

PACKET

SEP 12

2016



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

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

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

BOARD OF SELECTMEN
Monday, September 12, 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 Attend Finance Committee Special Town Meeting Warrant Article Hearing |
| 7:15 pm | 2.) | Return to Meeting and Review Agenda for the Public <ul style="list-style-type: none">• Announcements |
| 7:17 pm | 3.) | Public Comment |
| 7:25 pm | 4.) | Update on Library Project with Chair of the Board of Library Trustees |
| 7:45 pm | 5.) | Vote to Submit Housing Production Plan |
| 7:50 pm | 6.) | Meet with Finance Committee and Financial Advisor Clark Rowell |
| 8:20 pm | 7.) | Review Special Town Meeting Articles |
| 8:40 pm | 8.) | Review and Approve Consent Calendar (See Separate Sheet) |
| 8:45 pm | 9.) | Review Correspondence (See Separate Index Sheet) |
| 8:55 pm | 10.) | Report of the Town Administrator |
| 9:05 pm | 11.) | Selectmen's Reports and Concerns |
| 9:15 pm | 12.) | Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any |
| 9:20 pm | 13.) | Adjourn |

AGENDA 4-5-6

DATE: SEPTEMBER 9, 2016
TO: BOARD OF SELECTMEN
FROM: MARYANN DINAPOLI, EXECUTIVE ASSISTANT, BOARD OF SELECTMEN
RE: AGENDA ITEMS 4-5-6

AGENDA ITEM 4: No documents were submitted for insertion in the Agenda packet prior to the printing of the packet.

AGENDA ITEM 5. The Housing Production Plan is online at the Planning Board website here:

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

A copy of the cover letter to the Department to Housing & Community Development, for signature by the Chair, is attached.

AGENDA ITEM 6. No documents were submitted for insertion in the Agenda packet prior to the printing of the packet.



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September 12, 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
Attention: Phil DeMartino

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

Ladies and Gentlemen:

The Town of Wayland is pleased to submit its 2016 updated Housing Production Plan, which is attached to this email. The plan is a collaborative effort in conjunction with the Wayland Partnership, Wayland Housing Authority and the Wayland Affordable Housing Trust.

The AHPP was adopted by the Wayland Planning Board August 22, 2016, and the Wayland Board of Selectmen on September 12, 2016, and outlines the community's affordable housing efforts for the next five years.

The municipal contact person on this matter is:

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

Sincerely,

Cherry C. Karlson
Chair, Board of Selectmen

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	C. Karlson			
B	Pay Previous Fiscal Year Unpaid Bills	Town Clerk	C. Karlson			
C	Amend Chapter 36, Section 18 of Town Code, Attendance and Participation of Nonresident Town Officials	Board of Selectmen	C. Karlson			
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	L. Anderson			
E	Authorize Land Acquisitions for Natural Diversity (LAND) Grant Program Funding to Purchase Conservation Restriction on Mainstone Farm	Community Preservation Committee and Conservation Commission	M. Antes			
F	Landscaping in Parking Areas Zoning Bylaw	Planning Board	L. Anderson			
G	Home Occupation	Planning Board	L. Anderson			
H	Conservation Cluster Developments	Planning Board	L. Anderson			

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	L. Anderson			
J	Street Acceptance	Planning Board	J. Nolan			
K	Town Wide Recreation Facilities Strategic Plan	Recreation Commission	L. Jurist			
L	207/195 Main Street and Middle School Field Feasibility Study	Recreation Commission	L. Jurist			
M	Appropriate Funds to Purchase 107 Old Sudbury Road for Water Resources Protection	Board of Public Works	J. Nolan			
N	Appropriate Funds to Purchase 8 Glezen Lane for Water Resources Protection	Board of Public Works	J. Nolan			
O	Municipal Field Irrigation Waiver Bylaw Change	Board of Public Works	J. Nolan			
P	Amend FY2017 Capital Budget to Eliminate Funding for Stonebridge Water Access Road and Water Main	Petitioners	M. Antes			



ARTICLES SUBMITTED FOR ADMISSION TO WARRANT FOR SPECIAL TOWN MEETING

November 15, 2016

The following articles were submitted for consideration for inclusion in the Warrant for the Special Town Meeting to begin on Tuesday, November 15, 2016. Please note these articles are not in their final order, and are subject to nonsubstantive revisions between now and the time the Warrant is finalized.

A. CURRENT YEAR TRANSFERS

Sponsored by: Town Clerk

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.

B. PAY PREVIOUS FISCAL YEAR UNPAID BILLS

Sponsored by: Town Clerk

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.

C. AMEND CHAPTER 36, SECTION 18 OF TOWN CODE, ATTENDANCE AND PARTICIPATION OF NONRESIDENT TOWN OFFICIALS

Sponsored by: Board of Selectmen

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.

D. PETITION THE STATE LEGISLATURE TO REMOVE ALL POLICE PERSONNEL FROM THE PROVISIONS OF CIVIL SERVICE WITHOUT AFFECTING THE CIVIL SERVICE RIGHTS OF INCUMBENTS

Sponsored by: Board of Selectmen

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

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

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

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

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

E. AUTHORIZE LAND ACQUISITIONS FOR NATURAL DIVERSITY (LAND) GRANT PROGRAM FUNDING TO PURCHASE CONSERVATION RESTRICTION ON MAINSTONE FARM

Sponsored by: Community Preservation Committee and Conservation Commission

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

These articles were submitted for consideration for inclusion in the Warrant for the Special Town Meeting to begin on Tuesday, November 15, 2016. Please note these articles are not in their final order, and are subject to nonsubstantive revisions between now and the time the Warrant is finalized.

- (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.

F. LANDSCAPING IN PARKING AREAS ZONING BYLAW

Sponsored by: Planning Board

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.**

These articles were submitted for consideration for inclusion in the Warrant for the Special Town Meeting to begin on Tuesday, November 15, 2016. Please note these articles are not in their final order, and are subject to nonsubstantive revisions between now and the time the Warrant is finalized.

G. HOME OCCUPATION

Sponsored by: Planning Board

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.

H. CONSERVATION CLUSTER DEVELOPMENTS

Sponsored by: Planning Board

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:

[Key to changes: underlining denotes additions; ~~strikethroughs~~ denotes deletions]

1803.1 After notice and public hearing in accordance with Jaw, 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:

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

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

1803.1.3 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) ~~¶~~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) ~~¶~~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~~

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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, 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.

1803.1.3.32 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 § 198-18051803.1.43.

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 Each of the building lots ~~shown on the plan is~~ shall be of a size and shape as shall 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 a~~ All dwellings and accessory buildings, driveways and roadways shall be set back at least ~~45~~ 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 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, 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 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]

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1803.1.82 Conveyance of the open Open land Land.

1803.1.8-12.1 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

~~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.

~~1803.1.8.22.2~~ 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.

~~1803.1.92.3~~ 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.

~~1803.1.103~~ 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. [Amended 5-5-2005 ATM by Art.29 3

1803.1.11, respectively.

~~1803.1.114~~ 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]

§ 198-1804. Conditions.

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.

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§ 198-1805. Decision.

1805.1 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-~~92.3~~92.3 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.

1806.1 If a special permit is granted, the Planning Board shall impose as a condition that the ~~common~~ Open Land 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

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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.

§198-1807. Duration 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.

§ 198-1808. Amendments.

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.

I. ASSISTED/INDEPENDENT LIVING AND NURSING HOME

Sponsored by: Planning Board

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.

These articles were submitted for consideration for inclusion in the Warrant for the Special Town Meeting to begin on Tuesday, November 15, 2016. Please note these articles are not in their final order, and are subject to nonsubstantive revisions between now and the time the Warrant is finalized.

J. STREET ACCEPTANCE

Sponsored by: Planning Board

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

K. TOWN WIDE RECREATION FACILITIES STRATEGIC PLAN

Sponsored by: Recreation Commission

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.

L. 207/195 MAIN STREET AND MIDDLE SCHOOL FIELD FEASIBILITY STUDY

Sponsored by: Recreation Commission

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 and 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 and 195 sites if found to be a feasible option.

M. APPROPRIATE FUNDS TO PURCHASE 107 OLD SUDBURY ROAD FOR WATER RESOURCE PROTECTION

Sponsored by: Board of Public Works

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.

These articles were submitted for consideration for inclusion in the Warrant for the Special Town Meeting to begin on Tuesday, November 15, 2016. Please note these articles are not in their final order, and are subject to nonsubstantive revisions between now and the time the Warrant is finalized.

N. APPROPRIATE FUNDS TO PURCHASE 8 GLEZEN LANE FOR WATER RESOURCE PROTECTION

Sponsored by: Board of Public Works

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.

O. MUNICIPAL FIELD IRRIGATION WAIVER BYLAW CHANGE

Sponsored by: Board of Public Works and Recreation Commission

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.

P. AMEND FY2017 CAPITAL BUDGET TO ELIMINATE FUNDING FOR STONEBRIDGE WATER ACCESS ROAD AND WATER MAIN

Sponsored by: Petitioners

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."

These articles were submitted for consideration for inclusion in the Warrant for the Special Town Meeting to begin on Tuesday, November 15, 2016. Please note these articles are not in their final order, and are subject to nonsubstantive revisions between now and the time the Warrant is finalized.

**TOWN ADMINISTRATOR'S REPORT
WEEK ENDING SEPTEMBER 9, 2016**

RIVERS' EDGE

The Rivers Edge Committee may be prepared to issue a recommendation to the Board on September 19th.

FY 18 BUDGET PROCESS

Budget review meetings with each department are ongoing. The Finance Committee liaisons are included in each meeting. An initial meeting with the School Business Manager was postponed until there can be further discussion about how, why and under what authority the Town Administrator and Finance Committee should discuss financial matters with the School Department.

LEGAL RFP

The draft legal RFP was completed Friday and sent to the Evaluation Committee for review and comment, prior to issuance next week. If necessary, it is possible to extend the 9/29 due date for proposals and still meet the goal of awarding a contract for legal services before the end of the calendar year.



