Program by the District and that the MSBA shall have full and complete access to all information and documentation relating to the Projects to the same extent that the District has such access. The District agrees that it shall require any such Owner's Project Manager

to fully cooperate with the MSBA in all matters related to the Projects; to promptly communicate, transmit, and/or make available for inspection and copying any and all information and documentation requested by the MSBA; to fully, accurately and promptly complete all forms and writings requested by the MSBA; and to give complete, accurate, and prompt responses to any and all questions, inquiries and requests for information posed by the MSBA. The District agrees that it shall not in any way, directly or indirectly, limit, obstruct, censor, hinder or otherwise interfere with the free flow of communication and information between the Owner's Project Manager and the MSBA in all matters related to the Project and as provided herein; that it shall not suffer the same to occur by the act or omission of any other person or entity; and that it shall not retaliate against the Owner's Project Manager for communicating information to the MSBA as provided herein. The District agrees to execute, deliver and/or communicate to the Owner's Project Manager any and all authorizations, approvals, waivers, agreements, directives, and actions that are necessary to fulfill its obligations under this paragraph. The District further agrees that the MSBA shall bear no liability whatsoever arising out of the MSBA's knowledge or receipt of information communicated to the MSBA by the Owner's Project Manager and that the District shall remain responsible for the management and completion of the Projects.

32. The District has exercised due diligence in ascertaining and certifying the truth, completeness, and accuracy of each of the statements, acknowledgements, agreements and representations contained in this Initial Compliance Certification

33. The District hereby acknowledges and agrees that the MSBA reserves the right to modify and supplement the Initial Compliance Certification form at any time and may require the District to complete a revised Initial Compliance Certification.

By signing this Initial Compliance Certification, I hereby certify that I have read and understand the terms of this Initial Compliance Certification and further certify on behalf of the Eligible Applicant that each of the above statements is true, complete and accurate.

_____

By:
Title: Chief Executive Officer
Date:

By signing this Initial Compliance Certification, I hereby certify that I have read and understand the terms of this Initial Compliance Certification and further certify on behalf of the Eligible Applicant that each of the above statements is true, complete and accurate.

_____

By:
Title: Superintendent of Schools
Date:

By signing this Initial Compliance Certification, I hereby certify that I have read and understand the terms of this Initial Compliance Certification and further certify on behalf of the Eligible Applicant that each of the above statements is true, complete and accurate.

_____

By:
Title: Chair of the School Committee
Date:

Massachusetts School Building Authority

Maintenance and Capital Planning System Access Form

This form is to be filled out once for each person who will need to complete or review information related to Maintenance and Capital Planning during the Accelerated Repair Program. Users that will only need to review information should request Read Only Access. Users that will need to enter data should request Write Access. Please request access well in advance of any deadlines.

User Details

District Name _____

Name _____ Date _____

Title _____ Phone _____

Email Address _____

Address _____

City _____ Zip _____

Access Request

	Read Only Access	Write Access
Maintenance and Capital Planning Application	☐	☐

District Authorization

I, _____, the Superintendent of Schools for the [Town/City/RSD] of _____ hereby authorize the above-named individual to access and use the MSBA online application(s) as requested above, with the level(s) of access indicated. I understand that, should the above-named individual be granted access to these application(s), he/she will be responsible for access to the application(s) on behalf of the [Town/City/RSD] of _____, using the login ID and password provided by the MSBA.

Signed: _____, Superintendent of Schools

Please fax the completed form or email a PDF of the completed form to Mike McGurl at the MSBA. Facsimile: 617-720-5260 or 617-720-8460. Email: Michael.McGurl@MassSchoolBuildings.org.

MSBA Use Only

Approved by: _____ Date: _____

Completed by: _____ Date: _____

RECEIVED (21)
AUG 15 2016
Board of Selectmen
Town of Wayland

The Commonwealth of Massachusetts

William Francis Galvin, Secretary of the Commonwealth
Massachusetts Historical Commission

August 11, 2016

Cherry Karlson
Wayland Board of Selectmen
41 Cochituate Road
Wayland, MA 01778

Cheryl Stoll
Framingham Board of Selectmen
150 Concord Street
Framingham, MA 01702

Re: National Register of Historic Places

Dear Ms. Karlson and Ms. Stoll:

We are pleased to inform you that the Stone's Bridge, Wayland and Framingham, Massachusetts, will be considered by the Massachusetts Historical Commission for nomination to the National Register of Historic Places. The National Register of Historic Places is the Federal government's official list of historic properties worthy of preservation. Listing in the National Register provides recognition and assists in preserving our nation's heritage.

Listing of this property provides recognition of the community's important historic resources and assures protective review of Federal projects that might adversely affect the character of the property. If the property is listed in the National Register, certain Federal investment tax credits for rehabilitation and other provisions may apply.

Listing in the National Register does not mean that limitations will be placed on the property by the Federal government. Public visitation rights are not required of property owners. The Federal government will not attach restrictive covenants to the property or seek to acquire it. If a property is listed in the National Register, the owner may do anything with it that he/she wishes, unless state or federal funds, permits, or licensing are used, or unless some other regional and/or local ordinance or policy is in effect.

In Massachusetts, properties nominated to the National Register are automatically listed in the State Register of Historic Places. There are no limitations, public visitation requirements, or restrictive covenants for private properties included in the State Register. State Register properties owned by municipalities and nonprofit organizations may compete for state restoration grants.

You are invited to attend the meeting of the Massachusetts Historical Commission at which the nomination will be considered. The Commission will meet at 1:00 p.m. on Wednesday, September 14, 2016, at the Massachusetts State Archives, Dorchester, Massachusetts. The Commission meeting is a public meeting and all interested parties are encouraged to attend. If you have special needs and would

220 Morrissey Boulevard, Boston, Massachusetts 02125
(617) 727-8470 • Fax: (617) 727-5128
www.sec.state.ma.us/mhc

like to attend the meeting, please contact the Commission and staff will make any arrangements that are necessary.