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

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

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

BOARD OF SELECTMEN
Monday, September 12, 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 a One-Day Liquor License for Saturday, September 24, 2016, from 4:00 p.m. to 9:30 p.m., catered by Bakers Best, for a Benefit for the Lovelane Special Needs Horseback Riding Program, at 48 Lincoln Road, Wayland
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 Sign Donee Acknowledgement of IRS Form for Non-Cash Charitable Contribution of \$590,000 for Sage Hill, LLC



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

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

APPLICATION FOR ONE DAY LIQUOR LICENSE

CHECK ONE

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

DATE OF EVENT BEING APPLIED FOR: Saturday, September 24, 2016

Exact times of the license: FROM 4:00 am/pm TO 9:30 am/pm

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

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

Megan Donoran + Eliza Wall
Lovelane Special Needs Horseback Riding Program, Inc.
40 Baker Bridge Rd, Lincoln MA 01773
Megan@lovelane.org 781-259-1177 x22

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

Bakers Best
Jim Costa
150 Crowl Street, Needham MA 02494
957-255-2557 jcosta@bakersbest.com

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

Description of Event: NON profit event benefiting Lovelane Special Needs Horseback Riding Program. The event will feature local celebrity chefs and entertainment on a tent located at 48 Lincoln Rd.

Number of Attendees 400 *If number of attendees exceeds 150 people, a police detail will be required)*

Is the applicant a non-profit organization duly registered with the Secretary of State? If yes, please attach appropriate documentation.

Location where event shall be held:

Catlin Residence - Duck Puddle Farm
48 Lincoln Rd Wayland MA

Has the approval of the property owner been obtained? Yes No

Please supply written confirmation from the owner of the property stating that approval is given for the sale and service of alcohol, and the occupancy number for the location.

Has the applicant been issued similar license in Wayland in the past 12 calendar months?

Yes No If yes, when? _____

Please attach a floor plan or diagram (8 1/2 x 11 sketch is acceptable) showing the exact location within the event area where alcoholic beverages will be dispensed.

The applicant hereby states that the applicant has received a copy of the Licensing Authority's regulations pertaining to One Day Liquor Licenses and is aware of and shall comply with all applicable statutes, bylaws, and regulations.

Signature of Applicant:  Date: 8/16/14

Return this form, along with check for fee of \$25 made out to the TOWN OF WAYLAND, to:

BOARD OF SELECTMEN
Wayland Town Building
41 Cochituate Road
Wayland MA 01778

If you have any questions, please call MaryAnn DiNapoli, Executive Assistant, Board of Selectmen, at 508-358-3621, or email mdinapoli@wayland.ma.us.

A certificate of insurance, showing evidence that the applicant has appropriate liability insurance, must be included with this completed application.



COMMONWEALTH OF MASSACHUSETTS
 DEPARTMENT OF REVENUE
 PO BOX 7010
 BOSTON, MA 02204



403C
 LOVELANE SPECIAL NEEDS HORSEBACK
 RIDING PROGRAM INC
 40 BAKER BRIDGE RD
 LINCOLN MA 01773-3105

Dear Taxpayer,

Below please find your Certificate of Exemption (Form ST-2). Please cut along the dotted line and display at your place of business.

Sincerely,

Massachusetts Dept. of Revenue



**Form ST-2
 Certificate of Exemption**

**Massachusetts
 Department of
 Revenue**

Certification is hereby made that the organization herein is an exempt purchaser under General Laws, Chapter 64H, section 6(d) or (e). All purchases of tangible personal property by this organization are exempt from taxation under said chapter to the extent that such property is used in the conduct of the business of the purchaser. Any abuse or misuse of this certificate by any tax-exempt organization or any unauthorized use of this certificate by any individual constitutes a serious violation and will lead to revocation. Willful misuse of this Certificate of Exemption is subject to criminal sanctions of up to one year in prison and \$10,000 (\$50,000 for corporations) in fines.

**LOVELANE SPECIAL NEEDS HORSEBACK
 RIDING PROGRAM INC
 40 BAKER BRIDGE ROAD
 LINCOLN MA 01773**

10/19/19
 CERTIFICATE EXPIRES ON
 10/19/25

NOT ASSIGNABLE OR TRANSFERABLE

COMMISSIONER OF REVENUE

William H. Catlin, Jr.
DUCK PUDDLE FARM
48 LINCOLN ROAD
WAYLAND, MASSACHUSETTS 01778

Wednesday, August 10, 2016

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

To Whom It May Concern:

This letter is to signify that as the landowner of 44, 48 & 56 Lincoln Road in Wayland, Massachusetts, I am aware of the event taking place on my property for Lovelane Special Needs Horseback Riding Program Inc. This non-profit event is being held on Saturday, September 24, 2016 with an approximate guest count of 600.

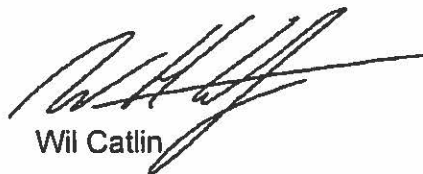
As the landowner, I am also aware that Bakers' Best is the catering company for this event who will distribute, serve and manage Lovelane's donated beer, wine and spirits at this event. I am also aware that Bakers' Best bartenders are all TIPS certified and will use their professional judgement when serving during the hours of 4:00PM – 9:30PM.

Should you have any questions regarding the organization, please reach out to Lovelane or any questions about the logistics of the event please reach out to Corinthian Events.

Lovelane Special Needs Horseback Riding Program, Inc.
Megan Donovan or Eliza Wall
781-259-1177 X22

Corinthian Events
Elizabeth Iannessa or Megan Woonton
617-450-0600

Sincere Regards,



Wil Catlin

Internal Revenue Service

Date: October 7, 2004

Lovelane Special Needs Horseback Riding
Program Inc.
PO Box 716
Lincoln, MA 01773

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:
Schaquistia Bolton 31-08028
Customer Service Representative
Toll Free Telephone Number:
8:00 a.m. to 6:30 p.m. EST
877-829-5500
Fax Number:
513-263-3756

Dear Sir or Madam:

This is in response to your request of October 7, 2004, regarding your organization's tax-exempt status.

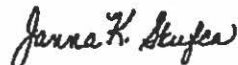
In January 1992 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE
Customer Account Services



WAYLAND POLICE DEPARTMENT

WAYLAND, MASSACHUSETTS 01778



Memorandum

ROBERT IRVING
CHIEF OF POLICE

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.

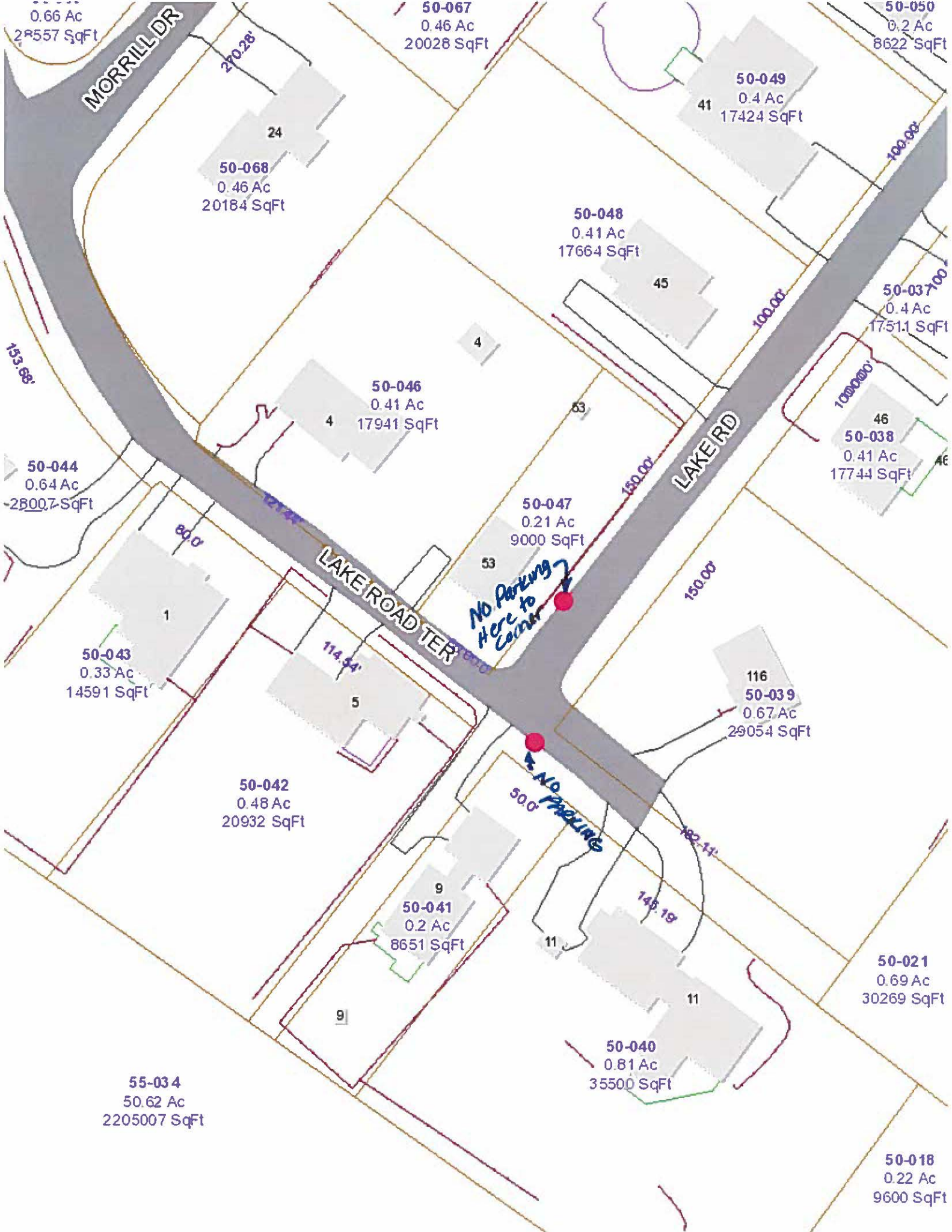
I recommend that the Board of Selectmen, as the Traffic Authority for the town, authorize the placement of a "NO PARKING HERE TO CORNER" in the in the area of 53 Lake Road, and a NO PARKING sign at 9 Lake Road Terrace. (See Attached map). This will keep the intersection clear and allow for emergency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

*NOTE: THE CALLS PARKING IN THE AREA ARE DROWN BY BEACH BOYS
AND NOT RESIDENTS OF THE NEIGHBORHOOD.*

Jy 9/9/2016

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

MJB - 9/1/16



DATE: SEPTEMBER 12, 2016
TO: BOARD OF SELECTMEN
FROM: NAN BALMER, TOWN ADMINISTRATOR
RE: AUTHORIZATION TO SIGN NONCASH CHARITABLE CONTRIBUTION FORM: SAGE HILL, LLC

RECOMMENDED ACTION:

VOTE TO AUTHORIZE TOWN ADMINISTRATOR TO SIGN NONCASH CHARITABLE CONTRIBUTION FORM FOR SAGE HILL, LLC.

BACKGROUND:

Since the adoption of Article 23 at 2015 Annual Town meeting, the Board acquired by donation 3.51 acres of open space donated by Sage Hill, LLC. Sage Hill may claim the same tax deduction by donating to the Town that it would by donating to a non-profit. Although Sage Hill has provided a copy of its appraisal to the town, any questions of the valuation of the land are between the donor and the IRS. Town Counsel reviewed the completed form.

Noncash Charitable Contributions

OMB No. 1545-0908

▶ **Attach to your tax return if you claimed a total deduction of over \$500 for all contributed property.**

Attachment Sequence No. **155**

▶ **Information about Form 8283 and its separate instructions is at www.irs.gov/form8283.**

Name(s) shown on your Income tax return

Identifying number

Sage Hill, LLC

27-3295669

Note. Figure the amount of your contribution deduction before completing this form. See your tax return instructions.

Section A. Donated Property of \$5,000 or Less and Publicly Traded Securities—List in this section only items (or groups of similar items) for which you claimed a deduction of \$5,000 or less. Also list publicly traded securities even if the deduction is more than \$5,000 (see instructions).

Part I Information on Donated Property—If you need more space, attach a statement.

1	(a) Name and address of the donee organization	(b) If donated property is a vehicle (see Instructions), check the box. Also enter the vehicle identification number (unless Form 1098-C is attached).	(c) Description of donated property (For a vehicle, enter the year, make, model, and mileage. For securities, enter the company name and the number of shares.)
A		<input type="checkbox"/>	
B		<input type="checkbox"/>	
C		<input type="checkbox"/>	
D		<input type="checkbox"/>	
E		<input type="checkbox"/>	

Note. If the amount you claimed as a deduction for an item is \$500 or less, you do not have to complete columns (e), (f), and (g).

A	(d) Date of the contribution	(e) Date acquired by donor (mo., yr.)	(f) How acquired by donor	(g) Donor's cost or adjusted basis	(h) Fair market value (see instructions)	(i) Method used to determine the fair market value
A						
B						
C						
D						
E						

Part II Partial Interests and Restricted Use Property—Complete lines 2a through 2e if you gave less than an entire interest in a property listed in Part I. Complete lines 3a through 3c if conditions were placed on a contribution listed in Part I; also attach the required statement (see instructions).

- 2a** Enter the letter from Part I that identifies the property for which you gave less than an entire interest ▶ _____
 If Part II applies to more than one property, attach a separate statement.
- b** Total amount claimed as a deduction for the property listed in Part I: **(1)** For this tax year ▶ _____
(2) For any prior tax years ▶ _____
- c** Name and address of each organization to which any such contribution was made in a prior year (complete only if different from the donee organization above):
 Name of charitable organization (donee) _____
 Address (number, street, and room or suite no.) _____
 City or town, state, and ZIP code _____
- d** For tangible property, enter the place where the property is located or kept ▶ _____
- e** Name of any person, other than the donee organization, having actual possession of the property ▶ _____

	Yes	No
3a Is there a restriction, either temporary or permanent, on the donee's right to use or dispose of the donated property?	<input type="checkbox"/>	<input type="checkbox"/>
b Did you give to anyone (other than the donee organization or another organization participating with the donee organization in cooperative fundraising) the right to the income from the donated property or to the possession of the property, including the right to vote donated securities, to acquire the property by purchase or otherwise, or to designate the person having such income, possession, or right to acquire?	<input type="checkbox"/>	<input type="checkbox"/>
c Is there a restriction limiting the donated property for a particular use?	<input type="checkbox"/>	<input type="checkbox"/>

Name(s) shown on your income tax return

Identifying number

Section B. Donated Property Over \$5,000 (Except Publicly Traded Securities)—Complete this section for one item (or one group of similar items) for which you claimed a deduction of more than \$5,000 per item or group (except contributions of publicly traded securities reported in Section A). Provide a separate form for each property donated unless it is part of a group of similar items. An appraisal is generally required for property listed in Section B. See instructions.

Part I Information on Donated Property—To be completed by the taxpayer and/or the appraiser.

4 Check the box that describes the type of property donated:

- a Art* (contribution of \$20,000 or more)
- b Qualified Conservation Contribution
- c Equipment
- d Art* (contribution of less than \$20,000)
- e Other Real Estate
- f Securities
- g Collectibles**
- h Intellectual Property
- i Vehicles
- j Other

*Art includes paintings, sculptures, watercolors, prints, drawings, ceramics, antiques, decorative arts, textiles, carpets, silver, rare manuscripts, historical memorabilia, and other similar objects.

**Collectibles include coins, stamps, books, gems, jewelry, sports memorabilia, dolls, etc., but not art as defined above.

Note. In certain cases, you must attach a qualified appraisal of the property. See instructions.

5	(a) Description of donated property (if you need more space, attach a separate statement)	(b) If tangible property was donated, give a brief summary of the overall physical condition of the property at the time of the gift	(c) Appraised fair market value
A	3.51 +/- acres of land-38 Concord Rd, Wayland MA		590,000 00
B			
C			
D			

	(d) Date acquired by donor (mo., yr.)	(e) How acquired by donor	(f) Donor's cost or adjusted basis	(g) For bargain sales, enter amount received	See instructions	
					(h) Amount claimed as a deduction	(i) Date of contribution
A	6-23-2010	Purchased	0 00		590,000 00	7-17-2015
B						
C						
D						

Part II Taxpayer (Donor) Statement—List each item included in Part I above that the appraisal identifies as having a value of \$500 or less. See instructions.

I declare that the following item(s) included in Part I above has to the best of my knowledge and belief an appraised value of not more than \$500 (per item). Enter identifying letter from Part I and describe the specific item. See instructions. ▶

Signature of taxpayer (donor) ▶

Date ▶

Part III Declaration of Appraiser

I declare that I am not the donor, the donee, a party to the transaction in which the donor acquired the property, employed by, or related to any of the foregoing persons, or married to any person who is related to any of the foregoing persons. And, if regularly used by the donor, donee, or party to the transaction, I performed the majority of my appraisals during my tax year for other persons.

Also, I declare that I perform appraisals on a regular basis; and that because of my qualifications as described in the appraisal, I am qualified to make appraisals of the type of property being valued. I certify that the appraisal fees were not based on a percentage of the appraised property value. Furthermore, I understand that a false or fraudulent overstatement of the property value as described in the qualified appraisal or this Form 8283 may subject me to the penalty under section 6701(a) (aiding and abetting the understatement of tax liability). In addition, I understand that I may be subject to a penalty under section 6695A if I know, or reasonably should know, that my appraisal is to be used in connection with a return or claim for refund and a substantial or gross valuation misstatement results from my appraisal. I affirm that I have not been barred from presenting evidence or testimony by the Office of Professional Responsibility.

Sign

Here

Signature ▶

J. Scott Fell

Title ▶

President

Date ▶

7/15/16

Business address (including room or suite no.)

Identifying number

City or town, state, and ZIP code

Part IV Donee Acknowledgment—To be completed by the charitable organization.

This charitable organization acknowledges that it is a qualified organization under section 170(c) and that it received the donated property as described in Section B, Part I, above on the following date ▶

Furthermore, this organization affirms that in the event it sells, exchanges, or otherwise disposes of the property described in Section B, Part I (or any portion thereof) within 3 years after the date of receipt, it will file Form 8282, Donee Information Return, with the IRS and give the donor a copy of that form. This acknowledgment does not represent agreement with the claimed fair market value.

Does the organization intend to use the property for an unrelated use? ▶

Yes No

Name of charitable organization (donee)

Employer identification number

Address (number, street, and room or suite no.)

City or town, state, and ZIP code

Authorized signature

Title

Date



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

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

LEA T. ANDERSON
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**REVISED LIST OF PUBLIC DOCUMENTS
PROVIDED TO THE BOARD OF SELECTMEN
FROM SEPTEMBER 2, 2016, THROUGH AND
INCLUDING SEPTEMBER 8, 2016, OTHERWISE
NOT LISTED AND INCLUDED IN THE
CORRESPONDENCE PACKET FOR
SEPTEMBER 12, 2016**

Items Distributed To the Board of Selectmen –September 2-8, 2016

1. Email of 9/6/16 from Office of the Town Administrator to Board of Selectmen re: Articles Received for the November Special Town Meeting
2. Email of 9/7/16 from Nan Balmer, Town Administrator to Board of Selectmen re: Town Administrator Evaluation Documents

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of September 6, 2016

1. List of Articles Received for the November Special Town Meeting with Article Text

Items Included as Part of Agenda Packet for Discussion During the September 12, 2016 Board of Selectmen's Meeting

1. Memorandum of 9/9/16 from MaryAnn DiNapoli, Executive Assistant, Board of Selectmen, re: Agenda Items 4, 5 and 6
2. List of Articles Received for the November Special Town Meeting with Article Text
3. Report of the Town Administrator for the Week Ending September 9, 2016



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

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

LEA T. ANDERSON
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JOSEPH F. NOLAN

BOARD OF SELECTMEN
Monday, September 12, 2016
Wayland Town Building
Selectmen's Meeting Room

Selectmen

1. Letter of 9/1/16 from Historical Commission to Sarkis Sarkisian, Town Planner, re: Brookside Development 113, 115, 117, 119 Boston Post Road
2. Memorandum of 9/8/16 from Sarkis Sarkisian, Town Planner, to Geoff Larsen, Building Commissioner, re: Advisory Opinion – The Carroll School, 39-45 Waltham Road, Site Plan Approval
3. Monthly Report, Animal Control, August 2016
4. Letter of 9/8/16 from Nan Balmer, Town Administrator, to Eric Goldberg, Chair, Zoning Board of Appeals, re: 150 Main Street Appeal

Minutes

5. West Suburban Veterans District, March 10, 2016

Region

6. Memorandum of 9/6/16 from Metropolitan Area Planning Council, MBTA Advisory Board, to Chief Elected Officials, re: Municipal Elections to the Boston Region Metropolitan Planning Organization



①

TOWN OF WAYLAND
MASSACHUSETTS
01778
WAYLAND HISTORICAL COMMISSION

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-7701

September 1, 2016

RECEIVED

SEP -2 2016

Board of Selectmen
Town of Wayland

Sarkis Sarkisian Town Planner
Wayland Town Building
41 Cochituate Road
Wayland, MA 01778

RE: MH #851: Brookside Development 113, 115, 117, 119 Boston Post Road

Dear Sarkis,

After reviewing the plans for the proposed development near Pine Brook, the Historical Commission is concerned about encroachment on an archaeologically sensitive site by the brook. A resident on Pine Brook Road unearthed a very old artifact, possibly the oldest artifact found in Wayland thus far, from his front yard when planting a tree on his property. According to the records maintained by the Wayland Archaeology Group, an arm of the Wayland Historical Commission, this site is registered with the Massachusetts Historical Commission (site #19-MD-696).