Attached please find notices that explain, in greater detail, the results of listing in the National Register and that describe the rights and procedures by which an owner may comment on or object to listing in the National Register. For more information about the programs of the Massachusetts Historical Commission, please go to our website, www.sec.state.ma.us/mhc.

A draft copy of the National Register nomination for this district will be available at the Framingham and Wayland Public Libraries. Should you have any questions about this nomination prior to the Massachusetts Historical Commission meeting, please contact Betsy Friedberg, National Register Director, at this office.

Sincerely,

Brona Simon

Brona Simon
State Historic Preservation Officer
Massachusetts Historical Commission

Enclosures: NR Criteria, Rights of Owners, Effects and Benefits of Listing

cc: Elisa Scola, Wayland Historical Commission
Andrew Reck, Wayland Planning Board
Fred Wallace, Framingham Historical Commission
Christine Long, Framingham Planning Board
Gretchen Schuler, consultant

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TOWN OF WAYLAND

MASSACHUSETTS
01778

TOWN BUILDING
41 COCHITUATE ROAD
TEL. (508) 358-7701
www.wayland.ma.us

August 25, 2016

Kevin W. Manganaro
Assistant Attorney General
Division of Open Government
Office of Attorney General
One Ashburton Place, 20th Floor
Boston, MA 02108

RE: OML 2016-98; Wayland Board of Selectmen

Dear Mr. Manganaro:

Enclosed with respect to the above-referenced matter please find two (2) counterparts of the settlement agreement that you sent me signed and dated by me for the Wayland Board of Selectmen. Please sign, date and return one fully signed agreement to me.

Thank you for your attention to this matter.

Very truly yours,

Mark J. Lanza
Town Counsel

Encl.'s
cc: Wayland Board of Selectmen c/o
Town Administrator (w/ encl.)

SETTLEMENT AGREEMENT

I. INTRODUCTION

The Commonwealth of Massachusetts, by and through its Attorney General Maura Healey ("Attorney General"), and the Wayland Board of Selectmen (the "Board") hereby enter into this Agreement ("Agreement") pursuant to G. L. c. 30A, § 23(a), to resolve all allegations arising out of conduct by the Board that the Attorney General has determined violated the Open Meeting Law. Specifically, the Attorney General concluded that the Board failed to create and approve meeting minutes in a timely manner. The Attorney General found this violation to be an intentional violation. In her determination, the Attorney General recommended the imposition of a $1,000 civil penalty and referred the matter for a hearing pursuant to 940 CMR 29.07(3). In order to resolve this matter without the necessity of such a hearing, the Attorney General and the Board have entered into this Agreement.

II. BACKGROUND

The Attorney General received two related complaints from George Harris, alleging that the Board violated the Open Meeting Law, G.L. c. 30A, §§ 18-25. The first complaint was filed with the Board on March 10, and the Board responded by letter dated March 24. This complaint was then filed with the Attorney General's office on May 31. The second complaint was filed with the Board on April 8, and the Board responded by letter dated April 27. The second complaint was then filed with the Attorney General's office on June 6. In his complaints, Mr. Harris alleges that the Board has failed to create and approve meeting minutes in a timely manner.

Following an investigation, the Attorney General issued a determination letter on July 22, 2016. See OML 2016-98. In that letter, the Attorney General concluded that the Board had violated the Open Meeting Law as alleged. Because the Board had previously been advised by the Attorney General's Officer of its obligation to create and approve minutes promptly, the Attorney General found the Board's violation to be intentional. See 940 CMR 29.02; OML 2015-79.

III. TERMS

1. The Attorney General has found that the Board violated the Open Meeting Law by failing to create and approve meeting minutes in a timely manner. The Attorney General has concluded that this violation meets the definition of an intentional violation, pursuant to 940 CMR 29.02.

2. The Board admits that it failed to promptly create and approve meeting minutes. The Board did so despite having received clear warning from the Attorney General's Office that the failure to create and approve meeting minutes in a timely manner violates the Open Meeting Law. See OML 2015-79.

3. This Agreement does not constitute an admission that the Board acted with the intent to specifically violate the Open Meeting Law.

4. The Attorney General and the Board have agreed to enter into this Agreement to avoid the need for a hearing pursuant to G.L. c. 30A, § 23(c).

5. The Board agrees to pay a civil penalty of $1,000 to the General Fund of the Commonwealth, pursuant to G.L. c. 30A, § 23(h). Payment must be received no later than thirty (30) days after the execution of this Agreement. Payment should be sent to the Division of Open Government, 1 Ashburton Place, Boston MA, 02108.

6. The Board agrees to comply with all applicable sections of the Open Meeting Law, G.L. c. 30A, §§ 18-25, and the Attorney General's regulations, 940 CMR 29.00, in the future.

7. The Board and the Attorney General both waive their rights to a hearing pursuant to G.L. c. 30A, § 23(c). The Board additionally waives its right of appeal pursuant to G.L. c. 30A, § 23(d).

8. In consideration of this Agreement, the Attorney General concludes her investigation into the complaint and will consider the matter resolved.

9. The Attorney General acknowledges the full cooperation of the Board in resolving this matter.

10. This Agreement is a public record.

Mark Lanza, Town Counsel
Town of Wayland
For the Wayland Board of Selectmen

August 25, 2016
Date

Kevin W. Manganaro
Assistant Attorney General
For the Attorney General of the Commonwealth of Massachusetts

Date