Due to the artifact already uncovered, this site requires an archaeological survey before the land is developed. Even though there is some surface disturbance, most pre-colonial archaeological sites can be as deep as 50 centimeters below the ground surface or deeper, depending on the topography. Since the Pine Brook watershed has never been studied archaeologically, extensive development of this area without conducting a survey first would likely preclude the opportunity to learn more about the earliest inhabitants of this area.

Sincerely,

Elisa Scola, Chair
Wayland Historical Commission

Cc: Cherry Carlson, Chair, Board of Selectman
Sherre Greenbaun, Chair, Conservation Commission
Nan Balmer, Town Administrator



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

[Handwritten signature]
DATE: September 8, 2016
TO: Geoff Larsen, Building Commissioner
FROM: Sarkis Sarkisian, Town Planner
RE: Advisory opinion – The Carroll School, 39-45 Waltham Road-Site Plan Approval

On August 16, 2016, the Planning Board reviewed the proposal for 39-45 Waltham Road "The Carroll School" an Educational use governed by Massachusetts General Laws 40A §3. A site plan submission was filed by Schlesinger and Buchbinder, LLP dated June 28, 2016 along with Plans prepared by DSK Architects and Planners, dated June 27, 2016 and revised on July 27, 2016. The Application also included a Stormwater Management and Pollution Plan prepared by Oak Consulting Group, LLC and a Traffic Report prepared by Bayside Engineering, Inc. In response to comments which the applicant has received from neighbors and officials of the Town of Wayland, the applicant has voluntarily proposed the following conditions, which we recommend be incorporated into your site plan approval. The Planning Board on September 6, 2016 reviewed and voted unanimously to submit the following conditions along with the Drop-off/Pick-up/parking protocol dated August 22, 2016.

On behalf of the Planning Board we thank you for providing this opportunity to comment on the subject application.

RECEIVED

SEP - 8 2016

Board of Selectmen
Town of Wayland

**39 AND 45 WALTHAM ROAD, WAYLAND
CONDITIONS TO SITE PLAN APPROVAL**

1. All parking shall be on-site (and not on Town streets, roads, or ways) in accordance with: (a) the "Drop-Off/Pick-up/Parking Protocol" dated August 22, 2016 (the "Drop-Off/Pick-up/Parking Protocol"), a copy of which is attached hereto, and (b) a plan entitled "Proposed Site Circulation Plan" sheet No. C-007 prepared by Dewing Schmid Kearns dated June 27, 2016 (the "Site Circulation Plan"), a copy of which is also attached hereto.
2. Drop-off and Pick-up will be conducted in accordance with: (a) the Drop-Off/Pick-up/Parking Protocol; and (b) the Site Circulation Plan. The rear access road shall be used only by emergency vehicles and for temporary overflow queuing during drop-off/pick-up.
3. With respect to the athletic fields, there shall be (a) no lighting of the same, (b) no permanent electronic scoreboard, (c) no permanent spectator seating, and (d) no outdoor sound amplification.
4. No landscaping maintenance shall be scheduled prior to 7AM on weekdays nor 8AM on Saturdays, and no landscaping maintenance shall be scheduled on Sundays.
5. No trash removal shall be scheduled prior to 7AM on weekdays nor 8AM on Saturdays, and no trash removal shall be scheduled on Sundays.
6. No deliveries shall be requested before 7AM on weekdays nor 8AM on weekends.
7. The applicant agrees to submit a proposed lighting plan for the parking area at the front of the site and to submit cut sheets with the proposed light fixtures for review and approval by the Town Planner, which approval shall not be unreasonably withheld. The lighting plan shall provide for a measurement of 0-foot candles at the boundaries of the property (i.e., there shall be no light spillover onto abutting properties). All lighting shall be of a residential style and dark-sky compliant. A review of lighting may be made by the Town not less than six (6) months after the issuance of an occupancy certificate.
8. The applicant agrees to submit details of the proposed signs at the front entrance and egress of the site for review and approval by the Town Planner, which review and approval shall not be unreasonably withheld.
9. The applicant agrees that the Bioretention basin which it has proposed shall be vegetated and maintained to ensure that it is in proper working condition, with no new flow of stormwater intentionally designed to flow onto Waltham Road.
10. The applicant agrees to pay up to \$5,000.00 towards a traffic study of existing conditions along Waltham Road and at major intersections along the Waltham Road corridor in both Wayland and Lincoln. Said payment shall be made within seven (7) days of the issuance of a building permit for proposed improvements to the principal building at the site. In the event that traffic calming measures are proposed as a result of such study, the

applicant agrees to contribute up to an additional \$5,000.00 towards any such improvements. In no event shall the applicant's total contribution toward the traffic study and any associated traffic calming measures exceed \$10,000.00.

11. A review of traffic and parking may be conducted by the Town not less than six (6) months and not more than twelve (12) months after the issuance of a Certificate of Occupancy for the use of the main building.
12. The applicant intends to demolish the barn currently on the premises. The Town, at its option, and at its sole cost and expense, may (a) remove the barn on or before September 15, 2016, or (b) dismantle the barn on or before October 1, 2016, and store its component parts on the site in a location to be determined by the applicant until March 15, 2017, by which time all of the component parts of the barn must be removed from the site.
13. The applicant agrees that these conditions apply to the site plan application and related plans filed by the applicant in this instance, and that any change in use or change in ownership shall require a new application for site plan review if such a review is triggered by the applicable thresholds and criteria set forth in Article 6 of the Zoning Bylaw.
14. The applicant agrees that these conditions shall be binding upon the applicant, its successors, and assigns.

THE CARROLL SCHOOL

DROP-OFF/PICK-UP/PARKING PROTOCOL

August 22, 2016

The following narrative describes the proposed drop-off/pick-up and parking protocol for The Carroll School (the "School") at 39-45 Waltham Road (the "Property").

Drop-off / Pick-up

As shown on a plan entitled "Proposed Site Circulation Plan" by Dewing Schmid Kearns, Architects and Planners, dated June 27, 2016 (the "Plan"), vehicles would enter the Property through a dedicated one-way entrance off of Waltham Road at the western end of the Property. Vehicles would then be directed by School staff members to the student drop-off area. After drop-off, vehicles would exit through a dedicated one-way exit at the eastern end of the Property back on to Waltham Road. Afternoon pick-up would be conducted in the same manner.

For those parents who need to enter the building, there is ample visitor parking provided as shown on the Plan.

Prior to the beginning of the school year, the School will notify all parents of this drop-off / pick-up protocol, and make clear that no parking is allowed on any public street.

Parking

All visitor parking will be accommodated on site. The Plan shows 45 lined spaces in a parking facility at the front of the Property, with an additional area as shown on the Plan which can be used for overflow special event parking. In the rare event that even more parking is required, the School will arrange for shuttle service to and from the site from an offsite location.

For any special event which the School reasonably anticipates will generate over 110 guests, it will:

- 1) notify both the Town and abutting neighbors at least 48 hours in advance of such function; and
- 2) post School staff members at the access drive to direct patrons to available parking, where School staff members will also be available to coordinate parking.

(6) 8/22/16

TOWN OF WAYLAND
ANIMAL CONTROL SUMMARY REPORT
AUGUST 2016

TOTAL NUMBER CALLS HANDLED

61

# Complaint Calls	8
# Lost Dog Calls	2
# Lost Cat Calls	3
# Other Cat related calls	3
# Animal / Wildlife Calls	7
# Miscellaneous Calls	32

TOTAL # ANIMALS PICKED UP

2

Total # dogs not licensed	1
Total # dogs not claimed	
# still in dog officer custody	1
#surrendered to Humane Shelter	

TOTAL # HUMAN BITE CALLS

TOTAL # ANIMAL -> ANIMAL BITE

10 Day Quarantine Order -Human Bite	Issued 0 / Released 0
10 Day Quarantine Order -Animal Bite	Issued 0 / Released 0
45 Day/6 Month Quarantine Orders	Issued 3 / Released 1

TOTAL # CITATIONS ISSUED

NONE

# No license citations	
# Leash Law/Dog not under owner control	
# Other Offense	
# Court summons processed	

Submitted by:
Jennifer Condon
Animal Control Inspector/Officer

4



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

September 8, 2016

Eric Goldberg, Chair
Zoning Board of Appeals
Town of Wayland

RE: 150 Main Street Appeal

Dear Mr. Goldberg,

On Wednesday August 17th, I authorized the HR Assistant to take in and stamp, with the intent for staff to deliver to the Town Clerk, the appeal of the Building Commissioner's decision on 150 Main Street. I authorized acceptance of the document because the Town Clerk's office was closed and Gretchen Dresens, who wished to file the appeal, was unable to return to Town Building before the appeal period expired. It is unusual for the Town Clerk's office to be closed for an extended time during business hours and for the Town Clerk to be unavailable to accept time sensitive documents that are legally required to be accepted timely by the Town. Although the appeal was accepted by my office with an intent to properly file it, Ms. Dresens took the appeal away from my office and filed it with the Building Department. The Building Department Clerk accepted and stamped the appeal, as required by section 2.1 of the Zoning Board of Appeals rules and regulations, adopted by your board on March 9, 2004. (Attached). These Rules and Regulations require the Building Department Clerk to file the appeal with the Town Clerk. The Building Department did not file the appeal until Friday August 19th, after the appeal period expired. Because the two appeals that were not filed with the Town Clerk were not filed timely, these appeals were not assigned case numbers and advertised for the Board's hearing on September 27th. The two appeals filed after the deadline are available in the Building Department and are available at your request.

Thank you for your consideration of this information.

Sincerely,

Nan Balmer
Town Administrator

cc Board of Selectmen
Zoning Board of Appeals
Geoffrey Larsen, Building Commissioner
Gretchen Dresens

TOWN OF WAYLAND ZONING BOARD OF APPEALS

RULES AND REGULATIONS

At a meeting of the Wayland Zoning Board of Appeals, held on March 9, 2004, the following motion was made, duly seconded, and approved unanimously by all those present:

MOVED: To adopt the attached rules and regulations of the Zoning Board of Appeals of Wayland as revised and amended, under the authority of the General Laws of the Commonwealth of Massachusetts, Chapter 40A, Section 12. These RULES AND REGULATIONS are effective immediately upon their filing with the Wayland Town Clerk, and they supersede any previously filed with the Clerk.

So voted,

Members:

Steven Fugarazzo

Lawrence Glick

James Grumbach (chair)

Eric Goldberg

Susan Koffman

Associate Members:

Shaunt Sarian

Linda Segal

Aida Gennis (not present)

RECEIVED
TOWN OF WAYLAND
TOWN CLERK
04 MAR 22 PM 3: 54

RULES AND REGULATIONS

04 MAR 22 PM 3:54

These rules and regulations are adopted by the Zoning Board of Appeals of Wayland under the authority of the General Laws of the Commonwealth of Massachusetts, Chapter 40A, Section 12. These rules and regulations, as amended from time to time, become effective upon their filing with the Wayland Town Clerk and supersede any previously filed with the Clerk.

1. GENERAL

- 1.1 *Jurisdiction of the Board.* In accordance with MGL ch. 40A, Section 14, and Code of the Town of Wayland, Chapter 198, Section 201, the Board hears appeals from anyone denied a Wayland building permit; denied zoning enforcement action by the Town of Wayland; seeking to overturn a decision by the Zoning Enforcement Officer; seeking a special permit or variance under MGL ch. 40A; appealing under MGL ch. 41, Sections 81Y to 81CC; or seeking site plan approval (with permits) or a comprehensive permit.
- 1.2 *Composition of the Board.* In accordance with MGL ch. 40A, Section 12, and Wayland Town Code Chapter 198, Section 201.1, the Board consists of five regular and three associate members. An associate member, selected by the chair, sits as a voting member of the Board only when a regular member is absent or recused due to a conflict of interest or other inability to act. When unrecused associate members are not sitting on the panel as a voting member, they remain at the Board table and participate in the discussion.
- 1.3 *Chair and clerk of the Board; term limits.* In accordance with MGL ch. 40A, Section 12, all the members of the Board annually elect one regular member to serve as chair and a regular or associate member to serve as clerk. No member may serve more than two consecutive one-year terms as chair. This rule can be waived for one additional year under extraordinary circumstances, such as the refusal of any other member to chair the Board. The clerk shall ensure that records are kept, as required by state law, of the hearings conducted by the Board. In the clerk's absence, an acting clerk shall be appointed by the members present to ensure that the records are kept.
- 1.4 *References.* Any proceeding before the Board, whether an application for zoning relief, a petition for a variance, an appeal of the Building Commissioner/Zoning Enforcement Officer's decision, a request for site plan approval, or an application for a comprehensive permit, is referred to in these Rules and Regulations as an application. Section references are to Town Code Chapter 198, hereinafter the "Zoning Bylaws."
- 1.5 *Conflict between these rules and the local or state zoning laws.* It is intended that the Zoning Bylaws shall govern in all respects regarding these rules and regulations. If there is any conflict between the provisions of these rules and the Zoning Bylaws, the Bylaws prevail. If there is any conflict between these rules and the General Laws of the Commonwealth of Massachusetts pertaining to zoning and the control of subdivisions, the General Laws prevail.

2. APPLICATION FOR HEARINGS

- 2.1 *Form of application.* Each application for action by the Board must be made on the official form (which is available from the Building Department) and filed with the Town Clerk in one signed original. This filing is made by submitting the signed original to the

Building Department, and the staff will deliver it to the Town Clerk for filing. The applicant is responsible for ensuring that all relevant boxes on the form are completed and all required information has been filled in.

- 2.2 *Time for filing applications.* Any application appealing an order or decision of the Building Commissioner or Zoning Enforcement Officer must be filed within 30 calendar days from the date of the order or decision being appealed. Other applications (e.g., requests for site plan approval or comprehensive permits) may be filed at any time.
- 2.3 *Authority of applicant.* Any application brought by anyone other than the record owner of the property affected must give the name of the record owner and explain the applicant's relationship to the owner (e.g., lessee, holder of an option to purchase, attorney). The applicant must submit evidence at or before the hearing of the record holder's consent to the application being filed and heard, as well as relevant documents evidencing the applicant's authority or standing to bring the application. Relevant documents include but are not limited to: deeds evidencing ownership; signed purchase-and-sale agreements, leases, options to purchase; documents evidencing the identity of any current trustees.
- 2.4 *Materials that must be filed with the application.* Every application for a variance, special permit, or site plan approval, or appeal from a decision of the Building Commissioner /Zoning Enforcement Officer must be accompanied by the materials specified in the Application Checklist available from the Building Department.¹ These *mandatory materials* include, but are not limited to:
- 2.4.1 *Plan of the site.* The plan (in nine copies) must be dated and manually signed by a registered engineer or registered land surveyor, and drawn to the scale of 40 feet (or less) to the inch. The Board may, when necessary, require the plan to be an instrument survey. The plan must show ALL of the following:
- (a) boundaries and dimensions of the applicant's lot or lots
 - (b) the name and, where available, the width of all abutting streets or ways
 - (c) the measurement of all setbacks (i.e., from the front property line, center of the right of way, all side property lines, and the rear property line)
 - (d) the location and dimensions of all existing and proposed buildings, structures, accessory structures, and driveways
 - (e) to the extent material to the application, all parking spaces, service areas, and other open uses
 - (f) significant spot elevations in relation to mean sea level
 - (g) to the extent material to the application, the location of all existing and proposed signs and exterior lighting
 - (h) all principal landscape features, including fences, walls, planting areas, walks, tree lines
- 2.4.2 *Topographical plan.* If the applicant proposes changes in the property's existing topography or if the property in question is in the flood plain in whole or in part, a separate plan must be filed showing the grade lines.

¹To file a petition appealing the Zoning Enforcement Officer's decision to seek enforcement action (or the decision not to seek enforcement action), the petitioner must file an application on the official form and those additional materials specified separately in the Checklist or designated by the Building Commissioner.

- 2.4.3 *Building elevations.* Every application for a variance or a special permit must be accompanied by elevations of all existing and proposed construction. The elevations must show the building's dimensions, including the height from grade to the roof ridge and to the highest architectural element (if higher). The elevation must also indicate the heights of any existing buildings.
- 2.4.4 *Blueprints, schematic plans, or sketches.* Every application contemplating the construction or alteration of one or more buildings must be accompanied by a floor plan showing the location, dimensions, and use of rooms within the building. This can be an architect's or drafter's blueprints or schematic architectural plan; if none is available, the applicant can submit a hand-drawn plan in scale (of one/eighth or one/fourth inches equals one foot).
- 2.4.5 *Board of Health approval.* Every application must be accompanied by a letter signed by the Board of Health indicating its approval of any septic plans and a copy of the plans so approved; or a letter signed by the Board of Health indicating that it will not require any changes to the existing septic system.
- 2.5 *Inadequate plans or forms.* The Board may in its discretion reject any plan as inadequate and may dismiss, with or without prejudice, any application for the failure to file adequate plans or to complete the application form. The Board may also ask the applicant to supplement the submission with additional information.
- 2.6 *Other materials that can be filed with applications.* Applicants may provide the Board with any other pertinent materials they wish. These *voluntary materials* include letters from abutters and neighbors, photographs of the site and neighborhood, analysis of the neighborhood's character (e.g., average setback, lot size, house size), written narratives.
- 2.7 *Mechanism for filing accompanying materials.* All mandatory accompanying materials must be filed in nine copies and submitted to the Building Department at the time of filing the official application. Other than photographs of the site and neighborhood, all voluntary accompanying materials must be filed in nine copies and submitted to the Building Department no later than seven calendar days before the hearing, so they will be available for the public's review. Original photographs may be submitted to the Board during the public hearing, and additional duplicates are not required. The originals will be filed by the Board and retained in the Building Department records.
- 2.8 *Filing fees.* Each application, unless submitted by an officer, a board, or a commission of the Town, must be accompanied by a nonrefundable filing fee. The fees change from time to time, and a list of the current fees is available from the Building Department.
- 2.9 *Withdrawal of applications.* The Board may, in its discretion, permit an application to be withdrawn as follows:
- 2.9.1 *Before the day of hearing.* Before the day of the public hearing, an applicant may withdraw without prejudice by submitting a letter in writing requesting the withdrawal and stating the reason. The applicant need not attend the public hearing. Such withdrawal will not constitute unfavorable action on the part of the Board within the meaning of M.G.L. ch. 40A, Section 16 (on repetitive petitions).

- 2.9.2. *At or during the public hearing.* During the public hearing, an applicant can ask the Board to permit withdrawal of the application. The Board may, in its discretion, do so with or without prejudice.
- 2.9.3. *After the public hearing or during Board deliberations.* After the close of the public hearing, any request to withdraw the application will be granted only with prejudice. Such withdrawal will constitute unfavorable action on the part of the Board within the meaning of M.G.L. ch. 40A, Section 16 (on repetitive petitions).

3. HEARING ASSIGNMENT AND NOTICE

- 3.1 *Assignment for hearing.* Once an application is complete, it is assigned for hearing at a date and time set by the Board (or its agent, the Building Commissioner). Hearings are usually held twice a month, and applications are scheduled for 8:00 PM (or 7:30 PM, if the Board is hearing four applications) and every half hour thereafter. When an individual hearing cannot be completed in one session, the chair will announce the continued date and time during the public hearing.
- 3.2 *Notice of hearing.* The Board shall cause a notice of the hearing time and place and of the general subject matter, sufficient for identification, to be published in a newspaper of general circulation in the Town of Wayland once in each of two successive weeks, with the first publication not less than 14 days before the day of the hearing; and to be posted in the Wayland Town Building for a period of not less than 14 days before the day of hearing. Notice shall also be sent by mail, postage prepaid, to: (a) the applicant and (if different) the owner of the property affected; (b) the owners of all abutting property; (c) the owners of land directly opposite on any public or private street or way; (d) the owners of land within 300 feet of the property line, all as they appear on the most recent applicable tax list and notwithstanding that the land is located in another city or town. Notice shall also be delivered to the Planning Board of the Town of Wayland, any other Town boards and parties deemed by the Zoning Board of Appeals to be interested in the subject matter of the hearing, and the planning boards of adjacent towns.
- 3.3 *Contents of notice.* Notices are normally prepared based on the content of the application and are often of broader scope than the application would strictly require, in order to permit flexibility. Any applicant may, by informing the Board in writing (on the application form or otherwise), suggest content for the legal notice.

4. HEARINGS

- 4.1 *Hearings open to public.* All hearings conducted by the Board are open to the public and conducted in accordance with the Massachusetts Open Meeting Law, MGL ch. 268A.²
- 4.2 *Presiding member.* The chair shall preside over all Board hearings, unless the chair is absent or recused. In such an absence or recusal, the members shall appoint a regular member to serve as acting chair. The chair or acting chair may administer oaths, summon witnesses, and call for the production of papers. The chair indicates the five voting

² State law guarantees the right to attend the hearing, but the right to speak at the hearing is solely within the province of the presiding chair.

members of the panel at the start of the hearing and appoints one or more associate members to the panel if a regular member of the Board is absent or recused.

- 4.3 *Personal appearance.* An applicant must either be present at the hearing or represented by a lawyer or other authorized person. If no one appears at the hearing, the Board shall, in its discretion: (a) enter an unfavorable decision on the application; (b) continue the hearing; or (c) treat the absence as being a request for withdrawal with prejudice.
- 4.4 *Conduct of hearings.* The Board shall determine the order of presentation and all other conduct of a hearing. The chair generally will ask applicants to present their entire case, after which the Board will invite persons opposing or favoring the application to speak or present evidence and arguments. When the Board decides that further public comment is not forthcoming or is merely repetitive, the chair will close the public portion of the hearing, and no further public comment will be allowed, except in response to a direct question put by a Board member to a particular person.
- 4.5 *Burden of proof.* The applicant carries the legal burden to make a true and complete presentation of the case, to offer evidence on each of the pertinent legal requirements, and to provide all the relevant facts and documents necessary to a fair presentation of the issues for decision by the Board. Any false statement to the Board and any failure to state a material fact gives the Board legal grounds to revoke any favorable action it has taken on the application, whether or not the Board explicitly reserves the right to modify or amend its action. Opponents are under a similar legal duty to present their cases truthfully and completely. Under MGL ch. 40A, Section 15, the Board has the power to subpoena witnesses, take sworn testimony, and compel production of documents.
- 4.6 *Quorum.* Four members, whether regular or associate, must be present in person to constitute a quorum and hear the matters designated by state law (special permits, variances, and appeals from the Building Commissioner/Zoning Enforcement Officer's decisions). If a quorum of the Board is not present at any scheduled hearing, those members present, though less than a voting quorum for purposes of special permits, variances, or appeals, constitute a sufficient quorum to vote to continue and to adjourn the hearing. Applicants can ask the Board to continue a hearing to another date when a full five-member panel is available. Votes to continue and other administrative votes require a simple majority of those present.
- 4.7 *Continuance.* The Board may continue any matter to another specified time, provided that notice of the date, time, and place of the continued hearing and its subject matter is announced at the hearing being continued; and further provided that the notice is posted visibly in the Wayland Town Building for a period of at least three days prior to the specified time.

5. CONSULTING FEES

- 5.1 *Payment of consulting fees.* As provided in MGL ch. 44, Section 53G, the Board may impose a reasonable fee on any applicant for a special permit, variance, or other zoning relief under the Zoning Bylaws, to pay for the employment of an outside consultant to assist the Board in reviewing the application. These consulting fees are imposed in addition to any other fees assessed under these rules and regulations.

- 5.2 *Procedure.* Whenever the Board determines that it needs the services of an outside consultant, it will so notify the applicant. Once it designates an outside consultant, it will inform the applicant in writing, giving the consultant's name, an estimate of the consultant's total fee, and the amount of the initial deposit due from the applicant.
- 5.2.1 *Means of appeal.* The applicant may appeal the Board's selection to the Board of Selectmen, by sending the Board of Selectmen a written request for review of the Board's designation within 14 days of the applicant's receipt of the designation.
- 5.2.2 *Grounds for appeal.* Appeals are limited to claims that the consultant has a conflict of interest or does not possess the minimum qualifications under the statute. The required time limits for the Board to act on the underlying application are extended by the duration of the appeal.
- 5.2.3 *Delivery of initial deposit.* If the applicant does not file an appeal within the time period specified above, the applicant must deliver the initial deposit, in the form of a certified or bank check, to the Building Commissioner/Zoning Enforcement Officer for deposit with the Town Treasurer, within the time limits set in the designation letter.
- 5.2.4 *Amount of deposit.* The initial deposit amount may be any amount up to the estimated total of the consultant's fee. If the deposit amount is less than the estimated total, the Board can ask the applicant for supplemental deposits, which shall be due and payable within 14 days of the request.
- 5.2.5 *Grounds for dismissal.* Failure to pay the initial or any supplemental deposit is grounds for the Board to deny the special permit, variance, or other zoning relief.
- 5.2.6 *Return of unused funds.* The Town Treasurer will pay the consultant's bills, as approved by the Board, from the funds on deposit, and will return any interest earned by the deposited funds and any funds remaining unused at the conclusion of the applicant's matter, upon direction by the Board.

6. DECISIONS

- 6.1 *Recommittal and rehearing.* If the Board determines, at any time after the public hearing closes, that an application or the evidence submitted to support that application fails to conform in all respects with the requirements of state and local law or fails to entitle the applicant to the requested relief, it may, prior to making its decision, advise the applicant of its determination and provide the applicant an opportunity to revise the application or to submit additional materials into evidence. If the revision or additional evidence involves a substantial change from the original application or from the evidence adduced at the hearing, the Board must hold a new hearing thereon, notice of which shall be given as with an original application, before making its final decision.
- 6.2 *Required vote of the Board.* The concurring vote of a supermajority (i.e., four members) is necessary to approve a request for a special permit under the Zoning Bylaws; to grant a variance in the application of the Bylaws; or to reverse an order or decision of the

Building Commissioner/Zoning Enforcement Officer.³ The concurring vote of a simple majority of the members of the Board is necessary to reverse any order or decision or to grant a permit under MGL ch. 41, Sections 81Y through 81CC inclusive, or to grant a comprehensive permit under MGL ch. 40B, Sections 20 through 23. Administrative matters, votes to reconsider, votes to adjourn, and votes to continue hearings are decided by a simple majority of the members present.

- 6.3 *Time limits.* The time limits for the Board's decisions shall be in accordance with state and local law.⁴ When matters are continued, the Board will ask the applicant to sign a form extending the time limits.
- 6.4 *Filing of decisions.* The decision of the Board on each application or appeal, stating the reasons for the decision and the vote of each member upon each question, must be filed in the office of the Town Clerk, where it becomes a public record. Copies are furnished to the administrative officer whose decision is appealed (in the case of an appeal), to the Building Commissioner/Zoning Enforcement Officer in each matter in which he maintains a file, to the applicant or aggrieved person, and to the owner of the land (if the owner is not the applicant). A copy is retained in the permanent records of the Board and, for a variance or special permit, a copy of the decision and all plans referred to therein are filed with the Planning Board.
- 6.5 *Notice of decision.* Notice of each decision of the Board, setting forth the date on which the decision was filed in the office of the Town Clerk and summarizing the action of the Board, will be mailed promptly to everyone who was sent notice of the hearing and to every person present at the hearing who asks for a copy of the decision and gives an address to which the notice should be sent. Each notice shall specify that appeals, if any, must be made pursuant to MGL ch. 40A, Section 17, and must be filed within 20 days after the decision is filed in the office of the Town Clerk.
- 6.6 *Limited or conditional variances and special permits.* When the Board decides a variance or special permit may be granted if it is limited in time or use or is conditioned upon compliance with regulations to be made and amended from time to time thereafter and specially designed to safeguard the zoning district and the Town, it shall impose such limitations and conditions by setting them forth in its decision, causing them to be made a part of the building permit to be issued, and issuing the landowner a notice containing the landowner's name and address, identifying the land affected, and stating that a limited or conditional variance or special permit has been granted as is set forth in the decision of the Board on file in the office of the Town Clerk. No variance or special permit, or any extension, modification, or renewal thereof, shall take effect until a copy of the written decision (which must bear the Town Clerk's certification that 20 days have elapsed and no appeal has been filed or that, if such appeal has been filed, that it has been dismissed or denied) is duly recorded by the Town Clerk in Middlesex County Southern District

³ See generally MGL ch. 40A and 40B. For an application to be approved or a decision overturned, four members must vote in favor; therefore, when only four members are eligible to vote, all four must vote in favor. Applicants can ask to continue the hearing to another date when a full five-member board is available.

⁴ See MGL Ch. 40A, Secs. 9 and 15, applicants for site plan approval under Zoning Bylaws Chapter 198, Article 6, should consult that article and the rules and regulations available at the Planning Board.

Registry of Deeds and indexed in the grantor index under the name of the record owner or is registered with South Register District of Middlesex County and noted on the owner's certificate of title. Each such decision shall be recorded promptly after expiration of the period for appeal set by law.

- 6.7 *Lapse of decisions.* The rights authorized by the Board's orders and decisions shall lapse as follows:
- 6.7.1 *Lapse of variance.* If the rights authorized by a variance are not exercised within one year of the date the variance was granted, they lapse and may be reestablished only after notice and a new hearing, pursuant to MGL ch. 40A, Section 10.
 - 6.7.2 *Lapse of other rights.* If the rights granted by the Board, other than variances, are not used or exercised, they shall lapse in accordance with the time limits set forth in MGL ch. 40A and the Zoning Bylaws.
- 6.8 *Amendment, modification, or correction of orders and decisions.* The Board may amend, modify, or revoke its decisions as follows:
- 6.8.1 *Before final action.* At any time before its decision is filed with the Town Clerk, the Board may modify or amend that decision, provided that the statutory time limits for taking final action are met.
 - 6.8.2 *After final action but before the appeal period has run.* At any time prior to the expiration of 20 days after the decision is filed with the Town Clerk, the Board may modify or amend its decision, provided that notice of the modification or amendment is given to all persons to whom notice of the hearing was sent.
 - 6.8.3 *At any time, to correct inadvertent clerical errors.* At any time that the Board discovers a error or omission in a decision, the Board may correct an inadvertent or clerical error, provided the correction does not constitute a reversal of a conscious decision or grant different relief.⁵

7. COMMUNICATIONS WITH THE BOARD

- 7.1 *Written communications only.* Other than at a hearing or as e-mail, all communications to the Board to must be in writing and in nine copies, submitted to the Building Department for distribution to the Board members and filing in the permanent files.
- 7.2 *Electronic communications.* Messages by e-mail can be sent only to the Building Department, for distribution to the Board members and filing as a public record.
- 7.3 *No ex parte communications.* No applicant or interested party may hold an ex parte discussion (i.e., a discussion outside the forum of the public hearing) of any adjudicatory matter pending before the Board.⁶ Members prior to the hearing or before a continued

⁵ See, e.g., *Board of Selectmen of Stockbridge v. Monument Inn*, 8 Mass. App. Ct. 158 (1979).

⁶ The ex parte communication rules apply to *adjudicatory decisions*, which are those that relate to the zoning on a particular site, and not to *legislative decisions*, which are those that have a broader or more general application in the community. For example, amending the zoning bylaws is a legislative decision; granting a variance for a particular site is an *adjudicatory* decision.

hearing may make site visits to the property and the neighborhood in question.

- 7.4 *Submissions in advance of hearing.* Materials must be submitted no later than seven calendar days in advance of the hearing, so that interested parties and Board members have an opportunity to review the submissions. Should the applicant submits written materials, other than letters from the public, at the hearing, the Board has discretion to continue the hearing to a later date, to allow for public and Board review.
- 7.5 *Legal submissions.* Arguments and briefs may be submitted, as well as requests for particular findings, orders, or decisions, which the Board in its discretion may adopt or reject. All arguments and briefs as well as requests for particular findings, orders, or decisions must be furnished in sufficient quantity to permit distribution to all members of the Board, to all other interested persons, and to the file.
- 7.6 *Photographs.* Photos may be presented during the hearing, provided the contents of each photo is identified and the case number. One original (rather than nine) is sufficient.

8. EFFECT OF RULES

- 8.1 *Waiver by the Board.* The Board may, for any particular application, waive compliance with any portion of these rules and regulations, but only if it finds that doing so does not impair its ability to reach a fair decision and would be fair to both the applicant seeking the waiver and the other applicants who did not or will not seek waivers.
- 8.2 *Waiver by applicants and other parties.* The failure of the Board or any applicant or other person to comply with these rules and regulations shall be deemed waived unless someone objects *at the hearing* with regard to any matter arising before or during the hearing; or *within the statutory period for appeal from the decisions of this Board* as to any matter arising after hearing.

9. AMENDMENT

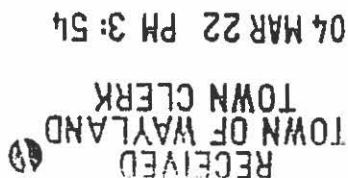
This Board may at any time amend or modify these Rules and Regulations with the concurring vote of a simple majority of the members present, and the amendment or modification shall take effect when a copy is filed with the Town Clerk.

First adopted by unanimous vote of the Zoning Board of Appeals of the Town of Wayland on April 3, 1979. Filed with Town Clerk on April 11, 1979.

Amended 1997. Filed with the Town Clerk in March 1997.

Amended July 15, 2003. Filed with the Town Clerk on July 26, 2003.

Revised and amended, March 9, 2004. Filed with the Town Clerk on March 22, 2004.



West Suburban Veterans District – March 10, 2016

Location: Wellesley Town Hall, Great Hall

Board Members Present: Kate Fitzpatrick, Hans Larsen, John Senchyshyn and Donna VanderClock

Others present: Chris Coleman, Sarada Kalpee, Sally Rose and Stanley Spear

Call to order: Meeting called to order at 4:00 pm.

Business:

1. Citizen Speak

None

2. Minutes

Upon a motion made by Mr. Senchyshyn and seconded by Ms. VanderClock, the Board voted (4-0-0) to approve the minutes of the December 17, 2015 meeting. Mr. Larsen welcomed Ms. Kalpee to her first Board meeting and welcomed back Mr. Spear.

3. FY 16 Budget Status

Mr. Larsen said that the personal services for FY16 are under budget by \$21,380. After discussion it was decided to allocate, by population, the \$21,380 to each community's Ch. 115 accounts. Ms. Rose will update the FY17 draft budget to reflect this allocation and Mr. Larsen will disseminate it to the Board for their approval. Mr. Larsen asked about the sheet on 2015 VA Expenditures for WSVD communities. Ms. Rose had compiled this sheet from information sent by Congressman Jim McGovern. The reason this is important is that VA money received by our residents can reduce the amount of Ch. 115 benefits they may be receiving. Mr. Spear talked about a Vietnam Veteran with whom Matt Ching had worked who had PTSD and hearing loss. He was receiving 10% disability benefits. Because of his PTSD and with Mr. Ching's assistance, he qualified for 100% benefits through the VA and was taken off of Ch. 115 benefits.

4. Director's Update

Starting March 15th Ms. Kalpee will be away for three weeks on active duty at Fort Devens. During her absence, Mr. McGillivray will be covering office hours in Wayland and Weston on Wednesdays and in Needham on Thursdays. Ms. Kalpee distributed a sheet with the proposed office hours to begin Monday, April 11th. The office hours will be:

Monday: from 9:00 a.m. – 5:00 p.m.
 Wellesley Town Hall
 525 Washington Street, Wellesley

Tuesday: from 9:00 a.m. – 4:00 p.m.
 Wayland Town Building
 41 Cochituate Road, Wayland

Wednesday: Morning hours from 9:00 a.m. – 12:00 p.m.
Weston Town Hall, 11 Town House RD, Weston, MA

Afternoon hours from 1:00 p.m. – 4:00 p. m.
Weston Council on Aging, 20 Alphabet Lane, Weston, MA

Evening Hours 6:00 p.m. – 7:30 p.m
Weston Town Hall, 11 Town House RD, Weston, MA
Only on the following dates: 4/13, 4/27, 5/11, 5/25, 6/8, 6/22

Thursday: Morning hours from 9:30 a.m. – 1:00 p.m.
Center at the Heights (COA)
300 Hillside Ave, Needham Heights, MA

Afternoon hours from 1:30 p.m. – 7:00 p.m.
Needham Town Hall
1471 Highland Ave, Needham, MA

Friday: from 9:00 a.m. – 5:00 p.m.
Wellesley Town Hall
525 Washington Street, Wellesley

Ms. Kalpee and Mr. Spear will alternate covering Wayland's office hours. Ms. Kalpee, in her outreach efforts, is hoping to develop interest groups such as having Weston high school art students run paint nights at the Weston COA or soliciting a yoga instructor to volunteer his or her time to run evening classes at Needham's Center at the Heights. Ms. Kalpee also wants to organize a running group in Needham. She hopes to find a veteran to coordinate this group. At a family meet and greet in Wayland Ms Kalpee plans to have someone cook pancakes to feed to the kids while she meets with the adults. Ms. Kalpee was talking about starting to keep case notes, which Board members would have access to, in order to track veteran contacts and the results of that contact. Mr. Larsen and Ms. Kalpee are going to meet with Mr. Brian DuPont, Wellesley's IT Director, to discuss Office 365 and Google Docs and what would be the best platform for maintaining case notes on District veterans. Maintaining security of information is of extreme importance.

5. Old/New Business

Ms. Rose reminded Board members to look at the WSVD website, on which Ms Kalpee has added a link to Facebook, to read about events taking place and information of particular interest to veterans. Mr. Coleman said he'd appreciate receiving email updates regarding events taking place within the District. Ms Kalpee will send out emails about upcoming events.

Mr. Spear talked about a CD he'd been given by Wellesley's Town Clerk that lists veterans by date of birth. This information will be helpful when contacting Veterans from a particular age

bracket. From this disc Mr. Spear learned that of Wellesley's 811 Veterans, 685 are 65 and older. Of the 126 Veterans that are 64 and under: 41 are between 56-64, 48 are between 46-55, 23 are between 36-45, and 14 are 35 and under. Mr. Spear would like to receive similar information regarding veterans from Needham, Wayland and Weston.

The Board agreed that the next meeting will be on Thursday, June 16th at 4:00 p.m. in Wellesley's Great Hall.

The meeting was adjourned at 5:00 p.m.

6



MBTA Advisory Board
177 Tremont Street, Boston, MA 02111
Tel: (617) 426-6054 Fax: (617) 451-2054

September 6, 2016

TO: Chief Elected Officials
FR: Paul Regan, Executive Director, MBTA Advisory Board
Marc Draisen, Executive Director, Metropolitan Area Planning Council
RE: **Municipal Elections to the Boston Region Metropolitan Planning Organization**

IMPORTANT DATES:

- **Nomination Papers Due – Friday, September 30, 2016, at 5:00 PM, to MAPC;**
- **Election – MAPC Fall Council Meeting Wednesday October 26, 2016 at the Quincy Marriott, 1000 Marriott Drive, Quincy, MA 02169**

We are pleased to forward a copy of the election procedures for the elected municipal seats on the Boston Region Metropolitan Planning Organization (MPO). The MPO is responsible for planning and programming financial resources for a multi-modal transportation system for the 101 municipalities in the Boston region. (An overview of MPO member responsibilities is included as Attachment C of the Official Notice of Elections.)

There are four seats on the MPO up for election. The MPO seat currently held by the Town of Framingham representing the Metro West Regional Collaborative (MetroWest) sub-region, the seat currently held by the Town of Bedford representing the Minuteman Advisory Group on Interlocal Coordination (MAGIC) sub-region, the seat currently held by the City of Somerville representing the Inner Core sub-region, and the seat currently held by the Town of Braintree representing the South Shore Coalition (SSC) sub-region, are up for election this year.

Any municipality located in the four above mentioned sub-regions may seek nominations to run for those respective open sub-regional seats.

The MPO has 22 voting members, which currently include:

State members

- Massachusetts Department of Transportation (MassDOT) with three seats appointed by the Secretary of Transportation, at least one of which is from its Highway Division;
- Massachusetts Bay Transportation Authority (MBTA);
- Massachusetts Port Authority (Massport)

Regional members

Metropolitan Area Planning Council (MAPC);
MBTA Advisory Board;
Regional Transportation Advisory Council (RTAC)

Current municipal members

City of Boston with two seats

Twelve (12) elected municipalities, one seat each from the eight MAPC sub-regions.

Inner Core Committee: Somerville

Three Rivers Inter-local Council: Norwood

South West Area Planning Committee: Medway

MetroWest Regional Collaborative: Framingham

North Suburban Planning Council: Woburn

North Shore Task Force: Beverly

Minuteman Advisory Group on Inter-local Coordination: Bedford

South Shore Coalition: Braintree

Two (2) cities filling at-large seats: Newton and Everett

Two (2) towns filling at-large seats: Arlington and Lexington

All elected municipal seats (including the sub-regional seats) are elected by all of the 101 municipalities in the Boston Region MPO area. Each of the 101 municipalities may vote for one (1) municipality for each of the two (2) open sub-regional seats.

The election will be held at MAPC's Fall Council Meeting on October 26th, at the Quincy Marriott, 1000 Marriott Drive, Quincy, MA 02169. The usual process of mailing ballots and accepting absentee ballots will apply, as described in the procedures.

In order to qualify to be on the ballot, each chief elected official who wishes to be a candidate must secure the signatures of five chief elected officials in the region, including their own. **Chief elected officials may only sign nomination papers for one municipality per open sub-regional seat. Nominations are due to MAPC by 5:00 PM on Friday, September 30, 2016 and must be filed in person or by mail at the MAPC, 60 Temple Place, 6th Floor, Boston, MA 02111. Faxes or emails will not be accepted.**

A copy of the official notice and procedures for nomination and election to the MPO are attached. We appreciate your interest in this important matter and look forward to your participation. If you have questions, please call Eric Bourassa (617) 933-0740 or Paul Regan at (617) 426-6054.

Attachments

Official Notice, including Attachments A - C

Nomination Papers

Statement of Candidacy

Official Notice

2016 Boston Region MPO Municipal Election Procedures

At the MAPC Fall Council Meeting on Wednesday October 26, 2016 at the Quincy Marriott, 1000 Marriott Drive, Quincy, MA 02169, elections will be held for four (4) of the twelve (12) elected municipal seats on the Boston Region Metropolitan Planning Organization (MPO).

At that time one municipality from each of the four sub-regional seats up for election, will be elected to the MPO by the chief elected officials of the 101 municipalities which constitute the Boston metropolitan region. Pursuant to the MPO Memorandum of Understanding, approved on July 7, 2011, MAPC and the MBTA Advisory Board (Advisory Board) administer the election of the municipal representatives to the MPO.

MPO Seats Up For Election in 2016:

- One (1) municipality from the Minuteman Advisory Group on Interlocal Coordination (MAGIC) sub-region.
- One (1) municipality from the Metro West Regional Collaborative (MetroWest) sub-region.
- One (1) municipality from the South Shore Coalition (SSC) sub-region.
- One (1) municipality from the Inner Core sub-region.

Terms of election on the MPO are for three years.

Nomination Process

Nominees for the elected municipal seats shall be the chief elected official of the municipality. In cities this is the Mayor or, if the city does not have the office of Mayor, then the Chairman of the Council, with the exception of Plan E cities (Cambridge) in which case it shall be the City Manager. In towns, the chief elected official is the Chairman of the Board of Selectmen. The MPO will accept the Chairman's nomination of a candidate whether or not the full Board of Selectman has voted it.

A nominee for an open municipal seat must receive five nominations made by any chief elected official from the Boston region, regardless of which sub-region they are from. A chief elected official may nominate his or her municipality and that nomination shall count as one of the five nominations needed to place a municipality on the ballot. Each chief elected official may only sign nomination papers for one municipality per open seat.

Nominations papers are due on Friday, September 30, 2016 to MAPC by 5:00 PM and must be filed in person or by mail at MAPC, 60 Temple Place, 6th Floor, Boston, MA 02111, Attn: MPO Elections. Faxes or emails will not be accepted. Nomination papers shall include a statement of candidacy (250 word limit) of the community, also due at this time.

Voting Process

Each of the 101 municipalities may vote for one (1) municipality for each of the four (4) open seats.

Ballot

A ballot will be prepared by MAPC and the Advisory Board based on the certification of nomination papers. The ballot shall contain a list of the nominated municipalities. Candidate communities shall appear on the ballot in an order drawn by lot by designated officers of MAPC and the Advisory Board. The subregion of each of the communities shall be identified on the ballot. A candidates' booklet shall

be issued that shall contain the statement of candidacy of the communities. The list of communities shall appear in the booklet in the same order that they appear on the ballot. In a second mailing, MAPC and the Advisory Board will include an absentee ballot and instructions for how municipalities can cast their vote.

Opportunities for Discussion with Representatives of the Candidate Communities

The Metropolitan Area Planning Council and the MBTA Advisory Board shall provide appropriate opportunity for the electorate to meet representatives of candidate communities. In 2016, this may be accomplished by holding a Candidates Forum at the State Transportation Building in mid-October (date and time TBD).

Election

The election will be held at MAPC's Fall Council Meeting on October 26th at the Quincy Marriott, 1000 Marriott Drive, Quincy, MA 02169. On that day, the designated officers of MAPC and the Advisory Board shall supervise the election to the municipal seats. Ballots shall be cast by the chief elected official of the municipality (as defined by the rules for nominees), or that person's designee. Designees shall present a letter signed by the chief elected official to the designated officers of MAPC and of the Advisory Board 30 minutes prior to the convening of the election on election day. This letter will appoint the designee and confirm his or her authority to cast the municipality's ballot. Such a designation shall be delivered in person or by mail. Designees may represent only one municipality in the election. The designation may require the designee to vote for specific individuals or may vest discretion in the designee.

If the chief elected official is unable to attend the election and does not designate another individual to attend, an absentee ballot may be filed. Such an absentee ballot must be filed by 5 PM the day before the election with the Metropolitan Area Planning Council, 60 Temple Place, Boston, MA 02111. No faxes will be accepted. This ballot is valid for any election (e.g. run off election in case of a tie) held on the day of the MPO election for which the candidates selected on the ballot are still eligible to receive votes.

The MPO seat is held by the municipality. The chief elected official (or their official designee) shall represent the municipality throughout the municipality's term of office.

The designated officers of MAPC and of the Advisory Board shall certify the results of the election to the chairman of the MPO by 12 noon on the Friday following the election.

MAPC Sub-regions

SUBREGION	COMMUNITIES
North Shore Task Force	Beverly, Danvers, Essex, Gloucester, Hamilton, Ipswich, Manchester-by-the-Sea, Marblehead, Middleton, Nahant, Peabody, Rockport, Salem, Swampscott, Topsfield, Wenham
North Suburban Planning Council	Burlington, Lynnfield, North Reading, Reading, Stoneham, Wakefield, Wilmington, Winchester, Woburn
Minuteman Advisory Group Interlocal Coordination (MAGIC)	Acton, Bedford, Bolton, Boxborough, Carlisle, Concord, Hudson, Lexington, Littleton, Lincoln, Maynard, Stow, Sudbury
MetroWest Regional Collaborative	Ashland, Framingham, Holliston, Marlborough, Natick, Southborough, Wayland, Wellesley, Weston
South West Advisory Planning Committee (SWAP)	Bellingham, Dover, Franklin, Hopkinton, Medway, Milford, Millis, Norfolk, Sherborn, Wrentham
Three Rivers (TRIC)	Canton, Dedham, Dover, Foxborough, Medfield, Milton, Needham, Norwood, Randolph, Sharon, Stoughton, Walpole, Westwood
South Shore Coalition	Braintree, Cohasset, Duxbury, Hanover, Hingham, Holbrook, Hull, Marshfield, Norwell, Pembroke, Rockland, Scituate, Weymouth
Inner Core	Arlington, Belmont, Boston, Brookline, Cambridge, Chelsea, Everett, Lynn, Malden, Medford, Melrose, Milton, Newton, Quincy, Revere, Saugus, Somerville, Waltham, Watertown, Winthrop

Metropolitan Area Planning Council 101 Cities and Towns

Cities

Beverly	Lynn	Revere
Boston	Malden	Salem
Braintree	Marlborough	Somerville
Cambridge	Medford	Waltham
Chelsea	Melrose	Watertown*
Everett	Newton	Weymouth
Franklin*	Peabody	Woburn
Gloucester	Quincy	

**MAPC Legal Counsel has rendered an opinion that Franklin and Watertown are defined as cities for the purpose of the MPO Election.*

Towns

Acton	Hopkinton	Randolph
Arlington	Hudson	Reading
Ashland	Hull	Rockland
Bedford	Ipswich	Rockport
Bellingham	Lexington	Saugus
Belmont	Lincoln	Scituate
Bolton	Littleton	Sharon
Boxborough	Lynnfield	Sherborn
Brookline	Manchester	Southborough
Burlington	Marblehead	Stoneham
Canton	Marshfield	Stoughton
Carlisle	Maynard	Stow
Cohasset	Medfield	Sudbury
Concord	Medway	Swampscott
Danvers	Middleton	Topsfield
Dedham	Milford	Wakefield
Dover	Millis	Walpole
Duxbury	Milton	Wayland
Essex	Nahant	Wellesley
Foxborough	Natick	Wenham
Framingham	Needham	Weston
Hamilton	Norfolk	Westwood
Hanover	North Reading	Wilmington
Hingham	Norwell	Winchester
Holbrook	Norwood	Winthrop
Holliston	Pembroke	Wrentham

Overview of MPO Member Responsibilities

Background:

The Metropolitan Planning Organization is established as a required part of the transportation planning process under federal law. It is responsible for planning and programming financial resources for a multi-modal transportation system for the Boston region. The MPO was established in 1973.

The Boston MPO Memorandum of Understanding (MOU) that details the governing structure and process of the MPO can be viewed at www.bostonmpo.org/mou

Specific Responsibilities:

The MPO must prepare and approve several plans and programs on an annual basis. These include:

- The Unified Planning Work Program (UPWP), which programs funds for transportation planning programs in the region;
- The Transportation Improvement Program (TIP), which programs federal, state, and local funding for surface transportation projects (highway and transit).

The MPO also prepares and approves several other plans and programs as necessary. These include:

- The Regional Transportation Plan (RTP), which provides a 25-year plan for the Region's transportation needs and priorities and;
- The conformity of all surface transportation plans and programs with applicable federal laws (including air quality, and the Americans with Disabilities Act).

MPO Meetings:

Meetings are held as needed to accomplish the MPO's business. There are approximately two MPO meetings a month and all but four are held in Boston, during the day, at the state transportation building. Four MPO meetings will be held (one per quarter) outside of Boston. MPO meetings typically begin at 10 AM on the first and third Thursday of the month, and last approximately three hours. The MPO has the authority to establish necessary committees to accomplish its responsibilities. Recent experience suggests that the municipal members of the MPO or their designees attend at least two meetings per month to accomplish the work of the MPO.

2016 MPO Election Nomination Papers

Nominated Community	Name of Chief Elected Official	Signature
Open MPO Seat Community is Running For (only check one)	<input type="checkbox"/> MAGIC Seat	<input type="checkbox"/> Inner Core Seat
	<input type="checkbox"/> MetroWest Seat	<input type="checkbox"/> South Shore Seat

Endorsers

Nominating Community	Name of Chief Elected Official	Signature

Individual endorsements may be attached as a separate letter but must specify the municipality and the official being nominated and must be signed by the chief elected official of the endorsing community.

Please return in person or by mail
By 5 PM on Friday, September 30, 2016 to:
Metropolitan Area Planning Council
60 Temple Place
Boston, MA 02111

Phone inquiries to
 Eric Bourassa, MAPC (617) 933 -0740
 Paul Regan, MBTA Advisory Board (617) 426-6054

2016 MPO Statement of Candidacy

(250 Word Limit)

Municipality: _____

Chief Elected Official: _____

(Suggestions include a brief statement of qualifications; comments on the importance of transportation to the region; and expectations for the Boston Metropolitan Planning Organization)